

AGENDA ITEM 7

APPENDIX 2

PROCEDURE NOTE CALL-IN PROCESS FOR PRIOR NOTIFICATION

Procedure Note – Call-In Process for Prior Notifications on Private Ways

	Action	Who By	Who By If Allocated Person Is On Leave/Absent	When
1	<p>PN details to be entered into Uniform and Draft Call In Report prepared for PN's on weekly basis (NB list to be separate from usual Call In list)</p> <p>Draft Call-In Report for PNs emailed to PO, as per Call-In Rota for PNs, with link to file location/details (and copying in MEO)</p>	PS	N/A	By Thursday (3pm)
2	<p>Consider PN submission and complete Prior Notification Checklist, e.g.</p> <ul style="list-style-type: none"> - Has it been screened? - Is it for agricultural/forestry purposes? - Is an EIA required? - Is the track in NSA? - Is the track likely to have a significant effect upon European site e.g. SAC/SPA? - Is the information submitted sufficient to assess its significance to the aims of the Park? - Would the proposal be of significance to the aims to the Park? 	PO	N/A	By Monday 9am
3	<p>Meeting* to be held with officer from Heritage Team to add comments on Prior Notification Checklist and also to complete CNPA Officer Recommendation Sheet:</p> <ul style="list-style-type: none"> - Planning permission required? - Prior Approval recommended? - If Prior Approval, would CNPA call in? - Further information required? - <p>(PO is responsible for final recommendation and completion of Checklist and Recommendation Sheet)</p>	PO	PM(DM) if all POs absent)	By Thursday 5pm

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	(*officer from Heritage Team on rota basis and meeting arranged for post – I I am on Mondays)			
4	Draft Call-In Report with Prior Notification Checklist and Recommendation Sheets (to be completed for each PN) forwarded to PS for filing and circulation	PO	PM (DM) if all POs absent	By Friday (noon)
5	Both Draft Call-In Reports (PN and usual Call In) and Recommendation Sheet sent to HoP and Convenor, copying it to Monitoring and Enforcement Officer and blind copying it to all the Planning Committee Members. Covering email to advise that any responses should be sent to HoP by I I am Monday at latest. HoP to be sent the Prior Notification Checklist separately, if necessary. The Prior Notification Checklist and Recommendation should be filed - future use by PO if prior approval is called in and/or future use by MEO for investigative/enforcement purposes	PS	N/A Send Report to PM (DM) and request responses to PM (DM) (if HoP on leave <u>and</u> confirms he is not available – PS to check availability)	By Friday (noon)
6	Call-In Report together with Response sheets finalised (in discussion with Planning Convenor, where appropriate) and sent to Planning Mailbox	HoP	PM (DM) (if HoP on leave <u>and</u> confirms he is not available – HoP to advise PM(DM))	By Tuesday (noon)
7	Call-In Outcome issued to Recipient Planning Authority together with relevant Response sheets.	PS	N/A	By Tuesday (5pm)
8	Uniform to be updated	PS	N/A	By Tuesday (5pm)
9	When advised that PN has been changed to Prior Approval and details received, PM(DM) (or HoP in absence) to be notified for allocation	PS	N/A	Within 3 working days of receipt from Recipient Planning Authority

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10	Planning Support to be notified of allocation	PM(DM)	HoP	Within 2 working days of receipt by PM(DM)
11	Uniform updated and case file allocated to PO	PS	N/A	By Tuesday (noon)

HoP – Head of Planning, PM (DM) – Planning Manager (Development Management), PO – Planning Officers, PS – Planning Support

NB: (1) PM (DM) responsible for creating annual PO rota. HoP, PO's and PS responsible for ensuring cover in absence (as above)

NB: (2) Outcome reports issued for usual Call in on Monday and PN on Tuesday.