

Development Committee: Call-In Form

This form can be completed by either:

- the ward councillor for the site in question – or – if suitable justification provided (e.g. **in relation to** their interest to the application) then a councillor from an adjacent ward;
- the Council's Director for **Service Delivery**;
- the Council's Assistant Director **for** Planning;
- **the Council's Development Manager**; or
- the Council's Monitoring Officer

All completed forms will be added to the publicly accessible application file and where items go to Committee the information from the last four questions (in blue) will be included in a '*Reasons for the Item being on the Committee Agenda*' section of the relevant Committee report.

Application Reference No	
Application Address	
Application Description	
Date public consultation period finishes:	
Planning / Constitutional Grounds for Call In	
Form Completed By (Name)	
Date Form Submitted	
Role of Person Completing Form (circle and complete as appropriate) <i>*Add a reason / justification if 'Adjacent Ward Member' is the option circled</i>	Ward Member / Adjacent Ward Member* / Senior Officer

For office completion only			
Date Application Validated:		Initial Determination Target Date:	
In accordance with the Constitution:		Officer finalising form:	
Next Available Committee (see note 1):		Number of Forms Submitted by Individual in Municipal Year:	

Note 1: The date entered here is the earliest Committee date that the matter might be considered at – it doesn't mean it will definitely be considered on that date. The Committee papers for Development Committee are available at [Development Committee Meeting Papers](#) and are always published a week before the meeting (e.g. on a Wednesday 8 days before a Thursday Committee meeting).

Completed forms must be submitted to: planning@north-norfolk.gov.uk. Please use "Call-In of Application to Committee" as the 'Subject' for the email.