

## **Explanatory Notes to Assist Development Committee Call In Form Completion:**

This form must be completed for all applications prior to the item being placed on the Committee Agenda. There will be no exceptions.

The person seeking to call the item in should complete the following 7 boxes of the template:

- (i) Application Reference;
- (ii) Application Address;
- (iii) Application Description;
- (iv) Form Completed By;
- (v) Form Submission Date;
- (vi) Role of Person Completing Form; and
- (vii) Planning / Constitutional Grounds for Call In'.

The information for the first three ((i), (ii), and (iii)) will be available via: the yellow site notice, the Council's web-site and / or the weekly list sent to all councillors.

Clearly, it will be obvious what to complete for (iv) and (v).

In relation to the 'Role of Person Completing Form' box in the template it should be completed with either 'Ward Councillor', 'Adjacent Ward Councillor' or 'Job Title' – if an Officer.

If the person is an 'Adjacent Ward Councillor' they should also briefly summarise in the box why they believe they should be entitled to call the item in – e.g. '*it is a very large application, just outside the boundary of my ward – and one that will have a significant bearing on my ward*' or '*the ward Councillor has a conflict of interest in the application – and has suggested their constituents approach me about the application*' or '*the Ward Councillor is not available due to INSERT and therefore I am taking this view in their absence*'. An answer along the lines of '*I happen to know the applicant / objector and they asked me to consider calling the application in*' is not an appropriate justification.

In the 'Planning / Constitutional Grounds For Call In' box of the template, if the reason is a simple 'Constitutional' reason (e.g. the applicant is a councillor) then the relevant part of the Constitution should be specified but if it a personal judgement of a councillor or officer then an appropriate explanation should be provided.

This could be along the lines of one or more of the following statements:

- *"This is a very large application and is therefore considered to be of such a scale that the Committee should determine the application";*
- *"The application is in a particularly sensitive location (with an explanation given as to the sensitivity) and allowing / refusing it could have significant impacts on a wide area or set a precedent that might well apply to other applications";*
- *"The level of public interest is so significant that I believe the application should be put before Committee. So far people from X different local addresses have commented and the Town / Parish Council also object / support the proposal"; or,*
- *"I have considered the planning merits of the case carefully and I do not agree with the Case Officer's conclusions. In particular I believe considerations associated with [specific planning factors to be set out] should be given more / less weight. I intend therefore to speak at Committee in favour of approval / refusal."*

In the event that Officers do not feel that the 'Reason' is sufficiently detailed or related to Planning then they will look to discuss the Call-In form with the relevant Councillor with a view to clarifying / expanding on the rationale. The Councillor could decide not to continue with the Call-In process at that time.

Officers will complete all the other boxes.

Note: the '*Next Available Committee*' box in the template will normally be completed with the next published main Committee date – i.e. that is after the date the form is completed. That is the date that will normally be entered unless the papers for that meeting have already been published – in which case the entry will probably be the meeting after that. That does not mean that that will automatically be the meeting the item would be reported to – but it does mean that the decision wouldn't be made before then.

Part 5 of the Council's Constitution (pages 137 to 146) sets out North Norfolk District Council's 'Planning Code of Practice' and provides useful guidance for Councillors on a range of issues including:

- (i) Development proposals and declaration of interests under the Members' Code of Conduct;
- (ii) Pre-determination in the planning process
- (iii) Contact with applicants, developers and objectors,
- (iv) Lobbying of Members
- (v) Lobbying by Development Committee members
- (vi) Site visits by Members
- (vii) The decision making process
- (viii) Members relationship with officers
- (ix) Public speaking at meetings by members
- (x) Decision making by members
- (xi) Training of Members

The Constitution can be accessed via: [North Norfolk District Council Constitution](#).

All forms should be sent to [planning.department@north-norfolk.gov.uk](mailto:planning.department@north-norfolk.gov.uk) – when completed – with the subject being "Call-In of Application to Committee".

Whilst 'typed' forms would be preferred, 'hand-written' and scanned forms will be accepted.

Please Note:

- (1) If a Councillor completes the form – and in so doing – gives a clear indication of their view e.g. "I am opposed to this application because ....." then they will be deemed to have taken a pre-determined position and should not therefore be part of the Committee (i.e. voting for or against the proposal) when it considers the application;
- (2) Development Committee made it clear at their meeting on 25<sup>th</sup> July 2024 that they would normally expect a Councillor that calls a matter into Committee to either attend that meeting to speak on the item or to make a written submission after the publication of the Committee report and before the meeting – that could then be circulated prior to the meeting or read out at the meeting; and,
- (3) If the Call-In form is completed by an Officer, they must also send the completed form direct to the relevant ward councillor(s) at the same time as submitting it to the above email address.