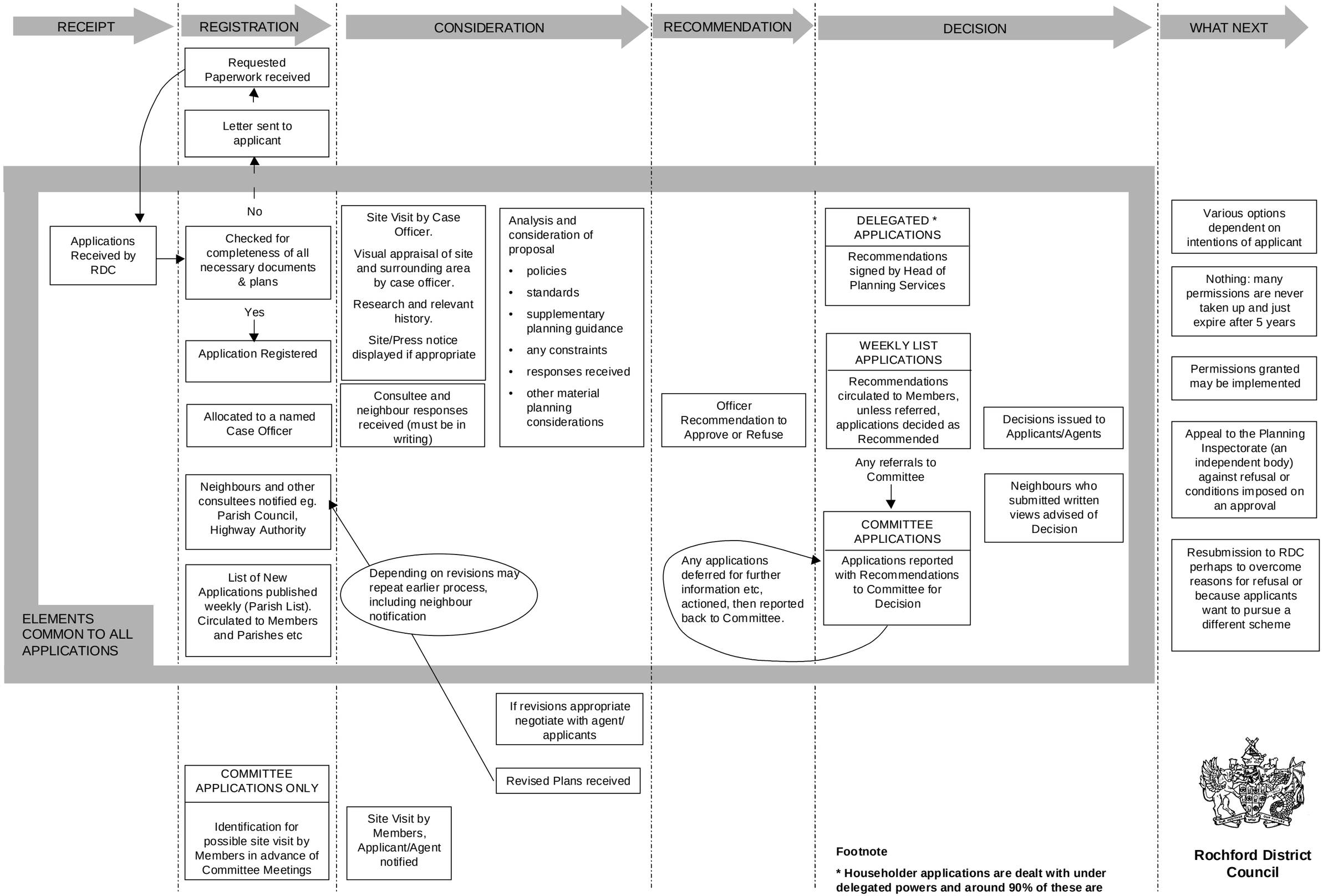
RECEIPT
REGISTRATION
CONSIDERATION
RECOMMENDATION
DECISION
WHAT NEXT
Requested Paperwork received
Letter sent to applicant
No
Applications Received by RDC
Checked for completeness of all necessary documents & plans
Yes
Application Registered
Allocated to a named Case Officer
Site Visit by Case Officer.
Visual appraisal of site and surrounding area by case officer.
Research and relevant history.
Site/Press notice displayed if appropriate
Consultee and neighbour responses received (must be in writing)
Analysis and consideration of proposal
• policies
• standards
• supplementary planning guidance
• any constraints
• responses received
• other material planning considerations
Officer Recommendation to Approve or Refuse
DELEGATED * APPLICATIONS
Recommendations signed by Head of Planning Services
WEEKLY LIST APPLICATIONS
Recommendations circulated to Members, unless referred, applications decided as Recommended
Decisions issued to Applicants/Agents
Any referrals to Committee
COMMITTEE APPLICATIONS
Applications reported with Recommendations to Committee for Decision
Neighbours who submitted written views advised of Decision
Neighbours and other consultees notified eg. Parish Council, Highway Authority
List of New Applications published weekly (Parish List). Circulated to Members and Parishes etc
Depending on revisions may repeat earlier process, including neighbour notification
Any applications deferred for further information etc, actioned, then reported back to Committee.
ELEMENTS COMMON TO ALL APPLICATIONS
If revisions appropriate negotiate with agent/ applicants
Revised Plans received
COMMITTEE APPLICATIONS ONLY
Identification for possible site visit by Members in advance of Committee Meetings
Site Visit by Members, Applicant/Agent notified
Various options dependent on intentions of applicant
Nothing: many permissions are never taken up and just expire after 5 years
Permissions granted may be implemented
Appeal to the Planning Inspectorate (an independent body) against refusal or conditions imposed on an approval
Resubmission to RDC perhaps to overcome reasons for refusal or because applicants want to pursue a different scheme
Footnote
* Householder applications are dealt with under delegated powers and around 90% of these are decided within 8 weeks.
Rochford District Council