

<b>Applications over 12 months old- Action Plan 2018/ 19</b>	<b>27 June 2018</b>
<b>PLANNING COMMITTEE</b>	

<b>Linkage to Council Strategy (2015-19)</b>	
<b>Strategic Theme</b>	Protecting and Enhancing our Environments and Assets
<b>Outcome</b>	Pro-active decision making which protects the natural features, characteristics and integrity of the Borough
<b>Lead Officer</b>	Denise Dickson
<b>Cost: (If applicable)</b>	N/A

## **1.0 Background**

1.1 The Local Government (Performance Indicators and Standards) Order (Northern Ireland) 2015 sets out the 3 statutory targets for major development applications, local development applications and enforcement cases. These targets are to process:

- Major applications from date valid to decision or withdrawal within an average of 30 weeks.
- Local applications from date valid to decision or withdrawal within an average of 15 weeks.
- 70% of all enforcement cases progressed to target conclusion within 39 weeks of receipt of complaint

To date, only the enforcement target has been achieved.

1.2 Not only is the target for major and local applications not being reached, but the number of applications in the system over 12 months is also increasing. A proposed Action Plan has been prepared in order to assist in improving customer service by bringing a conclusion to those older applications that have been in the system over 12 months.

## **2.0 Detail**

2.1 The previous Action Plan for the 2017/ 18 business year identified that there were 78 applications over 12 months old at 31 March 2017. This Action Plan set a target of a reduction to 60 applications in this category by the end of March 2018. By 31 March 2018 the number of applications in the system over 12 months had increased to 117, almost 90% of which are local applications.

2.2 The recruitment of additional temporary staff in the latter half of the last business year has resulted in progress in achieving the target for local applications. In the last 5 months since the establishment of the Minors Team, over 40% of local applications were processed on a monthly basis within the 15 week target, with the exception of the month of January (impact from staff holidays).

- 2.3 Furthermore, consistent gains were made in reducing the established number of applications over 12 months old, in particular by reducing the number of legacy applications (ie those received before the transfer of functions in April 2015) by more than 50% from 29 to 14 applications.
- 2.4 The Planning Business Plan 2018- 2019 sets a target of reducing the number of applications over 12 months old from 14.5% to less than 11% of total live applications by the end of March 2019.
- 2.5 In order to take steps towards achieving this target, the proposed Action Plan adjusts the approach from the previous Action Plan. It proposes:
- greater emphasis on measures to improve the efficiency of Development Management generally (Development Management Internal Advice and Guidance Note 2 Efficient Development Management (Appendix 2). This is anticipated to have the two-fold benefit of reducing the number of applications entering the 12 months plus category and improving performance generally to meet the statutory application processing targets.
  - The Senior Planning Officers will hold a monthly meeting to monitor applications in the system over 6-12months and report to the Head of Planning on progress.
  - The Principal Planning Officer will hold a monthly meeting to monitor the over 12month applications and report to the Head of Planning on progress.
  - The Head of Planning will hold a monthly meeting to review the legacy applications.
- 2.6 The proposed Action Plan is attached as Appendix 1 and Development Management Internal Advice and Guidance Note 2- Efficient Development Management as Appendix 2.

### **3.0 Recommendation**

- 3.1 **IT IS RECOMMENDED** that Members agree to the implementation of the proposed Applications Over 12 Months Old- Action Plan 2018/ 19.

## **APPENDIX 1–**

### **APPLICATIONS OVER 12 MONTHS OLD – ACTION PLAN 2018/ 19**

#### **Background**

The Local Government (Performance Indicators and Standards) Order (Northern Ireland) 2015 sets out the 3 statutory targets for major development applications, local development applications and enforcement cases. These targets are to process:

- Major applications from date valid to decision or withdrawal within an average of 30 weeks.
- Local applications from date valid to decision or withdrawal within an average of 15 weeks.
- 70% of all enforcement cases progressed to target conclusion within 39 weeks of receipt of complaint

To date, only the enforcement target has been achieved and the number of applications in the system over 12months has increased from 78 to 117.

#### **Purpose**

This Action Plan is being put in place in order to assist in improving customer service by bringing a conclusion to those older applications that have been in the system over 12 months.

As part of a measure to improve development management performance generally, this Action Plan should work towards assisting in meeting the statutory targets set out by The Local Government (Performance Indicators and Standards) Order (Northern Ireland) 2015.

#### **2017/18 Over 12 Month Old Action Plan**

The previous Action Plan for the 2017/ 18 business year identified that there were 78 applications over 12 months old at 31 March 2017. This Action Plan set a target of a reduction to 60 applications in this category by the end of March 2018. By 31 March 2018 the number of applications in the system over 12months had increased to 117, almost 90% of which are local applications.

## Performance

The recruitment of additional temporary staff in the latter half of the last business year has resulted in progress in achieving the target for local applications. In the last 5 months of 2017/18 business year, since the establishment of the Minors Team, over 40% of local applications were processed on a monthly basis within the 15 week target, with the exception of the month of January (impact from staff holidays).

Furthermore, consistent gains were made in reducing the established number of applications over 12 months old, in particular by reducing the number of legacy applications (ie those received before the transfer of functions in April 2015) by more than 50% from 29 to 14 applications.

Unfortunately, as progress was made in reducing those already within the over 12month band, new applications fell into the band resulting in the overall increase. The table below breaks down the applications into 3 bands; 12-18months, 18-24months and >24 months. This shows that while applications in the 18-24 month and >24 month category remained relatively static, the number in the 12-18 month category increased substantially over the latter half of the year.

**Table 1 Breakdown of over 12 month applications (April 2017 – March 2018)**

	12-18 Months	18- 24 Months	>24 Months	TOTAL
April	32	14	28	74
May	30	16	29	75
June	38	15	27	80
July	36	15	31	82
August	41	19	29	89
September	50	18	29	97
October	52	18	28	98
November	60	11	33	104
December	62	13	33	108
January	71	8	36	115
February	75	11	34	120
March	71	18	28	117

Source: Unvalidated Statistics; Excludes: Pre-Application Discussions; Certificate of Lawful Development Proposed or Existing; Discharge of Conditions; Non-Material Change.

In seeking to ascertain further information to the trend of applications in this category, greater analysis has been undertaken of the statistics. This analysis had regard to the number of applications in this category being continuously high. The number of applications in this category is defined by two key factors: applications that are decided and leave this category and; applications that reach their first anniversary and fall into this category.

Gains in reducing the applications over 12 months in the system continue to be outpaced by the new applications entering this category resulting in an increase from 11.5% of all live applications as of 31 March 2017 to 14.5% of live applications at 31 March 2018.

The monthly review of applications over 12 months old has allowed consideration of the reasons for those applications entering this category. The most common reasons are:

1. Phased submission of information on larger applications e.g. drainage assessments not submitted on housing schemes until roads and design layouts fully agreed.
2. Preparation of specific reports that can only be carried out at certain times of the year e.g. bat and otter reports. This causes applications to be put on hold.
3. Multiple consultation due to inadequate reports and time to prepare adjusted reports e.g. noise reports. This option often appears more reasonable than to proceed with a refusal.
4. Submission of non-requested amended plans by Agent requiring further consultation and notification.
5. Delays by case officers in not acting decisively to progress refusals.
6. Delays by case officers to request substantive amendments at an early stage.
7. Too much time given for submission of information/ amendments from Agents with multiple reminders.
8. Failure of case officers to identify need for specific consultations (and EIA determinations) at an early stage. These errors can be uncovered at what should have been the end of the process.

### **Proposed Target**

The Planning Business Plan 2018-2019 sets a target of reducing the number of applications over 12 months old to less than 11% of total live applications by the end of March 2019.

### **Proposed Actions**

As has been achieved in the previous year, sustained efforts should be made to ensure that applications that are already in the over 12 months old category are progressed to a decision.

Some factors causing elongated processing times are outside the control of the Planning Department. However the potential for significant improvement in processing times can be achieved through a combination of: sufficient staff resources; improved staff efficiency and; addressing the issues identified in points 5-8 above.

Sufficient staff resources is monitored on a quarterly basis using management reports. This involves consideration of the number of applications received, their complexity and live caseloads.

Improved staff efficiency can be brought about through strict adherence to the timeframes and best practice set out in the Development Management Internal Advice and Guidance Note 2 Efficient Development Management (Appendix 2). Application of this method of working is the responsibility of the case officers and line management. Central to this approach is underlining the importance of efficient development management and promoting a culture of efficiency to achieve targets. The issues identified in points 5- 8 above can similarly be addressed through an increased drive for efficiency and staff training.

Other specific actions to monitor and progress applications in the system over 12months are set out below.

<b>Actions</b>	<b>Action Owner</b>	<b>Timescale</b>	<b>Comments</b>
Staff Training on Efficient Development Management	PPTO	• Twice yearly	
Application of DM Internal Advice and Guidance Note 2- Efficient Development Management	SPTOs, HPTOs, PTOs	• Timeframes set out in document.	
Management of assigned caseload	PTOs, HPTOs	• Weekly	Using MIS Reports
Performance Management	SPTOs, HPTOs	• Weekly	Using MIS Reports
Monitor applications received and caseloads	SPTOs	• Monthly	Raise issues that need addressed with PPTO/Head of Planning
Monitor overall applications over 12 months old	PPTO	• Weekly	Using MIS Reports
Review progress on applications already 6-12 months old	SPTOs	• Monthly	Group Meeting and report to Head of Planning
Review applications over 12months old	PPTO	• Monthly	Group Meeting and report to Head of Planning
Review legacy applications	Head of Planning	• Monthly	Group Meeting

## **Reporting**

An update on Development Management Statistics report is presented to the Planning Committee Monthly. This report will continue to set out the number of applications over 12 months old at the end of the preceding month as well as previous months to show progress.

## **Conclusion**

Adherence to this Action Plan offers the two-fold benefit of reducing the number of applications over 12 months old as well as improving performance against processing targets. This, in turn, will offer tangible benefits in terms of service delivery and positive economic outcomes for the Borough.

## APPENDIX 2



## Development Management Internal Advice and Guidance Note 2

July 2017

### **Efficient Development Management**

#### **Purpose**

The purpose of this Advice and Guidance Note is to provide staff with guidance on processing planning applications in an efficient manner. Working together, this will allow stakeholders in the planning process to deliver timely planning outcomes. Application of this guidance will ensure a more equitable, consistent approach in the Planning Department within Causeway Coast and Glens Borough Council.

#### **Introduction**

Legislation provides indicators of planning performance. The legislative basis for this relates to the requirements of The Local Government (Performance Indicators and Standards) Order (Northern Ireland) 2015. Major applications have a specified standard of 30 weeks while Local applications have a specified standard of 15 weeks. The Council's performance against this standards, relative to other Councils within Northern Ireland, is published which allows public scrutiny.

This guidance builds on the "Development Management- A Good Practice Guide" published by the Department of the Environment in 2009. That guidance placed an emphasis on the shift of approach from that based on the principles of development control to that based on development management. While that approach is now embedded, this guidance seeks to ensure a continuity of approach to bring about quicker planning decisions. This seeks to improve the efficiency of the planning function within the Council and provide greater certainty about timescales. This will provide benefits to applicants and third parties as well as making a contribution to economic growth within the Borough.

#### **Stakeholders**

Integral to this approach is collaboration between Planning Officials, Applicants/ Agents and Consultees. Working together, more efficient planning outcomes can be realised. The key roles of each of these stakeholders is set out as follows:

##### Planning Officials-

1. Respond positively to requests for pre-application advice in accordance with Development Management Practice Note 10 Pre-Application Community Consultation (and Pre-Application Discussions).



2. Ensure that all stages of the development management process are completed with the stated timescales.
3. Promote meaningful public consultation and take account of representations received.
4. Actively manage consultation regarding the need to consult and the assessment of responses.
5. Request amendments/ additional information as early as possible to avoid unnecessary delay.
6. Provide an initial planning view as early as possible in the application process particularly when a proposal is considered fundamentally unacceptable.
7. Assess applications to form a corporate opinion at the earliest possible opportunity.
8. Issue decisions promptly.

#### Applicants/ Agents-

1. Avail of pre-application advice, where necessary, in order to front load applications which will minimise delay in processing.
2. Submit good quality applications which are valid on receipt together with other supporting information or reports necessary to assist in determination of an application.
3. Ensure proposals reflect the planning policy context.
4. Anticipate neighbour/ community concerns, discuss proposals with the local community and take appropriate action to resolve potential issues before submitting an application.
5. Respond promptly to requests for amendments/ additional information.

#### Consultees-

1. Provide a substantive response within agreed timescales.
2. Comment only on matters related to material planning considerations.
3. Not burden the development management process with matters related to the requirements of other legislation.
4. Seek amendments/ additional information only when necessary to inform a planning decision.
5. Provide draft conditions/ reasons for refusal when appropriate.

### **Targets**

Each stage of the development management process allows the potential for improved efficiency. While the following targets are not expressly set out in the Business Plan, they do collectively work towards the end to end processing targets which the Business Plan seeks to achieve.

#### Stage 1 Validation-

Validate all applications within **3 working days**. Retain invalid applications for a further **5 working days** post initial validation before returning to the applicant/ agent.

#### Stage 2 Allocation/ Initial Guidance-

Senior Planning Officers shall allocate new applications daily on the **same day** that they are made up as applications. At this point, the Senior Planning Officer can, where necessary, provide advice to the assigned Case Officer on specific consultees or the need for an EIA determination. This has the benefit of preventing a delay in the initiation of consultations that are necessary for the specific proposal.

### Stage 3 Consultation Initiation & Neighbour Notification-

This stage is the first carried out by the assigned Case Officer. Within **3 working days** the Case Officer, having regard to the nature of the development being proposed, as well as hazards and constraints, shall identify and initiate the relevant consultations. In doing so regard must be had to the consultation requirements set out in The Planning (General Development Procedure) Order (Northern Ireland) 2015 regarding mandatory consultations. In some cases consultation with NIEA should not be carried out immediately as a Bio-Diversity Checklist is required in the first instance. However, this should not delay the initiation of other consultations.

Consultations shall be carried out on an essential only basis. This is to ensure that processing of the application is not delayed pending consideration of non-essential consultation responses.

Where EIA screening is required, consultations are carried out to assist in ascertaining whether an environmental statement is required. In these cases consultation initiation on the planning application should be delayed pending these responses.

At this stage Case Officers shall verify neighbours to be notified in accordance with The Planning (General Development Procedure) Order (Northern Ireland) 2015.

Consultation responses will be critically examined to ensure that any further information requested is essential to inform a planning assessment of development proposals and ultimately the decision making process. Consultees will be informed when their advice is considered to be inappropriate in the context of the development management process. This will be documented in the Development Management Officer Report (DMOR). Normally, requests for further information/amended plans will be issued to applicants/agents within **3 working days** of receipt of a consultee response. This information request should be made by e-mail where available given that this is faster than conventional post. Where e-mail is not available, conventional post may be used. In all cases a record must be kept of such requests on the application file.

The information request will specify a timescale for the submission of information and where appropriate will explain why the amendment/information is required to enable the application to be processed. The timescale will reflect the complexity of the information required. For example, a request seeking amended access details for a single dwelling will be given a maximum of **2 weeks** whereas the submission of a Traffic Impact Assessment is likely to take a substantial period of time (**approx. 2 months**). However, in most cases a period of **2 weeks** will be appropriate.

The request will advise applicants/agents that reminders will not be issued and that information must be submitted within the specified timescale unless there is a justifiable reason to extend the stipulated period for submission. Any extension will be agreed with the case officer. Case officers also will advise applicants/agents of the target meeting with the Senior Planning Officer for the application and stress the importance of submitting the amendments/information to meet that target.

On receipt of amended plans/information case officers will avoid unnecessary repeat consultations. For example, where the information submitted clearly addresses the issues raised by a consultee further consultation may not be necessary. Also, where a road layout in a residential development has been altered it may be necessary to re-consult DFI Roads whereas

it is unlikely that further consultation with NIEA Water Management Unit would be required. In these circumstances where a further consultation is not deemed necessary, the case officer will contact the consultee to seek draft planning conditions and/or informatives (if necessary).

#### Stage 4 Site Inspection and Early Assessment-

Before undertaking site inspections, case officers will identify and confirm all relevant planning history. Normally a site inspection will be carried out within **10 working days** of allocation. The case officer will:-

1. Make a full assessment of the site and its context.
2. Identify key planning issues.
3. Confirm that Neighbour Notification has been completed in accordance with legislative requirements.
4. Confirm that no further consultations need to be issued because of site specific factors.

Photographs must be taken and placed on the application file. The Characteristics of the Site and Area elements of the Development Management Officer Report (DMOR) will normally be completed within **5 working days** of a site inspection.

#### Stage 5 Initial Planning View-

The Senior Planning Officer will review applications with case officers normally within **10 working days** of a site inspection to confirm the basis for assessing each proposal in terms of planning policy and to form an initial planning view.

A clear record of issues discussed and actions agreed will be placed on the application file. The need for this level of guidance will vary depending on the nature of the proposal and the experience of the case officer.

This is a crucial stage of the process towards achieving the processing targets and Senior Planning Officers will ensure it is completed within the required timescale.

When an initial planning view is formed applications will normally fall into one of three categories:

- (1) Proposal is acceptable** – applications which can be recommended for approval with no or minor amendment (without requiring negotiation);
- (2) Proposal requires substantial amendment and/or additional information needed** – applications where it is judged that negotiation and amendment could lead to approval;
- (3) Proposal is unacceptable and likely to be refused** – applications where negotiation is unlikely to lead to an acceptable proposal.

#### **(1) Proposal is acceptable.**

When it is established that a proposal is acceptable in planning terms, the case officer will complete the DMOR as far as possible taking account of representations and consultation responses. Requests for minor amendments/additional information arising from consultation responses and/or representations will be assessed as described at Stage 3 above. Where appropriate, the case officer will consider the use of planning conditions including negative conditions, as an alternative to amended plans/additional information e.g. in relation to access details, archaeological surveys or materials/finishes.

## **(2) Proposal requires substantial amendment and/or additional information.**

Where proposals are deemed to be acceptable in principle on the basis of an initial planning assessment, subject to the submission of amended plans/additional information, case officers will contact the agent/applicant normally within **5 working days** to request the information required. It is the responsibility of the case officer to state clearly the amendments/information required with supporting planning reasons as necessary. This will be communicated to the agent preferably by e-mail as it offers the benefits of being quicker than conventional mail and allows for more accurate recording relative to a telephone call. In some cases a meeting, may be appropriate, depending on the complexity of the issues to be resolved. The guidance outlined at Stage 3 will be followed in relation to timescales for submission of information and the approach to be adopted regarding repeat consultations. Deadlines for submission of amendments/information will take into account whether any further consultation is likely to be required.

- Minor amendment resulting from the applicant responding positively to comments from consultees and/or third party representations will proceed to decision without further consultation, where possible;
- Re-consultation will be carried out where there is likely to be a greater or significantly different impact resulting from the amended proposal; and
- Where an amendment proposes a significant increase in the scale of development full re-consultation will be carried out.

When information is not received within the specified timescale the case officer will complete the DMOR (see Stage 6 below) and include reference to the information requested and the applicant/agent's failure to provide it within the timescale. Where the case officer is recommending refusal on the basis of insufficient information the reason/s for refusal will state clearly why a proposal is unacceptable and why the Council is unable to grant planning permission in the absence of the information requested.

The SPPS Para 5.72 states that "*Grounds for refusal will be clear, precise and give a full explanation of why the proposal is unacceptable.*"

A decision refusing planning permission on the basis of insufficient information will clearly identify the information required and the "interests of acknowledged importance" that would be harmed if planning permission was granted in the absence of additional information. All refusal reasons should be soundly based on relevant planning policy. The following are examples of appropriate reasons:-

- The proposal is contrary to Policy AMP 2 of PPS 3 Access Movement and Parking as it has not been demonstrated how adequate visibility can be achieved and therefore the proposal would prejudice road safety and the convenience of other road users.
- The proposal is contrary to Para 4.11 of the SPPS as it has not been demonstrated that the proposal would not cause a nuisance to neighbouring residential properties by reason of noise.

## **(3) Proposal is unacceptable**

A proposal that is fundamentally unacceptable in planning terms, having regard to the local plan, so far as material to the application and all other material considerations will be progressed to an opinion to refuse planning permission. Consultee responses will be critically assessed to ensure that requests are not issued for amendments/additional information that will

not alter a planning view to refuse planning permission. Applications in this category will be discussed with the Senior Planning Officer at the earliest opportunity.

Applicants/agents and consultees will be advised of the Council's opinion to refuse planning permission at the earliest appropriate opportunity. This will normally be when the application is placed on the Contentious Delegated Decisions Ready to Issue list or when the agenda is prepared for the Planning Committee (2 weeks in advance of the Planning Committee date). This early indication of the Council's opinion is likely to be welcomed by applicants/agents as unnecessary work preparing amendments/additional information is avoided when there is no prospect of planning permission being granted. This is helpful to consultees in formulating responses, including requests for amendments/additional information, in relation to proposals considered fundamentally unacceptable and where a refusal is likely to issue, subject to consultation with Members.

In addition to the right to have an application progressed to a decision applicants/agents will be advised of the option to withdraw an application and re-submit an alternative proposal.

Pre application advice will be offered to inform the submission of amended proposals. This will reduce the need to negotiate amendments to any subsequent application, thereby minimising delay in the process.

#### Stage 6 Development Management Officer's Report-

The Case Officer will complete the assessment of the application and prepare their report with draft conditions or reasons for refusal as appropriate. Where the application is delegated, the report takes the form of the Development Management Officer's Report (DMOR). Where the application is for the Planning Committee to determine, the report takes the form of a Planning Committee Report.

#### Stage 7 Discussion with the Senior Planning Officer-

The Case Officer shall discuss their report and recommendation with the Senior Planning Officer. The Senior Planning Officer and Case Officer will use live case management monitoring reports to ensure that applications are progressed to meet the relevant processing targets. Careful management of the progress of an application by both Senior Planning Officers and case officers will ensure that the majority of applications are discussed at the first available opportunity.

Where the Senior Planning Officer agrees with the recommendation of the Case Officer further discussion is not required. However, where the Senior Planning Officer disagrees with the recommendation of the Case Officer, the application shall be discussed with the Principal Planning Officer to achieve a consensus. In other cases, depending on the complexity or the nature of the issues raised, it may be appropriate to discuss the application with the Principal Planning Officer regardless of agreement or disagreement between the Case Officer and the Senior Planning Officer.

The final opportunity to discuss the application to meet the processing target is a minimum of **2 weeks** prior to the target date to accommodate the lag time associated with presentation on the Contentious Delegated Decisions Ready to Issue list. The final opportunity date to discuss the application shall be recorded on the application file cover at Stage 1.

All applications will be discussed between the Case Officer and the Senior Planning Officer including those where a case officer assessment may be incomplete. The reason for the delay will be identified and action agreed will be recorded on the file. The progress of applications that fail to meet the final date for discussion will be monitored on a fortnightly basis to ensure that any subsequent delay is reduced to an absolute minimum.

#### Stage 8- Presentation to the Planning Committee-

The Scheme of Delegation sets out the categories of applications where decision by the Planning Committee is mandatory. On those applications, presentation to the Planning Committee to meet the processing target shall be calculated on receipt and recorded on the application file cover at Stage 1.

Some local applications can be referred to the Planning Committee when placed on the Contentious Delegated Decisions Ready to Issue list. Where that occurs, presentation to the Planning Committee to meet the processing target shall be calculated at that point and the date recorded on the application file cover.

#### Stage 9- Issuing Decisions-

Currently, the Council does not have targets for issuing decisions. However, established good practice is to issue the decision immediately at the earliest opportunity. Where an application has been determined by the Planning Committee, the decision should issue the following day. Where an application has been placed on the Contentious Delegated Decisions ready to Issue list and not referred to the Planning Committee, the decision should issue either on the Monday post closure of the referral opportunity or by the following day. Where an application is not subject to either of the above, it should issue as soon as possible once Stage 7 is completed. In all cases, the need to issue the decision as the final stage in the process must be mindful of the processing target.

### **Conclusion**

Adherence to the above project management type approach to processing applications will improve planning performance. This, in turn, will offer tangible benefits in terms of service delivery and positive economic outcomes for the Borough.

<b>Key Stages</b>	<b>Activity</b>	<b>Actions</b>	<b>Target Timescale</b>
1	Validation	Record target conclusion date on file cover and where a Planning Committee application the target Committee date.	3 working days & invalid returns within further 5 working days
2	Allocation/Initial Guidance	By Senior Planning Officer and exceptionally by Principal Planning Officer.	Daily
3	Consultation Initiation & Neighbour Notification	In accordance with legislative requirements and having regard to specific proposal. Critically examine responses. Issue requests for amendments/information.	Within 3 working days of allocation Within 3 working days of receipt.
4	Site inspection And Early Assessment	Site inspection to assess site and context; identify key planning issues; check neighbour notification and confirm consultations. Check planning history. Complete Site Visit Details section of DMOR.	Within 10 working days of allocation Within 5 working days of site inspection
5	Initial Planning View	Senior Planning Officer to review with case officer. Proposal acceptable – complete DMOR for discussion (refer to Stage 6). Proposal requires amendment – contact applicant/agent. Proposal unacceptable – advise applicant/agent of view and options (refusal/withdrawal/resubmission)	Within 10 working days of site inspection Within 5 working days of review Within 5 working days of review
6	Development Management Officer's Report (DMOR)	Complete DMOR. Use of conditions. Include case officer recommendation.	Prior to discussion with Senior Planning Officer
7	Discussion with the Senior Planning Officer	Applications discussed ASAP. All targeted applications considered.	Minimum of 2 weeks prior to the target date
8	Presentation to the Planning Committee	Applications presented to Planning Committee ASAP.	Prior to the target date
9	Issuing Decisions	Case Officer prepares decision notice. Checked and signed by Senior Planning Officer. Admin Team stamp drawings and assemble for issue.	Planning Committee applications following day; Contentious Delegated applications same day or following day to expiry of referral opportunity and; other applications ASAP