

Appendix A – Scheme of Delegations for Development Management

3. Development Management			
NEW National Scheme of Delegations			
Subject	Detail	Delegated by	Delegated to
National Scheme of Delegations – Regulation 3 – nominated members and officers	1. To act as the nominated officer under the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026	Council	Assistant Director of Planning, Leisure and Culture Service or their nominated deputy
	2. To act as the nominated member under the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026	Council	Chair of Planning Committee or in his/ her absence Vice Chair of Planning Committee
National Scheme of Delegations – Regulation 4 – applications that must be determined by an officer (Schedule 1)	To determine planning applications set out in Schedule 1 of the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 [See list of Schedule 1 delegations at Appendix 1.]	Council	Assistant Director of Planning, Leisure and Culture Service or their nominated deputy
National Scheme of Delegations – Regulation 5 – Applications that may	1. To carry out the function of agreeing whether a Schedule 2 application referred to the Gateway Test	Council	Assistant Director of Planning, Leisure and Culture Service or their nominated

Appendix A – Scheme of Delegations for Development Management

be determined by a committee or by an officer – The Gateway Test	should be determined by officers under delegated powers or determined by Planning Committee based on the test in set out on grounds a. and b. of regulation 5(3) 2. To determine any application referred to the Gateway Test where agreement cannot be reached between the nominated officer and the nominated member	Council	deputy (acting as the nominated officer) following consultation with Chair of Planning Committee or in his/ her absence Vice Chair (acting as the nominated member) Assistant Director of Planning, Leisure and Culture Service	
NEW Schedule 2 applications * from Schedule 2				
Par a no *	Subject	Detail	Delegated by	Delegated to
1, 2 and 3	Applications for listed building consent (under section 10(1) of the Listed Buildings Act Applications for variation or discharge of listed building consent under section 19(1) of the Listed Buildings Act Applications for planning permission connected to an	1. To determine applications described in paras 1, 2 and 3 of Schedule 2 which do not involve any of the following features: - a. Complete or significant demolition of a listed building. b. That are linked to planning application for dwelling houses where the number of houses to be provided is 10 or more. c. That are linked to a planning application for the provision of a building or buildings with a floor space of 1000 square metres or more.	Council	Assistant Director of Planning Leisure and Culture Services

Appendix A – Scheme of Delegations for Development Management

	application made under section 10(1) or 19(1) of the Listed Buildings Act	2. Any applications of the type identified in a., b. or c. above will be referred to the nominated officer and nominated member for consideration under the Gateway Test and shall be determined as follows: a. Where outcome of Gateway Test is referral for determination by Members at Planning Committee b. Where outcome of Gateway Test is for determination by officers	Council Council	Planning Committee Assistant Director Planning Leisure and Culture Services
4	Applications made under paragraph 4 of Schedule 2 (and not identified separately under any other provisions of Schedule 2)	To determine an application for planning permission that is not: a. A householder application b. A minor commercial application c. A minor residential application	Council	Planning Committee following agreement by the nominated officer and nominated member that the application meets either ground a or ground b in the Gateway Test. In all other cases, Assistant Director of Planning, Leisure and Culture Services
5	An application made under section 73 (1) of the Town and Country Planning Act 1990 - application to vary	1. To determine applications made under Section 73 (1).	Council	Planning Committee following agreement by the nominated officer and nominated member that the application meets either ground a or

Appendix A – Scheme of Delegations for Development Management

[illegible]

Appendix A – Scheme of Delegations for Development Management

	(a) section 106A(1) or (b) section 106A(3)	section 106A(1) or section 106A(3) where the application is connected to a Schedule 2 approval.		application meets either ground a or ground b in the Gateway Test. In all other cases, Assistant Director of Planning, Leisure and Culture Services.
8	Large outline permission – reserved matter approval application	To determine applications for reserved matters approvals in relation to a large outline permissions [involving the provision of 500 or more dwellings or the provision of a building or buildings where the floorspace to be created by the development is 50,000 square metres or more]	Council	Planning Committee following agreement by the nominated officer and nominated member that the application meets either ground a or ground b in the Gateway Test. In all other cases, Assistant Director of Planning, Leisure and Culture Services.
9	Applications for advertisement consent made under section 9 (1) of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007	- To determine applications made under Section 9 (1) which do not involve any of the following features: - - Public safety objection from the Highway authority - Objection from a statutory consultee - Any applications not falling under paragraph (1) will be referred to the nominated officer and nominated member for consideration	Council	Assistant Director Planning Leisure and Culture Services

Appendix A – Scheme of Delegations for Development Management

		under the Gateway Test and shall be determined as follows: a. Where outcome of Gateway Test is referral for determination by Members at Planning Committee b. Where outcome of Gateway Test is for determination by officers	Council Council	Planning Committee Assistant Director Planning Leisure and Culture Services
10	Applications for consent to carry out works on or remove trees protected by TPOs (under regulation 16.1 of the Town and Country Planning (Tree Preservation) (England) Regulations 2012)	SEE SEPARATE DELEGATIONS UNDER ENVIRONMENT SERVICES FOR TREES		
NEW Own-Interest Applications				
Subject		Detail	Delegated by	Delegated to
Own Interest Applications as defined by Regulation 6 of the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026		To carry out the function of agreeing whether an own-interest application should be determined by Planning Committee or referred for an officer delegated decision	Council	Assistant Director of Planning, Leisure and Culture Service or their nominated deputy (acting as the nominated officer) following consultation with Chair of Planning Committee or in his/ her absence Vice

Appendix A – Scheme of Delegations for Development Management

			Chair (acting as the nominated member)
National Scheme of Delegations – Regulation 6 – additional classes of own interest under Regulation 6 (1) (b)	To discharge the function of identifying whether the authority, a member of the authority, or an officer of the authority “otherwise” has an interest in an application under Regulation 6 (1) of the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) 2026	Council	Assistant Director of Planning, Leisure and Culture Service or their nominated deputy following consultation with Chair of Planning Committee or in his/ her absence Vice Chair
EXISTING Surviving clauses from previous Scheme of Delegations where there has been no change			
Article 4 Directions.	To make Directions under Article 4(1) of the Town & Country Planning (General Permitted Development) Order 1995.	Planning Committee.	Assistant Director of Planning, Leisure and Culture Services.
Development Proposals by other Public Authorities.	To comment on proposals for development submitted by Worcestershire County Council and other public authorities.	Council.	Assistant Director of Planning, Leisure and Culture Services.
Entry of Premises - Proper Officer.	To be designated as the Proper Officer for the purposes of authorising persons to enter onto land in connections with the exercise of functions under sections, 324 and 325 of the Town & Country Planning Act 1990.	Planning Committee.	Assistant Director of Planning, Leisure and Culture Services.
Inspection Notices.	To serve notices of intended inspection under sections, 324 and 325 of the Town and Country Planning Act 1990.	Planning Committee.	Principal Solicitor.
Landscaping Schemes.	To approve landscaping/tree planting schemes submitted as a result of planning permissions	Planning Committee.	Assistant Director of Planning, Leisure and Culture Services.

Appendix A – Scheme of Delegations for Development Management

	subject to such conditions as may be appropriate.		
Planning Agreements and Unilateral Undertakings.	To negotiate with developers and to approve the amounts to be received by the Council as financial contributions in lieu of on-site provision of affordable housing or recreational facilities/open space and as contributions towards the costs of highways works, educational provision or any other kind of provision by the Council or County Council.	Planning Committee.	Assistant Director of Planning, Leisure and Culture Services.
Planning Agreements and Unilateral Undertakings.	To negotiate the legal, drafting and all terms of the agreements and undertaking, except for those which involve planning gain, restriction of the development or use of the land, obligations relating to the land and financial contributions. To execute and complete planning agreements.	Planning Committee. Planning Committee.	Principal Solicitor. Principal Solicitor.
Planning Agreements and Unilateral Undertakings.	To approve the enforcement of a planning obligation.	Planning Committee.	Assistant Director of Planning, Leisure and Culture Services.
Use of conditions	To impose conditions on applications which have been approved by the Planning Committee contrary to the Planning Officer's recommendation where such conditions are: a. Necessary. b. Relevant to planning. c. Relevant to the development which has been applied for. d. Enforceable.	Planning Committee.	Assistant Director of Planning, Leisure and Culture Services.

Appendix A – Scheme of Delegations for Development Management

	e. precise and f. Reasonable in all other aspects.		
Appeals.	To take all action to defend the Council where there has been an appeal against a refusal to grant planning permission, listed building consent, conservation area consent or any appeal arising out of the taking of enforcement action	Planning Committee.	Assistant Director of Planning, Leisure and Culture Services in consultation with the Principal Solicitor.
Revocation and modification of certain applications	- To revoke or modify planning permissions under section 97 of the Town and Country Planning Act 1990 - To revoke or modify listed building consent under section 23 of Planning (Listed Buildings & Conservation Area Acts) 1990	Planning Committee.	Assistant Director of Planning, Leisure and Culture Services.
Completion Notice.	To authorise and serve a completion notices under section 93H of the Town and Country Planning Act 1990	Planning Committee.	Assistant Director of Planning, Leisure and Culture Services.
Declining Planning Applications.	To decide to decline to determine application on the grounds set out in sections 70A and 70B of the Town and Country Planning Act 1990 and sections 81A and 81B of the Planning (Listed Buildings & Conservation Area Acts) 1990.	Planning Committee.	Assistant Director of Planning, Leisure and Culture Services.

Appendix A – Scheme of Delegations for Development Management

NEW Relating to functions not listed in Schedule 1 or Schedule 2			
Subject	Detail	Delegated by	Delegated to
Planning Applications for functions not listed in Schedule 1 or 2, or specifically identified in the Scheme of Delegations	1. To determine planning applications for functions not listed in Schedule 1 or 2, or specifically identified in the Scheme of Delegations	Council	Assistant Director of Planning, Leisure and Culture Services, following consultation with the Chair or Vice Chair of Planning Committee
For the avoidance of doubt this section applies only to planning functions which are not listed in either Schedule 1 or Schedule 2 or not specifically mentioned elsewhere in the Scheme of Delegations	2. To determine applications which in the opinion of the Assistant Director of Planning, Leisure and Culture Services, following consultation with the Chair and Vice Chair of Planning Committee, should be considered by Planning Committee	Council	Planning Committee

DELETED Clauses from old Scheme of Delegations which have been reworded or deleted				
Subject	Detail	Delegated by	Delegated to	Comment
Prior Notification	To require further details from the applicant when an application for prior determination is submitted in respect of permitted development for agriculture;	Planning Committee	Assistant Director of Planning, Leisure and	Relates to prior approval applications - now replaced by para 15 of Schedule 1

Appendix A – Scheme of Delegations for Development Management

Procedure:	forestry and telecommunications development:		Culture Services:	
Certificate of Lawfulness:	To determine applications for Certificates of Lawfulness of Proposed Use of Development or Certificates of Existing Use of Development under sections 191 and 192 of the Town & Country Planning Act 1990:	Planning Committee:	Assistant Director of Planning, Leisure and Culture Services:	Replaced by paras 10 and 11 of Schedule 1
Minor Amendments:	To determine applications for minor amendments to approved plans:	Planning Committee:	Assistant Director of Planning, Leisure and Culture Services:	Replaced by paras 7 of Schedule 1 and para 5 of Schedule 2
Planning Agreements and Unilateral Undertakings:	To determine applications or requests for discharge or modification of planning agreements or undertakings (whether by approval or further agreement) unless it includes the following: a:—Deletion, addition or variation of one or more of the heads of terms originally approved by the Planning Committee: b:—Significant change in the overall area of land to transferred to the Council: c:—Significant change in financial contributions to be provided to the Council (except where this is as a result of a subsequent decision by the Planning Committee): d:—Significant change in the any obligation to be performed by the developer or any restriction on the developer	Planning Committee:	Assistant Director of Planning, Leisure and Culture Services:	Agreement or application to modify or discharge a section 106 obligation - now replaced by paragraph 9 of Schedule 1 for Schedule 1 applications and paragraph 7 of Schedule 2 for Schedule 2 applications.

Formatted: Strikethrough

Appendix A – Scheme of Delegations for Development Management

	or the development or use in land: e. — A member makes a written request for a case to be considered by the Planning Committee.			
Planning Applications	1. To determine: a) — applications for dwelling houses where the number of houses to be provided is 10 or more; b) — applications for the provision of a building or buildings with a floor space of 1000 square metres or more; c) — other applications which have been called in by a member for determination by Planning Committee provided that the application has been called in in accordance with the procedure set out in paragraphs 6–7 of the introductory paragraphs to the Scheme of Delegations; d) — applications by serving Officers and members e) — applications by the Council or by Council Service Areas or Council departments; f) — The Assistant Director of Planning and Regeneration considers that the application should be considered by the Planning Committee.	Council	1. — Planning Committee	a. Replaced by Schedule 2 which now covers applications for 10 plus dwellings b. Deleted - The trigger of size of floor space previously applied to move larger applications to planning committee but has had to be deleted as no longer lawful under NSD. c. Deleted - Member call in is no longer permitted as a trigger. d. Replaced by new section on Own-Interest applications e. As above f. Deleted for Schedule 1 and Schedule 2

Appendix A – Scheme of Delegations for Development Management

	2. To determine all other planning applications: NB:— For the avoidance of doubt the term ‘planning applications’ include applications to vary or remove planning conditions attached to a planning permission; applications for development which has already been carried out and applications to extend the time for implementing planning permissions:		Assistant Director of Planning, Leisure and Culture Services:	applications as this power no longer exists. Retained in new wording for other types of applications. Wording at 2 deleted as Schedule 1 and Schedule 2 set out new levels of delegation. But a similar form of wording retained as a catch all for any planning functions not listed in either Schedule 1 or Schedule 2.
Listed Building and Conservation Area Consent:	To determine applications for listed building consent and Conservation Area consent unless they are: a.—Applications for dwelling houses where the number of houses to be provided is 10 or more: — b.—Applications for the provision of a building or buildings with a floor space of 1000 square metres or more: — c.—Other applications which have been called in by a member for determination	Planning Committee :	Assistant Director of Planning, Leisure and Culture Services:	Replaced by Schedule 2 paras 1 and 2 of which cover applications for listed building consent and variation/ discharge of conditions. Conservation Area Consents deleted as superseded by later legislation. As explained above points a, b and c are no longer permitted as

Appendix A – Scheme of Delegations for Development Management

	by Planning Committee provided that the application has been called-in in accordance with the procedure set out in paragraphs 6-7 of the introductory paragraphs to the Scheme of Delegations: d.—Applications by serving Officers and members: e.—Applications by the Council or by Council Service Areas or Council departments: f. The Assistant Director of Planning and Regeneration considers that the application should be considered by the Planning Committee:			trigger points for referral to committee. Points d and e are now covered by own-interest applications f. See above - Deleted for Schedule 1 and Schedule 2 as power no longer exists. Retained in new wording for other types of applications.
AdVERTISEMENTS:	To determine applications for express advertisement consent	Planning Committee	Assistant Director of Planning, Leisure and Culture Services:	Replaced - now covered by para 9 of Schedule 2

Formatted: Indent: Left: 0 cm, First line: 0 cm

Formatted: Strikethrough