Council – 14th October 2026
Item 10: Introduction of National Scheme of Delegations of Planning Functions
Background Papers – Flow Chart Narrative

Ward members will be notified of applications within their Ward. The notification will specifically identify Schedule 2 applications. Members who consider that a Schedule 2 application should be referred to Planning Committee may submit representations to the Assistant Director of Planning, Leisure and Culture Services. The representations must address the criteria in Ground A and Ground B, and must be submitted within 21 days of being notified. A Gateway Submission Form will be developed which Members could choose to use to assist with this.

This process will be applicable to new applications received on and after 31 October 2026. It will also be applied to identified Schedule 2 applications received prior to 31 October 2026 that remain live and under consideration.

A flow chart setting out the Gateway process has been developed to provide Ward Members with a structured opportunity to submit representations on Schedule 2 planning applications at two key stages prior to consideration at the Gateway Meeting. This is intended to ensure that Ward Members have a formal opportunity to present local concerns, considerations and observations at both the commencement of the application process and immediately prior to the Gateway meeting, thereby assisting the Council's decision-making process.

The flow chart as proposed contains seven stages.

Stage 1: Application Validation and Initial Consultation
- Upon validation, the planning application is published on the Weekly List and publicised in accordance with statutory requirements.
- The relevant Ward Member will be notified and invited to submit written representations for consideration through the Gateway process.
- Representations will be encouraged to be submitted using the Gateway Submission Form within **21 days** of the notification date.
- Any submission received will be placed on the planning application file and made available through Public Access.

Stage 2: Case Officer Assessment
- The Case Officer will assess the application in accordance with the Council's normal Development Management procedures.
- This may include consultation, negotiation, the consideration of amendments, and engagement with the applicant and other interested parties, as appropriate.

Stage 3: Application Ready for Determination
- When the Case Officer considers that all material planning considerations have been adequately assessed and the application is ready for determination, a second Gateway consultation will be undertaken.

Stage 4: Second Ward Member Consultation
- The Ward Member will be afforded a further opportunity to submit comments or to amend, supplement or reaffirm any previous Gateway submission.

- Representations will again be encouraged to be made using the prescribed Gateway Submission Form and submitted within **14 days** of the Case Officer's notification.
- Any submission received will be added to the planning application file and published through Public Access.

Stage 5: Preparation for Gateway Meeting
- The Case Officer will prepare the documentation for the Gateway Meeting, including an assessment of the significance of the relevant Gateway criteria.
- Any submissions received from the Ward Member will be reproduced in full for consideration by the meeting.

Stage 6: Gateway Meeting
- The application will be considered through the Gateway process, having regard to the relevant planning considerations, the Officer's assessment, and any Ward Member submissions received.

Stage 7: Notification of Outcome
- Following the Gateway Meeting, the Case Officer will notify the Ward Member of the outcome of the Gateway consideration.

The nominated member and nominated officer will consider the information and reach a view on whether the application should be referred to Planning Committee. Any application not referred will be decided by officers under delegated powers.
The outcome will specifically detail the reasoning behind the outcome of the Gateway Test. The outcome of the Gateway Test assessment will be formally recorded and published. The record will set out the decision reached and provide a clear explanation of the reasons supporting the outcome of the Gateway Test.

The Ward Councillor will be advised of the outcome by the Planning Case Officer within five days of the day of the date of the Gateway meeting.