

Local Review Body

Procedural Guidance for Meetings



1. Apologies and declarations of interest are taken in the usual way.
2. Chair introduces first item and associated paperwork.
3. **Display photos and plans**
Chair asks Advisor to show these on overhead projector.

4. Procedure

A. Advisor asks LRB to consider case papers comprising:

- Report of Handling
- Review Papers submitted by Applicant
- Any further Objections/Representations
- Statement by applicant in response to objections/representations

LRB can ask Legal/Planning Advisers for any points which require clarification.

Note: When deciding the Review, unless the LRB decide to proceed by way of a hearing, no oral evidence is to be received from the Applicants or Objectors.

B. Chair will ask members if:

(a) They have enough information to reach decision today.

- **if yes, go to Section 5**

or

(b) They need more information on any points and if yes, clarify points of information required and whether members are satisfied that these are given by way of written submissions.

and/or

(c) They require a site visit and if that should be accompanied or unaccompanied.

and/or

(d) If they think the matter is sufficiently complex to require a formal hearing and if yes, clarify the specific points and confirm who they want to hear from.

- **If (b), (c) or (d) applies, adjourn meeting for further procedure**

5. Assessment of Case

Chair to ask LRB to assess case through discussion of key issues.

6. LRB reaches decision on review, including deciding on appropriate conditions should approval be determined.

7. Chair sums up the decision for the benefit of the public.

8. Chair advises on next stages

- Decision Notice will be drafted
- Draft Decision Notice will be agreed by Chair
- Decision Notice signed by Proper Officer issued to Applicant and Interested Parties.