

# 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**

Cont'd over .....

**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.