

## **Procedures for Local Review Body Hearings**

A Hearing may be held by the Local Review Body. The procedures to be followed are as set out in Schedule 1 to the Town and Country Planning (Scheme of Delegation and Local Review Procedure) (Scotland) Regulations 2008 and as further provided for in the following paragraphs.

### **Purpose**

The purpose of conducting a Hearing is to enable the members of the Local Review Body to receive relevant information from all parties to the Review Procedure while affording those parties an opportunity to present their case in person before the Body.

### **Procedures**

1. A Hearing will be convened following consideration by the Local Review Body (LRB) of an application for review and the matters to be considered .
2. Notification to all relevant parties to the Hearing shall be issued in accordance with the provisions of Schedule 1 to the Town and Country Planning (Scheme of Delegation and Local Review Procedure) (Scotland) Regulations 2008.
3. The Chair of the LRB shall introduce the members of the LRB and invite all present to identify themselves.
4. The Clerk to the LRB will explain the procedure in order of business to all present. This will include the order in which the Specified Matters will be considered by the LRB.
5. Following the above intimations the parties shall address the members of the LRB in the following order, confining their oral submissions to be Specified Matters as agreed by the LRB and is intimated to the parties in the Notice calling the Hearing:
  - The applicant or his/her agent.
  - Parties with an interest in the application, being objectors to the application or consultees having made representation in connection therewith.
  - The appointed Officer, being the Planning Officer whose decision is the subject of the Review.

6. All parties should limit their oral presentations to no more than 15 minutes unless permitted by the chair of the LRB to extend this time limit.
7. Members of the LRB may put questions to any of the parties.
8. If the LRB consider that they require further information from any of the parties, you may agree to adjourn the Hearing to a future date, requiring all parties to return on that date with such additional information as may be called for.
9. Once the LRB are satisfied that they have received all the required information both written and oral, they will come to a decision.
10. A Decision Notice shall be prepared by the Clerk on the terms of which shall be put to and agreed by the LRB.
11. The Decision Notice shall be signed by a Proper Officer of the Council.