

Procedure for Pre-Examination meeting

The purpose of this meeting is for the LRB to decide on how to process the review application. Note this is **not** a determination meeting which will be set down for a separate date.

1. Apologies and Declarations of Interest
2. Chair introduces the item and associated paperwork
3. Procedure
 - Chair asks Planning Adviser to display photos and plans and summarise the Review application for the purpose of assisting the LRB on how to decide to process the review application.
 - Planning Adviser summarises the Review papers submitted by the Applicant;
 - Planning Adviser summarises the Report of Handling including letters of representation submitted at the time of consideration of the application;
 - Planning Adviser summarises any further objections/representations;
 - Planning Adviser summarises any statement by the applicant in response to objections/representations;
 - Planning Adviser advises the LRB on the procedure for review sought by the applicant
4. Chair asks members
 - To consider the Applicant's requests on the method of consideration of the review
 - If Site visit requested
Agree/not agree. If agree, clerk to arrange site visit
 - If Written Submissions requested
Agree/not agree. If agree, decide upon which topics further information is required and from which parties. If written submissions required Clerk instructed to commence process.
 - If Hearing requested
Agree/not agree. If agree, decide upon topics for hearing and which parties are required to be heard. Clerk instructed to commence process for hearing statements and set date.

If it is determined that no further procedures are required pre-examination hearing is concluded and the case is referred to the next LRB for determination.

If it is determined that further procedures are required, case is adjourned to a future meeting to consider

- merits of the case /written submissions
- merits of the case/hearing
- merits of the case/written submissions and hearing