

## PLANNING APPLICATION: CALL IN REQUEST

In accordance with the Council's Planning Scheme of Delegation the 'Call In Request' is made in accordance with the adopted procedures:

1. The 'Call In Request' is made by Ward Member or Town / Parish Council within which are that the application is located.
2. Where the request is made from another Member or T/PC which does not relate to the application address, the Chair of Planning Committee must agree to this application.
3. The request must be made with the consultation period of the application:
  - a. Specifically within **21 days** of the notification of the application via the weekly list.
  - b. Within any consultation period for subsequent amendments.
  - c. Where amendments are submitted the Member or T/PC will be asked to confirm if any original call in requests are still applicable.
4. This procedure excludes the following types of application:
 

1. Prior Approvals	4. Section 73 application to vary conditions
2. Advertisement;	5. Certificate of Lawfulness and Development
3. Discharge of condition	6. Non Material Amendments.
5. The T/PC or Member making any request acknowledges that they must attend any scheduled planning committee and register to speak on the application; if the T/PC or Member is unable to attend a substitute shall be arranged. If no party registers to speak the application may be delegated by the committee, to officers without formal consideration.
6. The request shall be based on valid material planning considerations, which shall be specified on the Completed Form. Completed forms that do not include valid considerations will not be considered by the Planning Committee. Examples of these are set out below:

Material planning considerations which are considered and included	Matters which are not planning considerations
<ul style="list-style-type: none"> <li>• Planning policy/circulars/statutory instruments, emerging Local Plan Policy (subject to at least one stage of public consultation)</li> <li>• Previous decisions, appeals, case law</li> <li>• Residential amenity</li> <li>• Highway issues</li> <li>• Noise and disturbance, smells and fumes</li> <li>• Physical infrastructure</li> <li>• Ground conditions</li> <li>• Ecology / trees / landscaping</li> <li>• Historic conservation</li> <li>• Viability and deliverability</li> <li>• Layout/ density/design/character</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of property value</li> <li>• Loss of view</li> <li>• Right to light</li> <li>• Matters controlled through building regulations – including party wall</li> <li>• Business competition</li> <li>• Property disputes (including land ownership)</li> <li>• Issues of construction period</li> <li>• Factual misrepresentations</li> <li>• Opposition to the principle of development where planning permission has previously been approved</li> </ul>



To: Development Management  
Telford & Wrekin Council  
Darby House,  
Lawn Central,  
Telford,  
TF3 4JA.

Please e-mail form to [planning.control@telford.gov.uk](mailto:planning.control@telford.gov.uk)  
cc. Parish Liaison Officer – [parish.planningliason@telford.gov.uk](mailto:parish.planningliason@telford.gov.uk)

<b>Date:</b>	<b>Application No. TWC/</b>
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<b>Proposal:</b>
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We are in support / are against **(Please delete as appropriate)**

To the Chair and Members of Planning Committee; we request that the above application be considered by members at Planning Committee for the following reasons:
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Please indicate the <b>planning policies</b> that you consider the proposal conflicts with
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Is it your intention for a representative to speak at Planning Committee? **YES/NO (Please delete as appropriate)**

TOWN /PARISH COUNCIL / WARD:	Contact Name:
Tel.No:	Email: