

**PLANNING DIRECTORATE – DELEGATION OF  
COUNCIL FUNCTIONS**

**Schedule 1 – Development Control**

**Schedule 2 – Forward Planning and Related Functions**

## SCHEDULE 1

### DEVELOPMENT CONTROL FUNCTIONS

| Function  | Principal Relevant Legislation<br>(*see note)   | Relevant Details  | Exceptions                                   |
|---|---|---|--|
| <p><b>Care of the Environment</b></p> <p><b>District Development Control Committee (Minute 30 – 7.12.10)</b></p>                                      | <p>Town and Country Planning (Environmental Impact Assessments) (England and Wales) Regulations 1999</p> <p>Planning (Hazardous Substances) Act 1990, Section 36, 36A and 36B</p> <p>Planning (Hazardous Substances) Regulations 1992</p>   | <p>To determine the need for and scope of environmental impact assessments required under the Town and Country Planning Acts.</p> <p>To determine applications for hazardous substances consent except those where there are objections from interested parties, which shall be determined by the relevant Area Planning Sub-Committee.</p> <p>To obtain and use necessary powers of entry to the land in relation to the above.</p>  | <p>No</p>                                    |
| <p><b>Development Control</b></p> <p><b>District Development Control Committee (Minute 30 – 7.2.10)</b></p> <p><b>Council Minute 29 – 28.6.11</b></p> | <p>Town and Country Planning Act 1990 Section 70, 70(A), 191-3 etc</p> <p>Planning and Compensation Act 1991, Section 10</p> <p>Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990, Part 1, Reg. 16-19</p> <p>Town and Country Planning (Development Management Procedure) (England) Order 2010, Part 6, Article 35</p> <p>Town and Country Planning (Control of Advertisements) (England) Regulations 2007, Part 3, Reg. 14-15</p> | <p>1. Subject to Appendix A below, which are matters to be determined by Committee, to determine or decline to determine any:</p> <p>(a) planning applications;</p> <p>(b) applications for approval of reserved matters;</p> <p>(c) applications arising from any condition imposed on any consent, permission order or notice;</p> <p>(d) advertisement consents; and</p> <p><u>(e) listed buildings;</u></p> <p>2. To agree the precise wording of additional/revised conditions to be attached to planning permissions, at members' request, and discharge of conditions.</p> | <p>Yes (See Appendix A to this Schedule)</p> |

| Function | Principal Relevant Legislation<br>(*see note)  | Relevant Details   | Exceptions |
|----------|--|--|------------|
|          | <p>Town and Country Planning General Permitted Development Order 1995, Part 6 and Part 31 of Schedule 2 as amended by SI 2008 No. 2362 <u>and</u> SI 2013 No. 1101</p> <p><u>Town and Country Planning (Development Management Procedure) (Amendment) (England) Order 2013</u></p> | <p>3. To determine whether prior approval of the method of any proposed demolition and any proposed site restoration is required and to give such approval where required except where objections from interested parties are received, which shall be determined by the Area Plans Sub-Committees.</p> <p>4. In relation to telecommunications equipment, to determine, after prior consultation with ward Councillors, whether the prior approval of the Council should be required to the siting and appearance of notified development.</p> <p>5. In relation to agricultural development, to determine whether to require the formal submission of details.</p> <p>6. To determine applications in relation to certificates of lawful use and development.</p> <p>7. To obtain and use necessary powers of entry to the land in relation to the above.</p> <p>8. To determine or decline to determine any non-material amendments.</p> <p>9. <u>To determine applications for prior approval for:</u></p> <p><u>(a) Single storey rear extensions to dwellinghouses;</u></p> <p><u>(b) Class J applications for prior approval for change of use from Class B1a offices to Class C3 residential;</u></p> <p><u>(c) Class K applications for prior approval for change of use from Class B1, C1, C2, C2a and D2 to State funded school; and</u></p> <p><u>(d) Class M development - Change of use from agriculture building (between 150 – 500 square metres) to a flexible use falling either within Class A1(shops), A2 (financial and professional services), A3 (restaurants and cafes), B1 (business), B8 (storage and distribution), Class C1 (hotels) or D2 (assembly and leisure).</u></p> |            |

| Function   | Principal Relevant Legislation<br>(*see note)  | Relevant Details   | Exceptions |
|--|--|--|------------|
|  |  | <p><u>Subject to consultation with ward members in the cases where a valid objection has been made and officers are minded to grant the application.</u></p>   |            |
| <p><b>Enforcement</b></p> <p><b>District Development Control Committee (Minute 30 – 7.12.10)</b></p> | <p>Town and Country Planning Act 1990 (as amended), Part 7, section 171-190, 196 A, B, C, 198-200 214(A)-(D), 215-219, 220 or 221 and 224, 325, 330</p> <p>Town and Country Planning (Control of Advertisements) (England) Regulations 2007, Part 5, sections 27 and 30</p> <p>Planning (Listed Buildings and Conservation Areas) Act 1990, Chapter 4, sections 38, 88, 88A and 88B</p> <p>Local Government (Miscellaneous Provisions) Act 1982 (Section 37)</p> | <p>Authority for Director of Planning and Economic Development or Director of Corporate Support Services to:</p> <ol style="list-style-type: none"> <li>1. Issue Stop Notices, Temporary Stop Notices, Enforcement Notices, Breach of Conditions Notices, Building Preservation Notices, Listed Buildings Enforcement Notices, Planning Contravention Notices, Conservation Area Notices, Discontinuance Notices in respect of advertisements and Section 215-219 Notices for all breaches of planning legislation, in accordance with the Council's adopted enforcement policy.</li> <li>2. Prosecute the unauthorised display of advertisements, unauthorised works to a listed building, and non-compliance where enforcement action has previously been authorised.</li> <li>3. Take appropriate enforcement action, including serving an injunction where the Director of Planning and Economic Development and/or the Director of Corporate Support Services, on their nominee, having regard to the evidence considers the circumstances to require urgent action.</li> <li>4. Investigate if a temporary market has been held in breach of Section 37 of the 1982 Act.</li> <li>5. Vary the requirements for compliance with notices already authorised, including altering the period required for compliance, service of further notices and withdrawal of notices.</li> <li>6. Determine when action is not expedient in relation to breaches of control considered inconsequential or insignificant.</li> <li>7. Obtain and use powers of entry necessary in relation to the above.</li> </ol> |            |

| <b>Function</b> | <b>Principal Relevant Legislation<br/>(*see note)</b>                           | <b>Relevant Details</b>  | <b>Exceptions</b>  |
|-----------------|---|--|--|
|                 | Town and Country Planning Act 1990 (Section 178) (Council Minute 126 – 23.4.13) | 8. To authorise direct action (or re-charge the cost of that action) in pursuit of a valid enforcement notice under Section 178. | Subject to budget provision being available and to local District Councillors being notified |

## APPENDIX A: MATTERS TO BE DETERMINED BY THE RELEVANT COMMITTEE

- (a) Applications contrary to the provisions of an approved draft Development Plan or Development Plan, and which are recommended for approval;
- (b) Applications contrary to other approved policies of the Council, and which are recommended for approval;
- (c) Applications for major commercial and other developments, (e.g. developments of significant scale and/or of wide concern) and which are recommended for approval;
- (d) Applications for residential development consisting of 5 dwellings or more (unless approval of reserved matters only) and which are recommended for approval);
- (e) The Council's own applications on its land or property which are for disposal;
- (f) Those applications recommended for approval where there are more than two expressions of objections received, material to the planning merits of the proposal to be approved, apart from approvals in respect of householder type developments, telecommunication masts, shop fronts and vehicular crossovers and "other" category developments (changes of use, advertisements, listed building consents, conservation area consents), where more than four expressions of objections material to the planning merits of the proposal to be approved are received;
- (g) Applications recommended for approval contrary to an objection from a local council which are material to the planning merits of the proposal;
- (h) Applications referred by a District Councillor, whose own ward must be within the remit of the relevant Area Plans Sub-Committee and who has firstly notified the relevant Ward Councillors in advance, so long as the referral has been requested in writing to Officers within 4 weeks of that applications notification in the Weekly List;
- (i) Applications where the recommendation conflicts with a previous resolution of a Committee;
- (j) Applications submitted by or on behalf of a Councillor of the Authority (and/or spouse/partner) or on behalf of a member of staff of Planning and Economic Development (and/or spouse/partner) and also in those cases where a councillor is an objector in a purely personal capacity;
- (k) Any other application which the Director of Planning and Economic Development considers it expedient or appropriate to present to committee for decision (e.g. those raising issues not covered by existing policies, or of significant public interest, or those with a significant impact on the environment);
- (l) An application which would otherwise be refused under delegated powers by the Director of Planning and Economic Development but where there is support from the relevant local council and no other overriding planning consideration necessitates refusal.

**SCHEDULE 2**

**FORWARD PLANNING AND RELATED FUNCTIONS**

| <b>Function</b>                        | <b>Relevant Legislation</b>  | <b>Relevant Details</b>  | <b>Exceptions</b> |
|--|--|--|-------------------|
| <b>Forward Planning</b>                | Town and Country Planning Act 1990 Section 324 and 325                       | To obtain and exercise powers of entry to undertake surveys in connection with:<br><br>(1) Statutory Plans<br><br>(2) Applications for planning permission   | No                |
| <b>Buildings</b>                       | Planning (Listed Buildings and Conservation Areas) Act 1990 Section: 3 (1-8) | To serve Building Preservation Notices in urgent cases, subject to report to and review by the next meeting of District Development Control Committee.<br><br>To obtain and exercise powers of entry to undertake surveys in connection with:<br><br>(1) Statutory Plans<br><br>(2) Applications for Planning Permission | Yes               |
| <b>Dangerous trees on private land</b> | Local Government (Miscellaneous Provisions) Act 1976 Sections: 23 and 24     | Discretionary power to take action to make safe trees on private land, including to:<br><br>(1) Obtain and use necessary Powers of Entry to the land;<br><br>(2) Serve relevant notices;<br><br>(3) Respond to appeals;<br><br>(4) Undertake works directly where necessary; and<br><br>(5) Recover expenses.            | No                |
| <b>Countryside hedgerows</b>           | The Hedgerow Regulations 1997 Sections: 5 to 15 incl.                        | The responsibility to:<br><br>(1) Regulate the removal of certain hedgerows;   | No                |

| Function                   | Relevant Legislation   | Relevant Details  | Exceptions |
|----------------------------|--|---|------------|
|                            |  | <ul style="list-style-type: none"> <li>(2) Issue relevant notices, including to require hedgerow replacement;</li> <li>(3) Respond to appeals;</li> <li>(4) Take necessary enforcement or legal action;</li> <li>(5) Obtain and use necessary powers of entry to the land;</li> <li>(6) Surveying land in connection with any hedgerow removal notice;</li> <li>(7) Ascertaining whether any offences have been committed under Regulation 7; and</li> <li>(8) Determination of whether a notice should be served under Regulation 8.</li> </ul>  |            |
| <b>High Hedges</b>         | Anti-social Behaviour Act 2003 (Part 8) Sections: 68, 69, 70, 74, 75, 77, 79 and 80. | <p>The responsibility to:</p> <ul style="list-style-type: none"> <li>(1) Deal with complaints in relation to the height of domestic hedgerows;</li> <li>(2) Issue, withdraw or relax the requirements or relevant notices;</li> <li>(3) Serve relevant documents regarding notifications;</li> <li>(4) Notify interested parties;</li> <li>(5) Respond to appeals;</li> <li>(6) Take relevant legal or enforcement action, including undertaking works directly and recovering expenses; and</li> <li>(7) Obtain and use powers of entry necessary in relation to (1), (2), (3) and (6).</li> </ul> | No         |
| <b>Protection of trees</b> | Town and County Planning Act 1990 (as amended) Part VIII                             | The duty and responsibility to:   | No         |



| Function | Relevant Legislation  | Relevant Details  | Exceptions |
|----------|---|---|------------|
|          | <p>Sections: 197, 198, 199, 201, 203, 205, 206, 207, 208, 209, 210, 211, 214, 214A, B, C&amp;D, 324</p> | <p>(1) Take all necessary measures to make Tree Preservation Orders where trees are at risk, and are of significant existing or potential amenity value, or where they are of wider or strategic importance, subject to publication of the details in the Council Bulletin;</p> <p>(2) Amend, confirm, decide not to confirm or revoke such orders (i.e. TPOs) subject to reporting any objections regarding the making of the order to the relevant Area Planning Sub-Committee for this decision;</p> <p>(3) Determine applications for works to preserved trees (other than felling) except as set out below:</p> <p>(i) applications recommended for approval where more than two expressions of objection material to the planning merits of the proposal have been received;</p> <p>(ii) applications recommended for approval contrary to an objection from a local council which are material to the planning merits of the proposal; and</p> <p>(iii) applications which a Councillor representing a ward within the relevant Area Plans Sub-Committee area requests in writing within four weeks of notification in the Council Bulletin should be referred to the appropriate Sub-Committee provided that the member has notified the Ward Councillor in advance;</p> <p>(4) Take any necessary action in respect of claims for compensation;</p> <p>(5) Take action to ensure replacement planting where appropriate, by serving relevant notices, or by undertaking such planting directly and reclaiming the costs, and to publish any decision not to require replacement planting in the Council Bulletin;</p> <p>(6) Respond to appeals;</p> <p>(7) Take legal action in aspect of breaches of Part VIII of the Act where expedient, in conjunction with the Director of Corporate Support Service, including injunctive action and recovery of costs;</p> |            |

| Function | Relevant Legislation | Relevant Details   | Exceptions |
|----------|----------------------|--|------------|
|          |                      | <p>(8) Take appropriate action in respect of notification of works to trees in Conservation Areas, including the issue of the Tree Preservation Orders as necessary; and</p> <p>(9) Authorise all expedient measures to gain entry to land in respect of the execution of any of the above, including to:</p> <p>(i) issue a warrant if admission has been refused or if a refusal is reasonably anticipated or if the case is urgent;</p> <p>(ii) to take samples of trees or soil; and</p> <p>(iii) for the authorised person(s) to take with them such other persons as may be necessary.</p> |            |

- Note: The authorities to undertake the stated functions, as set under the relevant sections shall be taken to be automatically updated to take into account changes, modifications and updating as they occur in the relevant legislation, subject to no new authorities being created. All references are to the legislation as currently amended.