

DEVELOPMENT CONTROL COMMITTEE

SITE VISIT PROTOCOL

1. Necessity

A site visit is only likely to be necessary if either:

- (i)** The proposed development is difficult to visualise from the plans, photographs and supporting material; or
- (ii)** There is good reason why the comments of the applicant and / or objector(s) cannot be expressed adequately in writing; or
- (iii)** The proposal is particularly contentious; or
- (iv)** A particular Member requests it and the request is agreed by the Chairman of DCC.

2. Selecting Site Visits

- (i)** Members can request a site visit by contacting the Head of Planning and Transport or the Group Manager for Planning; providing the reason for the request. The officers will consult with the Chairman.
- (ii)** If the agenda has not yet been printed, notification of the site visit will be included on the agenda. If the agenda has already been printed, officers will notify Members separately of the additional site visit.
- (iii)** Arrangements for visits will not normally be publicised or made known to applicants or agents unless access is required to be able to go on land.

3. Procedures on Site Visits

- (i)** Visits will normally take place during the morning of DCC.
- (ii)** A planning officer will always attend and conduct the site visit, and will bring relevant issues to the attention of Members. The officer will keep a record of the attendance, and a brief note of the visit.
- (iii)** The site will normally be viewed from a public place, such as a road or footpath.
- (iv)** Representations will not be heard, and material will not be accepted. No debate with any party will take place. Where applicant(s) and/or other interested person(s) are present, the Chairman may invite them to point out matters or features which are relevant to the matter being considered having first explained to them that it is not the function of the visit to accept representations or to debate.

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