

Appendix 2

Officer Scheme of Delegation

19 Nothing in this Scheme of Delegation shall prevent an Officer from deciding not to exercise a power and to refer it to some other body /Member who also has power to exercise it save on or after 31 October 2026 for planning applications which fall within the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 which must be exercised in accordance with those Regulations.

134	To determine any application under the Town and Country Planning Legislation relating to: a. Householder applications (as defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015 as in force on 31 October 2026); b. Minor residential applications (as defined in the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026); c. Minor commercial applications (as defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015 as in force on 31 October 2026); d. permission in principle; e. variation of condition applications (made under Section 73(1) of the Town and Country Planning Act 1990) where the original planning permission would fall within the application types listed within this delegation; f. Non-material amendments (made under section 96A of the Town and Country Planning Act 1990); g. modification or discharge of a planning obligation relating to approval issued following an application type within this delegation; h. any certificate of lawfulness including any application for a certificate of lawfulness or development (CLUEDs) and/or a certificate of proposed use or development (CLOPUDs); i. Any certificate of lawfulness of proposed works in relation to a listed building; j. the submission of a biodiversity gain plan; k. reserved matters approval except where the reserved matters approval relates to an outline permission for development of 500 or more dwellings and/or building(s) with a floor space of 50,000 sqm or more; l. for the discharge of any condition/obligation and/or confirmation of compliance with any condition/obligation; m. prior approval under Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 including whether prior approval is required; n. Any application for express consent to display an advertisement; and o. Any application for consent under a tree preservation order. But subject to delegations 134Bc (applications for planning permission relating to an application for listed building consent and/or to discharge or vary any condition of a listed building consent); 134Bf (retrospective applications); and 134C (own-interest applications).
134A	To determine any application for a certificate of alternative appropriate development made under section 17(1) of the Land Compensation Act 1961.

134B	To determine any application under the Town and Country Planning Legislation relating to: - any application for listed building consent - discharge or vary any condition of a listed building consent - for planning permission relating to a. or b. - any application for planning permission not within delegations 134 a.-c. - any application under section 73(1) of the Town and Country Planning Act 1990 (to change or remove conditions) where the original planning permission would fall within the application types listed within this delegation (134B) - any application under section 73A(1) of the Town and Country Planning Act 1990 (applications for development already carried out) - modification or discharge of a planning obligation relating to any permission, agreement, consent or approval (other than a planning obligation) following an application of a kind described in this section (134B) - reserved matters approval where the outline consent is for 500 or more dwellings and/or building(s) with a floor space of 50,000 sqm or more. But excluding any application within this delegation which the nominated member and the nominated officer consider that the application raises one or more: - issues of economic, social or environmental significance to the local area or - significant planning matters having regard to the development plan and other material considerations. Applications will only be considered by the nominated member and the nominated officer where: a written representation* has been received (and not withdrawn) from a: - Member; and/or - town or parish council in whose area the application is situated (in whole or part); and the representation(s): - have been received by the Council within 21 calendar days beginning with the date on which in relation to the application the Council first displays a site notice, or first publishes a press advert, or commences any procedure for notifying a Member (whichever is the earliest) (or such extended period as the nominated Officer considers appropriate in the circumstances); and - in the opinion of the nominated Officer contain one or more material planning considerations; and - contain a response that in the opinion of the nominated Officer is contrary to the proposed decision of Officers** - If the nominated officer and nominated member cannot agree, the application will be determined by officers under this delegation. * For the avoidance of doubt, reference to a “written representation” includes a representation submitted by electronic means. ** For the avoidance of doubt, reference to a “proposed decision” means the actual decision that is proposed and not any reason(s) relating to that decision. *** For the avoidance of doubt, if the nominated member has not contacted the nominated Officer after 5 working days following the day of first communication with that Member for the purpose of deciding whether a matter should be
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	referred to Planning Committee for determination, the nominated Officer can proceed on the assumption that the nominated member considers that the application can be determined by officers under delegated powers.
134C	To determine any application under the Town and Country Planning Legislation made by a member, officer or entity owned or managed by the Council, a member(s) or officer(s) in accordance with delegations 134, 134A and 134B. But excluding any application made (whether or not jointly with any other person) by or on behalf of: - the Council; - a member; - a Chief officer; - an officer who is directly involved in the processing of and/or determination of any such application; - an entity owned or managed by the Council, a member(s), a Chief Officer(s) or an officer(s) who is directly involved in the processing of and/or determination of any such application; or - an application in which, in the view of the nominated officer, one or more of those referred to in 134Ca-134Cd has an interest and which the nominated member and the nominated officer consider should be determined by the relevant planning committee having regard to any relevant statutory guidance issued by the Secretary of State. If the nominated officer and nominated member cannot agree, the application will be determined by officers under this delegation. *** For the avoidance of doubt, if the nominated member has not contacted the nominated Officer after 5 working days following the day of first communication with that Member for the purpose of deciding whether a matter should be referred to Planning Committee for determination, the nominated Officer can proceed on the assumption that the nominated member considers that the application can be determined by officers under delegated powers.
135	To undertake all action in respect of any application under any Town and Country Planning Legislation relating to any of the following: - any prior notification, prior approval and/or any other determination relating to any local development order and/or neighbourhood development order including whether any such notification/approval/determination is required; - for approval of any scheme, design, code or other documentation submitted for approval by the Council including any application for a variation to any such approved documentation; - to undertake any work to any tree in Conservation Area; - any grant provided that this can be met from an existing budget available for such a purpose; and/or - any street furniture including any telecommunication equipment except where the application is covered by the delegations in paragraph 134 or 134B.
151	For any request or application to modify or discharge a planning obligation which does not fall within the delegations in paragraph 134 or 134B: To undertake all action in connection with any proposal / application for the cancellation, revocation, deletion, modification and/or variation to any

	agreement, deed, undertaking and/or any other document entered into wholly or partly pursuant to any Town and Country Planning Legislation provided that such power does not extend to the approval of an application to modify, vary or revoke an agreement or planning obligation: (a) imposed by an express decision of Planning Committee; and (b) where in his/her opinion such approval would result in a material reduction of benefit to the community secured pursuant to such agreement or obligation (as the case may be).
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