

MALDON DISTRICT COUNCIL
Planning Services

GUIDELINES FOR COMMITTEE SITE VISITS

- 1) Committee site visits may be arranged following publication of the Committee report but prior to the meeting following consultation between the Director of Planning and Regulatory Services and the Chairman of the relevant Committee and the Ward Member(s). Site visits will otherwise only be arranged when the Committee at the meeting cannot fully assess the implications of a development proposal on the basis of the information provided at the Committee meeting and individual Members' informal inspections of the site.
- 2) The time and date will be agreed with Members at the meeting of the Committee or otherwise with the Chairman of the relevant Committee.
- 3) The applicant / agent will be contacted to obtain permission to enter the land and to ensure that the time proposed is convenient. The applicant / agent will be advised of the purpose of the visit and the way in which the visit will be conducted.
- 4) Having confirmed the time and date all Members and ex Officio Members of the Committee will be advised in writing of the time and date of the visit together with a note (or map) of the suggested assembly point. In the case of a site visit by the Planning and Licensing Committee, the Ward Member(s) if not members of the Committee will also be invited.
- 5) Upon arrival at the site the visit will be led by the Chairman or the Vice-Chairman of the Committee. A Planning Officer will be present with the case file and necessary drawings to illustrate the proposal.
- 6) In the event of the applicant, agent or land owner being present the purpose of the visit will be explained and the Committee will request that it be allowed to conduct its visit unaccompanied.
- 7) At no time during the Committee site visit shall the merits of the proposal be discussed with either the applicant, agent, landowner or any third party who may have an interest in the proposal.
- 8) After the site visit, a note of the Members' attendance will be placed on the file.
- 9) The application will be referred direct to the next available meeting of the appropriate committee for determination.

(Approved by the Planning and Licensing Committee – 22 August 2002
- Minute No.222 refers.) (Updated January 2017)