

March 2015

Training Notes – Annex 2.1: Casework Allocations

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Not BOW Officer

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[illegible]

RIGHTS OF WAY REPORTING AND PREP TIME ALLOCATIONS FOR ROW CASES

Inquiries/Hearings

1 Day Public Path Cases (Highways Act & Town & County Planning Act) 1 day prep + inquiry/hearing + 2 days reporting
2 Day Public Path Cases 1 day prep + 2 days inquiry + 4 days reporting
3 Day Public Path Cases 1 day prep + 3 days inquiry + 6 days reporting
4 Day Public Path Cases 1 day prep + 4 days inquiry + 8 days reporting
1 – 4 day Wildlife & Countryside Act (DMMO) Cases Add 1 extra day of reporting to the above (e.g. 1 day inquiry, 3 days reporting)
1-4 Day Secretary of State cases Add 1 extra day reporting for a one day inquiry (e.g. 4 days reporting for 1 day Wildlife and countryside inquiry). Add 2 extra days if the inquiry is to last more than 1 day (e.g. 6 days reporting for a 2 day public path inquiry).

Note: For inquiries lasting more than 4 days duration the preparation and reporting periods shall be agreed with the Charting Manager

All Site Visits

1 day prep + visit + 2 days reporting

Written reps cases for advertised modifications – no site visit

1 day prep + 2 days reporting

Final OD's – no objections

½ day reporting.

PTO

Costs reports and decisions

In addition to the above an extra half day should be added per application after informing the charting manager that an application(s) has been made.

Schedule 14

Level G	1 day preparation and 2 days reporting
Level E	2 days preparation and 2 days reporting
Level C	2 days Preparation and 3 days reporting

NOTE:

(i) Extra travelling time will be allowed (subject to agreement with the Charting Manager) when the site is more than 3 hours travelling distance from home (check distance on www.theaa.com/travelwatch/planner_main.jsp).

(ii) Extra reporting time can be added at the Inspectors' request. The Inspectors are aware that any extra reporting over and above that listed above MUST be agreed with their Sub Group Leader in advance.