

### **Authorisation for the exercise of full Development Management powers**

To the following officers:

Pete Smith – Head of Development Management  
Richard Freeman – South Area Team Leader  
Ross Gentry - Strategic Team Leader  
Nicola Townsend – North Area Team Leader

Having regard to (a) the Constitution of the Council that sets out the responsibility for functions and the procedures for Planning Committee and Planning Sub Committee and (b) the Scheme of Management for the Executive Director of Place, I make the following authorisations.

You are hereby authorised to take exercise delegated powers on my behalf in relation to the full range of planning applications. You are also authorised to sign any Tree Preservation Order, Enforcement Notice or any other statutory notice prepared in Development Management.

All officers exercising delegated powers should ensure that they are aware of the up to date version of the Protocols covering applications to be determined by Planning / Planning Sub-Committee and through Delegated Business and ensure adherence to their provisions including the restrictions imposed by the size of a development and the number and nature of representations received.

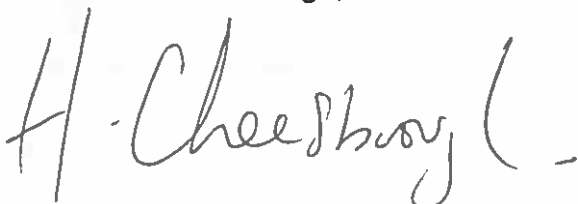
You are not authorised to determine your own applications; these should be presented to a line manager/another officer with appropriate Delegated Powers. Similarly any application on which there is a declaration of interest from any officer of the Council must be brought to the attention of the Director of Planning or other nominated officer to ascertain the need for determination by Committee.

Every officer determining an application under delegated powers must initial the delegated insert sheet. This will authorise the release of the decision notice and enable the delegated officer to be identified and recorded in Uniform. As a rule delegated business should be kept to a minimum on Fridays to assist in the timely production of minutes.

The Deputy Team Leaders are authorised to take delegated decisions only in relation to the categories of applications set out in the schedule below. Team Leaders may decide to restrict these categories for new deputies and should provide guidance on cases with any sensitivity or controversy.

This authorisation takes effect from Friday 07/09/2018.

Heather Cheesbrough, Director of Planning and Strategic Transport

A handwritten signature in black ink, appearing to read 'H. Cheesbrough', followed by a horizontal line.

**Schedule of delegated application types for Deputy Team Leaders**  
**(Irrespective of whether the case is being recommended for refusal of approval)**

1.	All householder applications
2.	Lawful Development Certificates – existing and proposed
3.	Prior approval applications under the provisions of the General Permitted Development Order (GPDO)
4.	All discharge of planning conditions (excluding reserved matters associated with “major” development)
5.	Non-material amendments
6.	Applications for advertisement consent (including shop signage and hoardings)
7.	Shopfront applications
8.	Formation of a vehicular access
9.	Conversions of buildings to create up to 9 new flats
10.	Alterations and extensions to commercial premises (up to 500 sq metres of additional floorspace)
11.	Means of enclosure – including boundary walls and fences
12.	Air conditioning units
13.	Applications for listed building consent (excluding any case involving substantial demolition)
14.	Satellite dishes
15.	ATM machines
16.	All applications for changes of use
17.	Council own developments for small scale alterations and extensions (up to 200 sq metres of additional floorspace )
18.	Adjoining borough consultations – excluding Major Developments.
19.	Permitted Development Consultations with Statutory Undertakers (eg sub-stations, BT Cabinets, telecommunications masts/equipment)
20.	Variations of planning conditions (including minor material amendments to “non major” planning applications and/or with no related S.106 implications).
21.	‘Not Determined’ and ‘Finally Disposed of’ applications
22.	‘Withdrawn’ applications
23.	Post determination CIL exemptions and appeals