



EAST AYRSHIRE COUNCIL

LOCAL REVIEW BODY

PROCEDURE TO BE FOLLOWED AT FIRST MEETING

- 1. THE CHAIR OF THE LOCAL REVIEW BODY WILL OUTLINE THE DETAILS OF THE APPLICATION**
 - 2. THE MEMBERS OF THE LOCAL REVIEW BODY WILL THEN ASK ANY APPROPRIATE QUESTIONS TO THE OFFICERS PRESENT I.E. PLANNING ADVISOR OF THE LOCAL REVIEW BODY, LEGAL ADVISOR AND ADMINISTRATIVE OFFICER**
 - 3. IF THE LOCAL REVIEW BODY THEN CONSIDERS THAT THERE IS SUFFICIENT INFORMATION FROM THE MATERIAL BEFORE IT, INCLUDING THE NOTICE OF REVIEW, THE DECISION NOTICE, AND REPORT OF HANDLING, AND ANY FURTHER REPRESENTATIONS FROM INTERESTED PARTIES, IT MAY PROCEED TO DETERMINE THE REVIEW**
 - 4. IF THE LOCAL REVIEW BODY DECIDES THAT IT REQUIRES FURTHER INFORMATION OR REPRESENTATIONS BEFORE IT CAN DETERMINE THE REVIEW THEY SHOULD AGREE WHAT FORM THIS INFORMATION SHOULD TAKE I.E.**
 - WRITTEN SUBMISSIONS**
 - THE HOLDING OF ONE OR MORE HEARING SESSIONS**
 - INSPECTING THE LAND WHICH IS THE SUBJECT OF REVIEW CASE**
- 4.1 WRITTEN SUBMISSIONS – THE LOCAL REVIEW BODY CAN REQUEST WRITTEN SUBMISSIONS FROM THE APPLICANT OR ANY OTHER BODY OR PERSON THEY WISH TO RECEIVE INFORMATION FROM. THE LOCAL REVIEW BODY SHOULD DECIDE THE MATTER ON WHICH FURTHER INFORMATION IS REQUIRED AND SPECIFY THE DATE WHEN IT IS REQUIRED TO BE SUBMITTED**
 - 4.2 HEARINGS – IF THE LOCAL REVIEW BODY DECIDES THAT IT WISHES TO HOLD A HEARING IN RESPECT OF THE CASE IT SHOULD DETERMINE WHAT MATTERS IT WOULD WISH TO BE CONSIDERED AT THE HEARING. THE HEARING WILL COMPRISE OF THE APPLICANT, ANY INTERESTED PARTY WHO MADE REPRESENTATIONS IN RELATION TO SPECIFIED MATTERS AND ANY OTHER BODY OR PERSON FROM WHOM THE LOCAL REVIEW BODY WISHES TO RECEIVE FURTHER REPRESENTATIONS OR TO PROVIDE INFORMATION ON SPECIFIED MATTERS**
 - 4.3 SITE INSPECTION – IF THE LOCAL REVIEW BODY DECIDES TO HOLD A SITE VISIT IT MUST DECIDE IF THE SITE VISIT IS TO BE ACCOMPANIED**

(BY THE APPLICANT AND ANY OTHER PARTY THE LOCAL REVIEW BODY CONSIDERS SHOULD ATTEND) OR UNACCOMPANIED.

- 4.4 THE SITE VISIT COMPRISES AS PART OF THE MEETING AND WILL BE REQUIRED TO BE QUORATE. ALSO, ONLY THOSE MEMBERS WHO ATTEND THE SITE VISIT WILL BE ABLE TO PARTICIPATE IN THE FURTHER CONSIDERATION OF THE REVIEW**
- 5. THE LOCAL REVIEW BODY CAN ALSO AGREE TO APPOINT AN ASSESSOR TO ADVISE ON SPECIFIC MATTERS**

CB/KS