

**WEST LOTHIAN COUNCIL LOCAL REVIEW BODY**

**MEMBERS' CHECKLIST**

**PART 1 – DOCUMENTS, POLICIES AND OTHER CONSIDERATIONS**

<b>1</b>	<b>Type of review, review documents, procedural problems, new matters raised, draft conditions and developer agreements</b>
<b>2</b>	<b>Development plan policies and national and local planning guidance</b>
<b>3</b>	<b>Relevant material considerations drawn from the review documents</b>
<b>4</b>	<b>Factual disputes to be resolved</b>

**PART 2 – FIRST MEETING**

<b>1</b>	<b>National guidance on review cases and applicant's preferences for procedures</b>
<b>2</b>	<b>Additional Information needed and why</b>
<b>3</b>	<b>How to get it – site visit, written submissions, Hearing Session</b>
<b>4</b>	<b>Sufficient information to determine the application?</b>

**PART 3 – ADJOURNED FIRST MEETING**

<b>1</b>	<b>Completion of procedures decided on at first meeting</b>
<b>2</b>	<b>Additional information needed and why</b>
<b>3</b>	<b>How to get it</b>
<b>4</b>	<b>Sufficient information to determine the application?</b>

**PART 4 – DETERMINATION**

<b>1</b>	<b>Assess against each development plan policy - conform or breach?</b>
<b>2</b>	<b>Decide as per development plan unless justified by material considerations</b>
<b>3</b>	<b>In applying the statutory test, what is the decision?</b>
<b>4</b>	<b>Provide planning reasons for decision letter and minute</b>