

WEST LOTHIAN COUNCIL LOCAL REVIEW BODY

MEETING CHECKLIST

Questions to Committee

1	Are there any factual disputes to be resolved?	Yes or No	If Yes handover to the Planning Adviser/Legal Adviser If No proceed to next question
2	Do we have enough information to determine the application?	Yes or No	If Yes move to Q5 If No proceed to next question
3	If additional information is needed what is that and how do we get it?	Written Submissions or Hearing Session	
4	How long do we need to continue the review to allow the additional information to be provided?	One or two cycles	
5	Has any new material been provided by the applicant?	Yes or No	If yes handover to the Planning Adviser/Legal Adviser

Move to Questions from Committee

Move to Comments from Committee

DETERMINATION

6	Does the application conform with or breach any of the development plan policies?	If so which policies apply	
7	Decide as per development plan unless justified by material considerations – what are the material considerations?	Any material considerations	
8	In applying the statutory test, what is the decision (each member decides leading to motion and possibly amendment(s))?		
9	Members must provide planning reasons for motion and any amendment as well as for decision letter and minute		
10	Go to vote (if necessary) – this will be conducted by the Legal Adviser		