

Appendix 4 –Process Notes

Triage Process for applications

Planning applications will be flagged as either being 'Delegated' or being 'Schedule 2' when they are received. This will be visible on the Weekly List, and on the planning application details online (in the area identified in Image 1 below)

In order to be considered under the Gateway Test, the following must occur:

Either

- 1) A request received:
 - a) from not less than three substantive Members of the Council's Planning Committee, and
 - b) made in writing (email) using template to be produced by the Development Management team, and
 - c) received within the application's consultation period.
 - d) This will include the need for the following to be provided:
 - i) The name of the Councillor making the request
 - ii) The name of those Councillors supporting the request,
 - iii) The application reference number, address and proposed development
 - iv) Confirmation that the application is eligible for consideration under the Gateway Test (ie, it is a Schedule 2 application which the TRDC Constitution allows to be triaged)
 - v) Explanation as to how the application:
 - (1) Raises an economic, social or environmental issue of significance to the local area, or
 - (2) Raises a significant planning matter having regard to the development plan and any other material considerations.
 - vi) Any other relevant planning considerations relating to this request.
- Or
- 2) A written request be submitted by the Nominated Officer to the Nominated Member, following the steps at b, c and d(iii)-(vi) above.

Transitional Arrangement:

For those applications registered as valid prior to 31 October 2026, and falling within Schedule 2, and eligible for triage under the council's constitution, and subject of a committee call-in prior to 31 October 2026 under the arrangements in place at that time, the Nominated Officer will refer the application to the Gateway Test in accordance with 2) above, without complying with clause c).

Draft Gateway Test Process

Following receipt of a valid triage request for an application to be considered under the Gateway Test, the application shall be discussed at a Gateway Test meeting.

Gateway Test meetings

- Scheduled fortnightly.
- To take place virtually (MS Teams), but with provision made to hold them face to face.
- Attended by
 - Nominated Member(s), and
 - Nominated Officer(s).
 - Planning Case Officer for any case to be discussed will be in attendance to present the key planning issues.
- Discussions will not be noted/minuted but the outcome of the test, with explanation of the decision whether to refer to committee or not, will be recorded and published on the online planning register.
- An application may not go through the Gateway Test process until after the consultation period has ended. This is because Officers will need to have considered the merits of the application and any responses from local residents and consultees. These will be relevant when considering the Gateway Test requirements.

- An application may go through the Gateway Test process more than once, if there is a material change in circumstances, policy, or to the merits of the case including as a result of the receipt of additional/amended information, or further consultee comments.

Details	Comments (2)	Constraints (21)	Documents (37)	Related Cases (1)	Map
Summary	Further Information	Contacts	Important Dates		
Application Type	Full Application				
Decision	Refused				
Actual Decision Level	Committee Decision				
Expected Decision Level	Committee				
Case Officer	Miss Williams				
Parish	Barnham Community Council				
Ward	Barnham North Ward				
District Reference	PA/14/00000				
Applicant Name	Hanson Health Ltd				
Agent Name	Mr Tony Smith				
Agent Company Name	Not Available				
Agent Address	10111 Market Drive, Suite 100, Cambridge Road, Barnham, Norfolk IP20 9PT				
Environmental Assessment Requested	No				

Image 1: Identifying where on the online planning record applications will be identified as 'Delegated' (ie Schedule 1, or those Schedule 2 not eligible for triage), or 'Schedule 2' (ie eligible to be triaged for the Gateway Test)