

**PROCEDURE FOLLOWED BY THE CONSENT USE DIVISION FOR TOWN PLANNING
DEVELOPMENT APPLICATIONS AND THOSE APPLICATIONS REQUIRING THE
SPECIAL CONSENT OF THE COUNCIL.**

1. It is incumbent upon the applicant to ensure that an application requiring the special consent of the Council follows the procedure set down below prior to the proposal being advertised for public scrutiny.
 - 1.1 The adjoining neighbours as indicated to the applicant by the Consent Use staff, are notified of the proposal prior to the advert appearing in the press but not before 21 days of the publication of the notice.
 - 1.2 The application is submitted to the Submissions Team with the plan and supporting documents and the prescribed fee on or before the date of the publication of the notice.

2. Once the application has been received by the Consent Use Division, the following procedure shall be followed:
 - 2.1 A file is opened by the Senior Planning Control Assistant responsible for the area in which the application falls.
 - 2.2 All the submitted documents which shall include the application form, plans, supporting memorandum of motivation including the tear sheet from the newspaper detailing the advertisement, are placed in the file.
 - 2.3 The application is scrutinised against the provisions of the Planning Scheme and the existing controls as well as those indicated by the proposals, are recorded in the file.
 - 2.4 The application site is inspected by the Senior Planning Control Assistant within the first week of the objection period to ascertain site conditions, the impacts the proposal may have on the surrounding neighbourhood, and that the site notice has been correctly erected on the site.
 - 2.5 The Senior Planning Control Assistant is responsible for ensuring that the application is circulated to the relevant Departments for comment and that these comments are taken into account in the decision making process.
 - 2.6 Any objections received are acknowledged and checked for their validity in terms of the procedures laid down in Section 67*bis* of Ordinance No. 27 of 1949.
 - 2.7 All objections lodged must be received by the Department within 24 days from the date of the advertisement.
 - 2.8 The applicant must submit Form 4 detailing the date of advert, the name of the newspaper the advert appeared, the date of notification of the adjoining neighbours, and the position on site of the notice board, prior to any decision being made on the application.
 - 2.9 Should there be no outstanding issues, a decision may be made on the Friday following the expiry of the objection period.
 - 2.10 The applicant and any objector shall be notified in writing of the Department's decision on the application.