

### **Late Information**

Amended plans submitted to overcome objections or because of a change of intention by a developer can only be taken into account if the changes are received in time for the amendment to be fully assessed by the planning officers. Further consultation may be necessary and therefore only minor amendments can be taken into account after the Agenda has been published.

Letters and other information are sometimes received after the publication of the agenda. Whenever possible these will be the subject of a verbal report to the Plans Committee. However, items that are received at a very late date may be incapable of being assessed. A cut-off point for the receipt of late information is therefore considered to be a reasonable approach.

Protocol for dealing with late items:

- Information relating to planning agenda items received after the preparation of the Plans Committee agenda will be the subject of a verbal summary from planning officers at the meeting. This summary will be supported by the publication of an Extras Report. The aim is to publish this paper by 5pm on the day before the Plans Committee meeting.
- Late information received after 12 noon on the day prior to the relevant Plans Committee meeting will not be referred to.