

Aberdeenshire Council

**Local Review Body**

Guidance for Interested Parties/Consultee

1. When a planning application has been refused by the authority, the Applicant/Agent has the right to have their application reviewed at a local level by the Local Review Body.
2. A Notice of Review must be submitted within 3 months of the date of the Decision Notice. This can be found by accessing the Planning Register webpage and inputting the planning application reference number (i.e., APP/Year/No – e.g., **APP/2012/0001**).  
<http://www.aberdeenshire.gov.uk/planning/apps/index.asp>
3. Once received the Notice of Review will be lodged and the review documentation will be forwarded to the Planning Service to allow them to provide a response to the review within a timescale of 7 days. As part of the planning response, they will provide information on consultees or interested parties who were consulted as part of the original planning application.
4. The Committee Officer will write to all consultees/interested parties to advise them that a Notice of Review has been received and they will have 14 days in which to make any representations to the review. The closing date for representations will be provided in a letter issued by the Committee Officer.
5. After the date for representations for consultees/interested parties has ended, the applicant/agent will be provided with the list of representations and copies of each in order that they will be able to respond to the issues raised. The Committee Officer will write to the applicant/agent and will allow them 14 days for a response to be submitted.
6. This will end the administrative process for the Review and thereafter, all documentation for the Local Review Body will be collated for each review being considered.
7. The Local Review Body will then consider the Review at a scheduled meeting and will either GRANT, REFUSE, DEFER to allow additional information to be sought, DEFER for a site visit or DEFER to allow a HEARING to take place.
8. When the final decision is made by the Local Review Body, a Review Decision Notice will be prepared by the planning service and issued by Legal and Governance (note: this can take up to 6-8 weeks to be issued to the applicant/agent).
9. The Local Review Body's decision is final, however, should the applicant, agent or interested party wish to challenge the validity of the decision, then a request for a judicial review can be made to the Court of Session and this must be submitted within six weeks from the date of the decision notice.