

Local Planning Authority	Officer Availability	Meeting Protocol	Validation of Applications	Delegated Decisions	Planning Committee	Public Consultation	Forthcoming Consultation on Development Plan Documents	Comment
Birmingham City Council	Officers are working remotely and are contactable by email only.	Meetings will be held by conference call. Skype calls may be possible but this should be confirmed with individual officers	Validation expected as normal, there may be some short delays.	Expected as normal where possible. Case officers cannot visit sites, but applicants can email photographs of the site and its surroundings which may enable applications to be processed.	Scheduled committees have been cancelled. An interim measure is expected to enable the Chair and Chief Officers to jointly determine planning applications on behalf of the planning committee. The Council is working towards operating virtual planning committees by the end of April.	No changes proposed to notification letters. Agents/Applicants are being asked to display site notices. The Council has issued a guidance letter, and this can be provided if required.	Development Management in Birmingham DPD was subject to 6 weeks consultation 9/02/20 until 21/02/20. The Council is considering the implications of Covid-19 on the submission stage.	Planning performance agreements are expected to continue with appropriate provisions.
Bristol City Council	Officers are working remotely and are contactable by email.	All meetings are taking place via phone calls, conference calls or Zoom meetings. Pre-application meetings taking place by phone or Zoom. The level and type of pre-app service has been amended.	Validation is expected to continue as normal.	Delegated decisions are expected to continue as normal.	Next Development Control Committee is provisionally scheduled at 14:00 on 22 April 2020 and will be held as a Zoom remote meeting. Revised arrangements may apply.	No update provided.	The Local Plan Review is delayed due to the Inspectors letter relating to the West of England Joint Spatial Plan (separate to the Covid-19 situation). There is no current timetable for the Local Plan Review.	
Cardiff Council	Officers continue to work on current workload, and maintain communications on submitted applications and pre-application queries.	Officers continue to respond to pre-application queries as best as possible in the circumstances. Officers can hold virtual meetings by Skype or Zoom.	Applications will not be registered/validated until further notice. This will be reviewed at the end of April, or earlier if circumstances significantly change	Planning decisions will not be issued until further notice. This will be reviewed at the end of April, or earlier if circumstances significantly change. Officers will continue to progress current workload as best as possible.	The Council does not possess any emergency delegations to determine applications which should be considered by Planning Committee. Applications are not being progressed, and Committee is suspended.	As applications are not being progressed in full, no public consultation is being carried out until further notice.	Officers continue to undertake background work as part of the ongoing Plan Review Process. No formal Council resolution has been passed to proceed with a replacement Local Development Plan.	Suspension of planning services (validation and determination) is due to staff shortage and the inability to print and post neighbour notification letters and site notices. There will be no enforcement action against breach of conditions that restrict food and supermarket delivery times until a further statement is issued by the Welsh Government. Cases where visits have already been undertaken will be progressed as normal.
The City of Edinburgh Council	Officers are working remotely and are contactable by email.	Pre-application service is suspended due to being unable to conduct site visits and hold consultation meetings and to allow officers to focus on live planning applications. This is being reviewed.	Proposal of Application Notices cannot be approved due to the requirement to hold at least one public consultation event.	Applications where neighbourhood notification ended before 20/03/20 continue to be progressed to determination where possible. Existing applications where neighbourhood notification ends after 20/03/20 cannot be determined until further notice. This is due to any hand written/posted letters or representations may have been delivered to the offices since closure. The Council has suspended publicising site notices and neighbourhood notification letters for new applications. New applications that require neighbour notification or publicity cannot be progressed to determination. This is under review by Scottish Government.	All committees are in recess until 27 April 2020. The Council's Leadership Advisory Panel has held a skype meeting and agreed contingency measures, including changes to the scheme of delegation. Local development decisions will be able to be taken by the Chief Planning Officer in consultation with the Convener and Vice Convener. No decision on the delegation of major decisions will be made until 15 April 2020. Officers are expected to advise why the next committee cannot be held remotely on 22 April 2020 to allow major applications to be considered.	Public consultation will continue online.	The deadline for the City Plan 2030 and draft City Mobility Plan has been extended until 30 April 2020.	

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Glasgow Council	Officers are working remotely and are contactable by email, albeit in a reduced capacity.	Virtual meetings are being considered, but no current capability.	Likely to be delays. Technicians do not currently have remote working capability, although this is being set up. It is not yet clear what the full implications will be for applications that have not yet been submitted.	There are some issues relating to Officers accessing the planning database to finalise recommendations and issue decisions. Delays are likely.	Planning committee is cancelled indefinitely. No update provided regarding any solutions. The Coronavirus (Scotland) Bill provides that for the duration of this crisis, local authorities have the power to exclude the public from meetings.	Public representations can be submitted through the public access portal on the Council's website. Neighbourhood notifications continue to be sent, however there are issues where these are sent to business addresses which may be currently unoccupied. The Chief Planner has issued a letter which sets out the intention to relax requirements for site notices. Regulations to suspend this requirement will be brought forward if needed, but this is not confirmed yet.	No update provided.	Planning permissions which are due to expire over the next 6 months will be extended so permissions will not lapse for a period of 12 months. Work on the forthcoming National Planning Framework 4 will progress. The deadline on the Call for Ideas was extended until the end of April 2020. A revised timetable for the NPF4 will be provided soon.
Leeds City Council	Officers are working remotely.	Pre-application enquiries can be discussed by skype meetings.	Applications are being validated as normal. Consultation with internal and external consultees will be carried out electronically, including Parish Councils and community organisations. The intention is to process applications as far as possible and carry out statutory publicity after the 'lockdown period'.	Processing of Prior Notification applications will be delayed as site notices cannot be produced and site visits cannot take place. Extensions of Time will need to be agreed. Extensions of time are likely to be sought where site notices and neighbour notification have not been able to be issued.	Planning committees will be held remotely and the arrangements should be agreed by 10/04/20. It is intended to have a panel for each of the three areas.	Neighbourhood notification and site notices are unable to be carried out. Extensions of Time will be sought.	Alternative arrangements will be set out in due course.	Applications cannot be advertised by neighbour notification letter, or site notice. Planning officers are not able to carry out site visits until the current restrictions are lifted. It will be necessary to agree EoT to determine some planning applications. Written representations cannot be accepted by post.
Liverpool City Council No update provided since 31/03/2020	Officers are working remotely.	Conference calls are possible. Officers do not currently have access to work Skype.	Applications are being logged onto the Council system and validated without site notices or press notices being posted. An emergency Council Bill is being progressed to discuss / confirm the legality of this.	Expected as normal.	Planning Committees are expected to take place every 3 weeks as usual, but virtually. Committee Members, Head of Planning, Committee Clerk and presenting officers will attend only. 1st meeting 31/3/ taking place via skype. Zoom is planned for future meetings.	On-line consultations may possibly be acceptable, using a leaflet drop to local houses and businesses, and letters to relevant consultees to notify them of the consultation.	No update provided.	Planning phonenumber is now closed. Officers can be contacted by calling main Council switchboard and requesting a call back. Officers do not have work mobiles. Allocated officer has confirmed she will call if requested by email.
Manchester City Council	Officers are working remotely and are contactable by email.	Officers are able to host virtual meetings using Zoom.	Expected to continue as normal.	No update provided.	Planning committees are cancelled. The power to decide on major planning applications has been delegated to the Council Chief Executive and the Chair and Deputy Chair of the Planning Committee.	No update provided.	Local Plan Review Issues consultation deadline is extended to 17:00 on 1st May 2020.	
Newcastle City Council	Officers working remotely, and contactable by email.	Virtual meetings may be possible, but will need to be arranged with individual officers.	The Council has recently changed its software system. There may be some delays.	Expected as normal, there may be some initial delays as the new system beds in.	The Council is considering options for virtual committee meetings, as well as exercising delegated power of the relevant Chief Officer. Planning Delegated Sub-Committee is scheduled to meet on 17 April 2020 via virtual conference and is open to the public.	Public comments will not be available to view online, but will be referred to in Officer Reports.	No updated provided.	

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Nottingham City Council	Officers are working remotely. Contact numbers can be obtained via planning@nottinghamcity.gov.uk	Officers have access to Microsoft Teams, which has proved to worked successfully.	Applications expected to be validated as normal.	Expected to continue as normal.	Committees are suspended. Discussions are ongoing, with a possible solution being a 'slimmed down' meeting over MS Teams (or similar). This is not yet confirmed.	Expected to be carried out by site notice only. A member of the project team will be required to display the notices and send photographs of the notice in place to the case officer.	No updated provided.	Planning phonenumber is not being staffed.
Sheffield City Council	Officers are working remotely and have access to emails.	Meetings can be held by conference call. The Council is looking to video conferencing options, but these are not yet available.	There is a delay in validating applications due to resourcing shortages and problems with redacting data. The Council offices are due to re-open, and this should be rectified in due course.	Delegated decisions are expected to continue as normal. There may be a backlog due to validation delays.	No decision has been made in relation to the approach to planning committee. Most applications are delegated decisions. Applications usually only go to committee if they are of regional relevance, there are exceptional policy matters, or "a lot" of objections.	There is no update regarding site notices or notification letters, however a decision is expected soon.	No update provided.	Main phonenumber is not being staffed.

The table above sets out the protocol adopted by the major cities nationally. Gerald Eve works with a broad range of local planning authorities and can provide an update in other areas if required.