

# Process Framework Document: Planning Application in Principle for Major Development (2022/0157/PPP)

Land at Pier Road, Ben Lomond Way and Old Luss Road,  
known as West Riverside and Woodbank House  
(Lomond Banks), Balloch



## The Process

This document outlines the key dates and processes involved in the lead up to, and the determination by the National Park Authority's Board of this planning application for planning permission in principle for a major development

This document considers only the key dates and processes and does not discuss the merits of the proposal.

The determination process reflects our normal operating procedures for major planning applications. Where changes have been made this has been to ensure clarity and reflect the high public interest in this case.

Key Dates **NB: These dates are indicative and subject to change in unforeseen circumstances**

### Monday 2nd September 2024: Publication of the Report and Recommendation

While the decision to approve or refuse the application will be taken by the National Park Authority Board, the Report to the Board recommending whether to approve or refuse the application is provided by the National Park Authority's Director of Place. The report containing that recommendation to the Board is expected to be published on Monday 2nd September 2024 on the National Park Authority's website at:

<https://www.lochlomond-trossachs.org/lomondbanksmeeting/>

The time and starting location of the Site Visit will also be published on that same webpage on Monday 2nd September 2024.

Anyone, or any organisation, that has submitted a formal representation on the application directly to the National Park Authority, will be notified by email or letter (in line with how their formal representation was submitted to the National Park Authority) and given details on how they can request to speak at the Hearing. For comments received on the application via a third-party website (including via the Scottish Green Party website); the organisers of that website will be notified on your behalf, so you should contact them in relation to any request to speak at the Hearing.

### Monday 2nd September 2024 - Monday 9th September 2024 at 12 noon: Submission of Speaker Participation Forms

Only those people/organisations who have made a written representation commenting on the application directly to the National Park Authority **before the date that the Report and recommendation is published** are entitled to request to speak at the Hearing. Anyone who has submitted a formal representation direct to the National Park Authority will be sent

details of how to request to speak. Completed request to speak forms must be received by the National Park Authority no later than Monday 9th September 2024 at 12 noon.

**Thursday 12th September 2024: Confirmation of speaker list**

After the deadline to submit a request to speak (12 noon on Monday 9th September 2024) The National Park Authority will collate the speaker participation forms to confirm the speaker list for the Hearing.

To ensure that the time taken for the hearing is manageable for everyone taking part, it may not be possible to accept all applications to speak, especially where the same point of support or objection has been raised multiple times. A summary of all the formal representations submitted to the National Park Authority will be contained in the Director of Place’s Report and Recommendation to the Board.

**Monday 16th September 2024 AM: Site Visit**

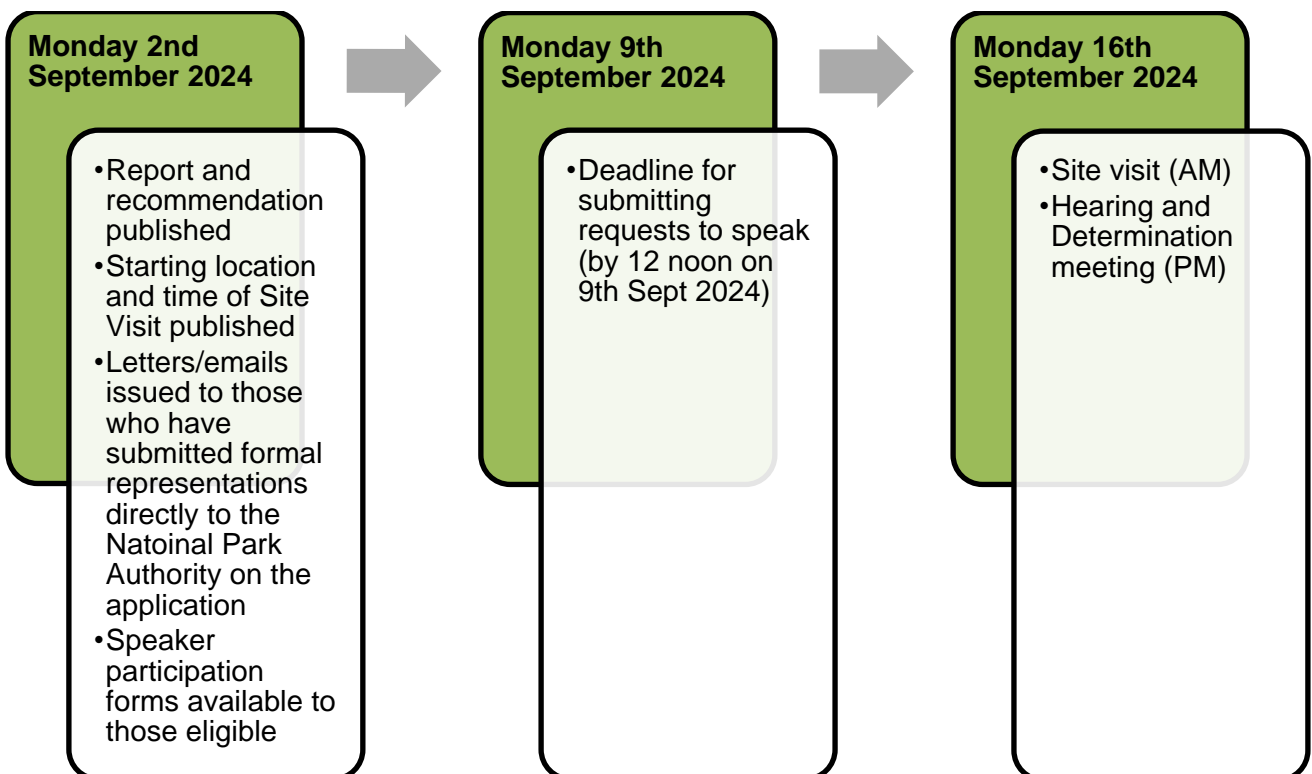
A Site Visit for this planning application will take place on the morning of Monday 16th September 2024 prior to the Hearing and Determination Meeting. The starting location and time of the Site Visit will be advised on Monday 2nd September 2024.

**Monday 16th September 2024 PM: Hearing and Determination Meeting**

The Hearing and Determination Meeting to consider the application will take place at:

Lomond Parish Church Hall [<https://g.co/kgs/4ictUjx>]  
1 Lomond Road, Balloch, G83 8SJ

The time of the Hearing and Determination Meeting will be advised on Monday 2nd September 2024.



## The Determination Process explained

### Monday 2<sup>nd</sup> September 2024: Publication of the report and recommendation

The Director of Place's report on the application together with the recommendation to the Board on whether to approve or refuse the application will be published on our website: <https://www.lochlomond-trossachs.org/lomondbanksmeeting/>

***You may only submit a request to speak if you have already made a written representation directly to the National Park Authority prior to the report and recommendation being published (2<sup>nd</sup> September 2024).***

### Monday 2<sup>nd</sup> September 2024 - Monday 9<sup>th</sup> September 2024 at 12 noon: Submission of Speaker Participation Forms

Anyone who is eligible to submit a request to speak will be sent details of how to submit their request to speak.

**All Speaker Participation Forms must be received by 12 noon on Monday 9<sup>th</sup> September 2024.**

Anyone eligible to request to speak must highlight clearly on the form, the topics they wish to cover in their presentation. Requests to speak submitted after the deadline will not be considered.

### Thursday 12<sup>th</sup> September 2024: Confirmed speakers will be informed

After the deadline to submit a request to speak (12 noon on Monday 9<sup>th</sup> September 2024) The National Park Authority will collate the speaker participation forms to confirm the speaker list for the Hearing.

The National Park Authority will, where appropriate, encourage speakers to appoint a spokesperson to represent their collective views, particularly where there are a large number of people raising the same issues –to ensure the breadth of representations are covered, avoid repetition and to keep to the allocated time for the Hearing.

Confirmed speakers will be contacted directly – this is expected to be on Thursday 12th September 2024.

### Monday 16<sup>th</sup> September 2024 AM: Site Visit

The **Site Visit** will take place at the start of the day. The starting location and time of the Site Visit will be published on the National Park Authority website on Monday 2<sup>nd</sup> September 2024.

### **Why do Board Members visit the site?**

The sole purpose of the Site Visit is for Board Members to familiarise themselves with the area and the planning application site.

No discussion on the merits of a proposal will take place at the Site Visit, and no decision on the application will be made, whilst at the site.

### **Who can attend?**

Anyone with an interest in the application can attend the Site Visit to observe the proceedings, but only Board Members, in the presence of National Park Authority staff, and individuals requested to be in attendance by the National Park Authority, may participate in the visit.

Members of the public and the media may observe the site visit, but there is no opportunity for them to speak or to ask questions – a site visit is an important part of the decision-making process and it is vital that it is carried out in an orderly and respectful manner to allow Board Members to receive the relevant information on the planning application proposals from the National Park Authority staff conducting the Site Visit.

A record of Members attending the visit will be kept by the Committee Clerk, as only those Members who have attended the visit are eligible to determine the application.

Prior notification of the visit will be given to the applicant and anyone who has submitted a formal representation directly to the National Park Authority.

*NB: For comments received on the application via a third-party website (including via the Scottish Green Party website); the organisers of that website will be notified.*

### **What will happen at the Site Visit?**

The Convener will explain the purpose of the Site Visit and the procedures to be followed. The Planning Officer handling the case and/or the Director of Place will conduct the Site Visit, pointing out the relevant aspects of the application site, the proposed development and the surrounding area..

Whilst on Site Visits, Board Members will keep together as a group at all times and will not engage in any discussions regarding the proposal with either the applicant/agent or supporters or objectors.

No spoken representations (either in support of or objecting to the proposal) are permitted at Site Visits. All interested parties, including members of the public, may observe Site Visits, but may not participate in the process.

No lobbying of Board members by applicants, supporters or objectors will be permitted. If anyone attempts to lobby Board Members, or to disrupt the proceedings in any way, the Convener has the authority to request that the parties leave the Site Visit. The Convener is also entitled to instruct the Site Visit to be abandoned.

## **Monday 16<sup>th</sup> September PM: Hearing and Determination Meeting**

The **Hearing and Determination Meeting** to consider the application will take place at:

Lomond Parish Church [<https://g.co/kgs/4ictUjx>]  
1 Lomond Rd  
Balloch  
G83 8SJ

The time of the Hearing and Meeting will be published on the National Park Authority website on Monday 2<sup>nd</sup> September 2024: <https://www.lochlomond-trossachs.org/lomondbanksmeeting/>

Meetings of the National Park Authority Board are held in public, they are not 'Public Meetings' – which means that members of the public are welcome to observe but are not able to participate in proceedings unless they have applied to speak in advance and are confirmed as speakers.

This meeting is being held at Lomond Parish Church to ensure that as many observers as possible can attend while the decision-making process remains in the local community. The Hearing and Determination Meeting will also be livestreamed via the National Park Authority website. The link for that livestream will be published on the day of the meeting via this page: <https://www.lochlomond-trossachs.org/lomondbanksmeeting/>

### **Why a Hearing?**

Hearings are aimed at making the planning system more inclusive, allowing the views of applicants and those who have made representations to be heard before a planning decision is taken. Each planning authority has discretion over how hearings will operate in its area.

Holding a Hearing for this application was approved by the National Park Authority Board on 16<sup>th</sup> July 2024. This will allow enhanced scrutiny of the planning issues, as well as providing openness and transparency in the planning decision. Hearings are aimed at making the planning system more inclusive, allowing the views of applicants and those who have made representations to be heard before a planning decision is taken. Each planning authority has discretion over how hearings will operate in its area.

### **How many people can speak?**

The applicant or their agent will be allowed to speak in support of the application as will those who wish to speak in objection or support.

In line with our Standing Orders, priority will be given to the Community Council in whose area the application site is located should they wish to make a verbal representation. We have been and will continue to communicate with the local Community Council to ensure that they are clear on the process and procedures to be followed on the day.

We intend to hear from as many contributors as possible while ensuring a manageable timeframe for the Hearing, suspending our Standing Orders to increase the standard number of contributions allowed.

Depending on the number of valid requests to speak received by the National Park Authority, a limit may have to be applied to the number of people who are able to speak on the day. This is normal practice when considering planning applications. The National Park Authority will, where appropriate, encourage speakers to appoint a spokesperson to represent their collective views, particularly where there are a large number of people raising the same issues.

### **What happens at the Hearing and Determination Meeting?**

- If you are a confirmed speaker at the meeting, you must be at the venue no later than 15 minutes before the Hearing begins.
- The Committee Clerk will ensure that any confirmed speakers fully understand the procedures at the meeting.
- The Authority's Planning staff will present the planning assessment of the proposal and their recommendation at the start of the Hearing.
- Board Members are entitled to ask questions from the Authority's planning staff or any specialist advisors to clarify any matter in regard to the application.
- The Convener will then invite each speaker to speak for a maximum of five minutes, normally in the following order:
  1. The applicant or their agent
  2. Confirmed speakers in support of the application
  3. The Community Council in whose area the application site is located
  4. Confirmed speakers in objection to the application

*(Note: speakers will be asked to move to the designated area and speak into a microphone)*
- Speakers must restrict their comments to planning matters relevant to the proposal and the site and in line with their representation

*(Note: guidance is included in the Speaker Participation Form)*
- Speakers may not use slides or distribute materials at the Meeting.
- If you are confirmed as a speaker, Board Members may ask you questions at the end of your allocated time to speak. However, you will not be able to question other speakers directly or speak again to comment on the contributions of others, unless requested to do so by the Convener.
- After all speakers have finished, the Convener may ask a speaker to return if there are any supplementary questions.
- The Convener may direct questions to Planning Staff and any National Park Authority specialist advisors (these include although are not limited to Trees, Landscape, Ecologist and Access Advisors) at any time during the process.
- Board Members will debate the proposal and may ask questions of the Case Officer, the Director of Place and any National Park Authority specialist advisors.

- Board Members will then be entitled to take the decision to approve or refuse the application. The procedure will be guided by the Standing Orders. Members will confirm their position by a show of hands.
- The Proper Officer/Legal Clerk will then confirm the final decision of the National Park Authority Board.

## Video Livestream

In the interests of openness and transparency and to allow those unable to attend in person to watch online there will be a video livestream of the Hearing and Determination Meeting.

A link to the livestream of the Hearing and Determination Meeting will be available from this page on the National Park website:

<https://www.lochlomond-trossachs.org/lomondbanksmeeting/>

***Other than this livestream, no filming or recording of the proceedings are permitted under the Standing Orders.***

Please be advised that should there be a technical issue with the livestream during the meeting, the Meeting will continue.

### **For anyone planning to attend the Hearing and Determination Meeting:**

#### **Do you have any special requirements or accessibility needs we should be aware of?**

If you need assistance, please contact the Committee Clerk [committeeclerk@lochlomond-trossachs.org](mailto:committeeclerk@lochlomond-trossachs.org) (or call 01389 722600) by Thursday 5<sup>th</sup> September 2024 to discuss your requirements.

### **Please Note:**

This planning application and all documents related to it can be viewed on the [public planning portal](#) under application ref. 2022/0157/PPP.

Updates on the process to determine this application are posted on the [National Park Authority website](#)

Due to its scale, this planning application is classed as a 'major development'. Major developments follow a different planning process to smaller planning applications. You can find a step-by-step overview of this process in our ['major developments explained'](#) blog.