

Appendix 2 Operational Arrangements

The [Town and County Planning \(Discharge of Local Planning Authority Functions\) \(England\) Regulations 2026](#) (the Regulations), come into force on 31 October 2026. Regulation 5(3), Regulation 6(4) and [Statutory Guidance](#) require a gateway test referral procedure to Planning Committee for Schedule 2 planning applications and Own-interest applications.

The Gateway cannot operate without appointing and formally designating the following:

- Nominated Officer (e.g. the Chief Planning Officer or equivalent officer who has extensive professional planning experience)
- Nominated Member (e.g. the Chairperson of the Planning Committee or Vice-Chair)
- One or more substitute nominated officers, including cover arrangements for own-interest scenarios where the nominated officer has a personal interest
- One or more substitute nominated Members, including cover arrangements for own-interest scenarios where the nominated Member has a personal interest

The Delegations to the Deputy Chief Executive and Director for Economy, Infrastructure and Skills for planning Development Management decisions are sub delegated to 'Business and Enterprise' and authorised officers to grant or refuse planning permission include:

- Manager - Planning Policy and Development Management Team,
- Team Leader for Minerals Planning Policy and Development Management,
- Team Leader for Waste Planning Policy and Development Management.

Planning Scheme of Management

Nominated Member

The member of Staffordshire County Council who acts as the Nominated Member is the Chairperson of Planning Committee.

Substitute Nominated Member

The member of the authority who acts as a substitute for the Nominated Member is the Vice-Chairperson of Planning Committee.

Nominated Officer

The officer of the authority who acts as the Nominated Officer is the Manager of the Planning Policy and Development Management Team.

Substitute Nominated Officer

The officers of the authority who act as a substitute for the Nominated Officer are: the Head of Planning Policy and Enabling; the Team Leader for Minerals Planning Policy and Development Management; or The Team Leader for Waste Planning Policy and Development Management.

Delegated Powers - Officers - Regulation 5

The officer(s) of the authority who have delegated powers to determine a Schedule 2 planning application (Regulation 5) are: the Head of Planning Policy and Enabling; the Manager of the Planning Policy and Development Management Team; the Team Leader for Minerals Planning Policy and Development Management; and, the Team Leader for Waste Planning Policy and Development Management.

Delegated Powers - Officers - Regulation 6

The officer(s) of the authority who have delegated powers to determine an Own-Interest Application (Regulation 6) are: the Head of Planning Policy and Enabling; the Manager of the Planning Policy and Development Management Team; the Team Leader for Minerals Planning Policy and Development Management; and, the Team Leader for Waste Planning Policy and Development Management.

Delegated Powers - Officers - Constitution - other planning matters

The officer(s) of the authority who have delegated powers under the Constitution to determine any other planning matter are: the Head of Planning Policy and Enabling; the Manager of the Planning Policy and Development Management Team; the Team Leader for Minerals Planning Policy and Development Management; the Team Leader for Waste Planning Policy and Development Management; Principal Planning Officer; and Senior Planning Officer.

The Planning Scheme of Management will be published on the [Staffordshire County Council's planning webpage](#) and the [Planning Committee webpage](#).