

OVERSTRAND MUNICIPALITY

RULES OF PROCEDURE FOR THE MEETINGS OF THE APPEAL AUTHORITY



Approved by Council

27 July 2016

1. Application of Rules

- 1.1 Revised rules of procedure may be adopted by the Appeal Authority, which the approval of Council as and when such revision may be necessary. All revisions must be approved by Council.

2. Selection of an Advisory Panel

- 2.1 The Appeal Authority may select an advisor or advisory panel which will give comment and advice to the Appeal Authority on matters pertaining to the appeal.

3. Submission of appeals and Notice of Meetings

- 3.1 Appeals submitted to the Appeal Authority must be in writing within 21 days of decision taken by the Tribunal or an authorised employee.
- 3.2 Any fee relating to the submission of an appeal must be paid on or before the date of submission in order to be regarded as eligible.
- 3.3 The serving of notices and procedures relating thereto will be done as prescribed in Section 79 of the Overstrand Municipality By-law on Municipal Land Use Planning.
- 3.4 The Appeal Authority may accept an appeal in writing from a person who has received intervener status from the Municipal Manager.
- 3.5 The Appeal Authority may determine the dates and times of meetings to be convened.

4. Recommendations and Criteria

- 4.2 The Appeal Authority must apply the criteria as set out in the Overstrand Municipality By-law on Municipal Land Use Planning, including the Municipality's IDP, policies, plans and strategies.
- 4.3 The Administrator must ensure that the necessary information from the Municipal Tribunal or authorised official who made the decision must be made available to the Appeal Authority.

- 4.4 No additional information shall be added during the appeal process which was not included with the documentation which was submitted to the Municipal Tribunal or authorised official.

Policy Section	Town Planning
Current update	N/A
Previous review	N/A
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