

## **GUIDANCE FOR SPEAKERS AT PLANNING COMMITTEE ON PLANNING APPLICATIONS**

### GENERAL INFORMATION

Persons wishing to speak at Planning Committee must

- (a) Notify the Assistant Director of Assurance, or the relevant Committee Support Officer, that they wish to speak and of the subject matter by 5.00p.m. on the working day before the day of the meeting.
- (b) Report to the Committee Support Officer in the Council Chamber (or allocated venue) between 6.45pm and 7.10pm on the evening of the meeting.

### RULES FOR SPEAKING ON PLANNING APPLICATIONS

1. A maximum of three speakers will be allowed per application report as follows with preference being given as follows:-
  - (a) the Applicant or their agent;
  - (b) two other speakers (with priority for these places being given to objectors)
2. All speakers will be given a maximum of two minutes to make their representations.

(NB – Time limits will be strictly adhered to and you are therefore advised to rehearse your address to ensure that the points you wish to make can be made within the time permitted.)
3. If more than a total of 3 persons wish to speak, as detailed in 1 above, at the Chair's discretion, additional speakers will be added to the reserve list and they could speak if the registered speaker is unable to attend or withdraws his/her name or they could speak at the Chair's discretion.
4. Speakers may be represented if they wish e.g. by a friend/relative or professional. (Except in the case of the agent who has submitted the application, if an applicant wishes to appoint an agent/representative to speak on their behalf, the applicant must contact the Committee Support Officer personally, in order to ensure that representatives are authorised).
5. Speakers will be required to stick to relevant planning considerations and to avoid repetition of points already made (guidance will be given by the Chair of the meeting if deemed necessary).

NB – Relevant matters could include – impact on the area (e.g. appearance, parking, loss of open space, effect on traffic), Local Development Framework policies, effect on amenity of surrounding properties (eg loss of sunlight or privacy, excessive disturbance). The Committee could not normally take into account – devaluation of the property; personal circumstances of the applicant; concerns relating to infringement of legal rights (including boundary disputes), infringement of rights to light or restrictive covenants or nuisance caused by construction; structural details. Many of these are matters subject to legislation other than the

Planning Acts or are matters which do not directly concern the Local Planning Authority and must be resolved between the adjoining owners privately.

6. Speakers may be questioned by Councillors following their submission.
7. Council officers will be asked to respond to any new points raised by Speakers.
8. Speakers will have no right of reply to the Councillors' deliberations.
9. Finally, while the Council will endeavour to operate these rules reasonably and with some flexibility, any ruling from the Chair of the meeting will be final.

**PLEASE NOTE:**

**"The public are not to use the public participation proceedings any meeting to pursue a complaint against the Council, (whether in a personal, business or professional capacity), where a formal complaint channel exist, such as the Local Government Ombudsman, the Council's Complaints Procedure, or where a complaint is already being pursued".(Standing Order 52.7)**

**If you have any queries on the guidelines do not hesitate to contact the Committee Support Officer on the number given on the Agenda front sheet and on the letters sent out by the Planning Department.**



**PROCEDURE FOR CONSIDERATION OF PLANNING APPLICATIONS AT REGULATORY COMMITTEES: PUBLIC PARTICIPATION**

**GUIDANCE FOR THE PUBLIC/APPLICANT**

Persons wishing to speak at Regulatory Committee must

- (a) Notify the Borough Solicitor and Secretary, or the relevant Committee Support Officer, that they wish to speak and of the subject matter by 5.00p.m. on the working day before the day of the meeting.
- (b) Report to the Committee Support Officer in the Council Chamber (or allocated venue) between 6.45pm and 7.00pm on the evening of the meeting.
- (c) Before the meeting takes place you will be seated in the Public Gallery and the procedure will be explained to you by the Committee Support Officer. **You are urged to arrive at least 15 minutes before the start of the meeting.** Please note that all public speaking at the meeting is at the discretion of the Chair.

Procedure for speaking on the Planning Applications is as follows: -

1. At the start of the meeting, the Chair will give a brief statement outlining how the meeting itself will proceed – this is as follows for each application on the agenda:
  - (a) The **officers** will give a brief presentation showing the relevant slides;
  - (b) If you are speaking on behalf of those **objecting** to the application, you will then be invited to address the meeting for a maximum of **2 minutes**;
  - (c) If you are speaking on behalf of those **supporting** the application, you will be invited to address the meeting for a maximum of **2 minutes**;
  - (d) Finally, **Members of the Committee** will be invited to speak and comment.