

APPENDIX "C"

Procedure for Public speaking at Planning Committee**Who can speak**

People wishing to speak will fall into the following four categories:

- Parish/Town Councils
- Objectors
- Applicants/Supporters
- Ward Councillors

To ensure equity, applicants and supporters will only be allowed to address the Committee if objectors have registered to speak. However in cases where the recommendation of the Planning Officer is to refuse the application an applicant/supporter may address the Committee. In such cases objectors to the proposal may only speak if an applicant/supporter is to address the Committee.

There will be a three minute time period for each category of speaker, except for ward councillors, who are subject to Council Procedure Rule 11(4) (b).

If there is more than one person, excluding Ward Councilors, registered to speak in any one category, the three minutes will be split equally between those persons registered to speak. However, they will be encouraged to liaise with each other and nominate one speaker.

Registering to speak

People wishing to speak must contact Members' Services in writing, by telephone or e-mail by 12 noon the **working** day (i.e. Mondays to Fridays) before the meeting (if a letter is delivered by hand to reception please allow 1 working day for it to reach Members' Services). Persons wishing to speak must provide the following information:-

Name

Home address and contact telephone number.

Which category they fall within

Which application they want to speak on (including application number)

Members' Services will inform them that their Name will be made public before the meeting and they will also ask if their contact details can be passed to other people registered to speak in the same category on the same application

A list of those who have registered an interest to speak will be available for all Members of the Committee, together with the addendum papers for the meeting.

Summary of procedure for each meeting

1. The Planning Officer will introduce the item, giving any updates since the preparation of the report.
2. The names of those persons having registered to speak will then be announced by the Chair, in the order of: Parish/Town Councils, objectors, applicants/supporters and ward councillors.
3. After all the speakers have finished, the Chair will open the item up to the Committee for debate. There will not be a specific formal questions slot.
4. Finally, the Committee will be asked to take a decision on the application.

(Please note that use of presentation material including handouts in any form is not permitted when addressing the Committee)