

Public speaking at Planning Committee –Procedures

Who can speak

People wishing to speak will fall into four categories, these are:-

- 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. Except for cases where the recommendation of the Planning Officers report is to refuse the application, where an applicant/supporter may address the Committee and 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 restricted to ten minutes under Council Procedure 11(4) (b). If there is more than one person registered in any 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 had registered an interest to speak will be available for all Members of the Committee, alongside the addendum papers for the meeting.

Summary of procedure for each meeting

1. The Planning Officer will introduce the items, 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.