

PROTOCOLS FOR PUBLIC SPEAKING AT PLANNING CONTROL COMMITTEE

1. Protocols

1.1 Who is Entitled to Speak

- i. In relation to a planning application:
 - a. The applicant or a person representing the applicant.
 - b. An objector who is acting on his or her behalf or on behalf of a group of objectors or a person representing objectors. Normally, only one person will be permitted to speak on behalf of all objectors unless it can be demonstrated that there are significantly differing points of view that are wished to be expressed when a maximum of two people will be permitted to speak.
 - c. A Ward Councillor(s).
 - d. A representative of the Parish Council.
- ii. In relation to Tree Preservation Orders:
 - a. A person or representative of a person supporting the making of an order.
 - b. A person or representative of a person objecting to the making of an order.
 - c. A Ward Councillor
 - d. A representative of the Parish Council.
- iii. In relation to planning enforcement cases:

- a. A person or representative of a person making a complaint about a planning enforcement matter.
- b. A person or representative of a person responsible for the alleged unauthorised development.
- c. A Ward Councillor
- d. A representative of the Parish Council.

1.2 Making an Application to Speak

Requests to speak must be made by completing an application form obtainable from the Planning Control Unit at the Civic Centre. The completed form must be delivered to the Civic Centre by, at the latest, 12 noon on the Friday before the meeting of the Planning Control Committee due to take place the following Wednesday. Receipt of the completed form will be acknowledged in writing. Ward Councillors need not complete an application form but should inform the Chairman of the Planning Control Committee that they wish to speak on a particular application.

1.3 Procedure following Receipt of Application to Speak

If an application to speak has been received from one of the parties, other than a Ward Councillor, officers will use their best endeavours to contact the other parties to give them an opportunity of speaking if they so wish. In cases where there are a large number of objectors, it may not be possible to contact everyone. As information about speaking rights will already have been sent to applicants, people notified of applications and Parish Councils at an early stage in the processing of an application, failure to contact other parties following receipt of an application to speak from one of them will not invalidate the procedure. No contact will be made in writing at this stage.

1.4 Procedure at the Meeting

Applications and other matters on which there are speakers will be dealt with at the start of the meeting. The procedure for dealing with these matters will be as follows:

- i. An officer will give a verbal report updating the written report with any information received after its completion.
- ii. Speakers will be called to speak in the following order:

- objector(s);
 - Parish;
 - Ward Councillor
 - Applicant or supporter or alleged contravener (where applicable)
- iii. Speeches must last no longer than TEN MINUTES. The Chairman will invite the speaker to sum up before the ten-minute time limit is reached.
- iv. Members of the Planning Control Committee may then ask questions of any of the speakers.
- v. The Planning Officer may then answer any points arising from the speeches.
- vi. The speakers will then withdraw to the public gallery and a decision will be made following whatever further discussions members of the Planning Control Committee wish to have.
- vii. In the event that Committee decide to defer a decision before any speakers have been called to speak on the matter speakers will be invited to decide whether they wish to defer their speeches until the deferred date. Only one opportunity to speak will be allowed.
- viii. In the event that the Committee decide to defer consideration of a matter after any speaker has addressed the Committee on that matter all the speakers on that matter will be allowed to speak again on the deferred date. If a speaker is unavailable on that date they may nominate a substitute to speak on their behalf.

1.5 Procedure after the Meeting

Speakers will be sent written notification of the Planning Control Committee's decision.

1.6 Chairman

The ruling of the Chairman of the meeting as to the construction or application of any of the above shall not be challenged.