



## Who can speak?

The opportunity to speak will be given to members of the public who have submitted written representations objecting to or supporting an application, and to the applicant who has submitted the application.

Normally only one person objecting and the applicant or one supporter may speak, although this may be varied in exceptional circumstances as determined by the Head of Planning and the Head of Legal Services or their appointed deputies.

Professional representatives and agents will not be entitled to speak.

People eligible to speak will be advised in writing seven days prior to the meeting of their potential opportunity to speak at Committee.

## If I wish to speak, how do I arrange it?

Applicants have an automatic right to speak without registration. Otherwise those eligible to speak at the Committee must register their desire by telephoning the Democratic Services Officer by 12 noon one clear working day prior to the Committee Meeting, subject to Bank Holidays. A supporter may only speak if the applicant chooses not to.

For example, a Wednesday Committee requires you to give notice by 12 noon on the Monday before the meeting. You will be advised of the date with the letter of invitation and this is also available on the Council's website.

## How is the speaker selected?

If more than one person wishes to speak in objection to a particular application then the person living closest, or most likely to be affected by the development, will be allowed to speak.

The Head of Planning and the Head of Legal Services or their appointed deputies will make that decision. Other people may be put in touch with the chosen person in order that they may co-ordinate the views of others.

Following the registration deadline, the Democratic Services Officer will telephone all people who registered their interest to speak.

## How much time will I have to speak?

Speakers will be limited to a maximum of three minutes each, and may not otherwise participate in the Committee debate.

## What issues can I talk about?

Speakers should only raise issues related to planning matters relevant to the particular application and derogatory or disparaging statements should not be made. Otherwise the Chair will be entitled to stop a speaker if necessary.

Advice can be obtained from the duty planner on what issues can be considered. Examples are given below.

Relevant Issues:

- Government planning guidance
- Local Plan policies
- Design, appearance, layout
- Loss of amenity - light, overshadowing, privacy
- Environmental impact
- Noise, disturbance, smells
- Highway safety
- Hours of operation

Issues Unlikely to be Relevant

- Matters covered by other laws (e.g. alcohol licensing)
- Private property rights (boundary or access disputes)
- Loss of view
- Loss of value to a property
- Competition from a rival commercial or business operation
- Moral issues

## Can I ask questions?

During the Committee meeting, speakers will not be able to ask questions of the Chair, Members of the Committee or Council Officers.

At the discretion of the Chair, you may be asked questions to clarify issues.

## Can I use visual aids in my presentation?

No visual aids will be permitted to supplement a presentation. The speaker may, however, refer to plans, photographs or other material already displayed at the meeting by the Council.

## Who attends the Committee & what papers are available?

The Development Control Committee comprises elected Councillors representing all parts of the Borough. Also present is a Democratic Services Officer to take minutes, a Legal Officer and Planning Officers.

The reports recommending decisions on planning applications form the agenda papers for the meeting. These are available at the Council offices five working days before the Committee meeting.