



Broxtowe  
Borough  
COUNCIL

# Public Speaking at the Planning Committee



## 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. Such opportunity will be given even if an application is reported back to the Committee for a second time.

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 Economic Development or the appointed deputies.

Professional representatives and agents will not be entitled to speak.

Letters or e-mails will be sent seven days prior to the meeting to inform eligible people of their opportunity to speak at Committee.

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

Those who are eligible to speak at the Committee must register their desire by telephoning the Democratic Services Assistant (0115 917 3266) by 12 noon one clear working day prior to the Committee Meeting, (subject to Bank Holidays) or by 12 noon on the day of Committee if you are the applicant. A supporter may only speak if the applicant chooses not to.

For example, a Wednesday Committee requires an objector or supporter to give notice by 12 noon on the Monday before the meeting and the applicant by 12 noon on the day of 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 Economic Development or the 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 Assistant 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 Planning Committee comprises elected Councillors representing all parts of the Borough. Also present is a Democratic Services Assistant 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 on the Council's website five working days before the Committee meeting.

Although the Council can exclude the public on certain items, for reasons of confidentiality, discussions on planning applications are almost always open for the public to attend and listen to.

## How is the meeting conducted?

The Chair will open the meeting and announce each application. A planning officer may make introductory comments.

Public speakers will be heard before the Councillors debate the application. Ward members who are not members of the Committee may speak about applications and will be the first Councillors to speak, limited to a maximum of five minutes each. A vote will be taken and a decision made on the application.

If the Committee defers a decision for a site visit or any other reason, public speaking will be permitted at the reconvened meeting.

## Where do meetings take place?

Meetings are normally held at:

Council Chamber, Council Offices, Foster Avenue, Beeston. Start time: 7pm

The meetings generally take place every four weeks. For dates of the meetings please contact the Council's Democratic Services Assistant or check the Council's website.

If you are speaking at the Committee you should be present by 6.45pm, so that a Council officer can explain procedures. Applications will not be deferred or delayed in the event of late or non-attendance. Specific times for the discussion of each application cannot be given.

## Contacts

For further information and advice on issues which can be raised at the Committee meeting contact the Council and ask to speak to the Duty Planner: 0115 917 3447 (08.30 to 12.30 - weekdays only).

To register your desire to speak contact Democratic Services Assistant: 0115 917 3266

This document is available in large print upon request.



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