

PROCEDURE FOR THE DETERMINATION OF PLANNING APPLICATIONS

PUBLIC PARTICIPATION

- (a) Council Procedure Rule 9 does not apply to the Development Control Committee and the Development Control Panel when determining planning applications.
- (b) Members of the public may request the right to speak at any meeting of the Development Control Committee or the Development Control Panel to object to a planning application. The number of public speakers (excluding Parish and Town Councils) will be limited to three per application (not including any right of reply). A single objector will be allowed to speak for a maximum of three minutes. Where there is more than one request to speak from persons representing a single group or organisation, they will be limited to a total of three minutes to present the group or organisation's objection, but more than one representative may speak on behalf of the group or organisation within the allocated time. Both the number of speakers and the time limit may be extended at the Chair's discretion. Speaking places will be allocated on a first come first served basis following internet publication of the agenda. Any request to speak must be submitted in accordance with paragraph (h) of this guidance.
- (c) If an application is deferred, any speaker heard by the Committee when an application was first received will not be precluded from being heard again when the application is reconsidered, subject to the speaker submitting a further request to speak in accordance with paragraphs (b) and (g) of this guidance.
- (d) Ward Councillors will be granted a speaking slot of up to 3 minutes on any application within the Borough. A Ward Councillor may speak in Objection, Support or in a neutral capacity to any application, however, if a Ward Councillor is objecting to a planning application or any element of an application, he / she must advise the Service Director (Legal and Democratic Services) in order that the applicant can be offered a right of reply. Any request to speak must be submitted in accordance with paragraph (h) of this guidance.
- (e) A representative of a Town or Parish Council, nominated by either the Chair or the Clerk of the Town or Parish Council, will be allowed to address the Development Control Committee, or Panel, for a maximum of three minutes on any application for a development within that Parish or where in the view of the Chair there is a significant impact on the Parish. Any representation will be in addition to the limit on the number of public speakers. A Town or Parish Council may speak either in objection or support of an application, however, if

the Town or Parish Council is to speak in objection to the application, the Service Director (Legal and Democratic Services) must be advised when submitting the speaking request, and in all cases no less than two clear working days before the meeting, in order that the applicant can be offered the right of reply. Any request to speak from a Town or Parish Council will only be accepted from the Clerk or in the case of a Parish meeting the Parish Secretary.

- (f) Applicants or their Agents will be entitled to speak in favour of a planning application where the planning officer has recommended that the application be refused and there have been no requests from members of the public to speak in objection. Any speech in favour will last no longer than three minutes and the time may be shared with other parties.
- (g) Any applicants, or their agents, will be informed when a request to speak in objection has been received and will be invited to exercise a right of reply either in writing or orally at the meeting. Any right of reply will not exceed the cumulative time given to objectors to the specific planning application. Applicants, or their agents, may invite supporters to speak within their allocated time.
- (h) Any request to speak (other than exercising the right to reply) must be received by the Service Director Legal and Democratic Services by noon, two clear working days before the meeting.
- (i) Objectors may ask up to a total of two questions of Officers in respect of any one application and will be granted up to one minute to ask each question in addition to any allocated speaking time as determined at (b) above. No follow up question will be permitted and any response to the answer should be made as part of the time allocated as at (b) above.
- (j) Depending on the volume of representations, the Committee / Panel may wish to either:
 - (a) receive all representations and consider the related applications at the commencement of the meeting;
 - (b) follow the Agenda and receive all representations as the applications are considered; or
 - (c) take all representations at the commencement of the meeting and then follow the order of the Agenda.
- (k) Members of the Development Control Committee and the Development Control Panel may, with the consent of the Chair of the meeting, ask questions of objectors and applicants to clarify matters of fact raised during the course of their speech.
- (l) Deputations and Petitions under Council Procedure Rule 9.12 and Public Questions under Council Procedure Rules 9.1 to 9.10 will operate as set out in these Rules, for matters of general policy and issues not directly related to promoting, or objecting to a particular planning application, and will form part of the 30 minutes allocated for public participation.