

## **SECTION G - PROCEDURE FOR SPEAKING AT PLANNING COMMITTEE**

### **1 REPRESENTATIONS TO THE PLANNING COMMITTEE BY PARISH COUNCILS**

When a planning application proposes development within a particular Town or Parish Council's administrative area then that Town or Parish Council may make representations to the Planning Committee immediately prior to the Committee's consideration of that application for the first time, subject to compliance with the following conditions:-

- 1) The Council has already received written representations from the relevant Town or Parish Council on the relevant planning application at the formal consultation stage;
- 2) Notice of each planning application on which the relevant Town or Parish Council intends to make representations and the name of the person duly authorised by the Town or Parish Council to make such representations (hereinafter called "the Authorised Representative") has been given to the proper officer in writing or by electronic means at least three working days prior to the meeting of the Planning Committee at which the relevant application is to be considered (including the date of the meeting itself);
- 3) The Authorised Representative is not also an elected member of the Council
- 4) Representations are limited to a maximum of three minutes on any planning application and confined to an explanation of the written representations already made at the formal consultation stage. No questions will be permitted and the Planning Committee will not engage in a debate although the Chairman of the Planning Committee may seek clarification of any aspect of the representation and may grant an extension of time not exceeding one minute for that purpose. That representations have been made will be recorded in the minutes of the meeting of the Committee

**Note** – the Proper Officer for the purposes of this Rule is the Head of Planning & Economic Development.

### **2. REPRESENTATIONS TO THE PLANNING COMMITTEE BY DISTRICT COUNCILLORS WHO ARE NOT MEMBERS OF THE PLANNING COMMITTEE**

Any District Councillor who is not a member of Planning Committee may attend and make representations to the Planning Committee immediately prior to the Committee's consideration of that application (but not vote) subject to compliance with the following conditions:-

- 1) The District Councillor indicates to the Chairman that he/she intends to make representations in advance ;
- 2) Representations are limited to a maximum of five minutes on any planning application – any extension at the Chairman’s discretion. That representations have been made will be recorded in the minutes of the meeting of the Committee.

**Note** – the Proper Officer for the purposes of this Rule is the Head of Planning & Economic Development.

### **3 REPRESENTATIONS TO THE PLANNING COMMITTEE BY MEMBERS OF THE PUBLIC**

In addition to the permissive rights conferred on representatives of Town and Parish Councils by Rule 1 of these Procedure Rules, up to two members of the public (for the avoidance of doubt excluding all Town and Parish Councillors) shall also be permitted to make representations to the Planning Committee immediately prior to the consideration of an application for planning permission (whether in outline or in detail) PROVIDED that the person wishing to make representations (in this Rule called “the Representor”)

- 1) has already made written representations concerning the application on which he intends to make representations prior to the publication of the Agenda for the meeting on which that application is to be considered by the Planning Committee for the first time; and
- 2) intends to represent either the supporters of, or the objectors to, that application; and
- 3) has given notice to, the proper officer in writing or by electronic means that he is either a supporter of or an objector to the application and of his intention to make representations thereon; and
- 4) the notice referred to in paragraph 3) above is received by the proper officer or such other person as he shall nominate after the date of publication of the Agenda referred to in paragraph 1) above but not later than three working days prior to the date of the meeting of the Planning Committee (including the date of the meeting itself); and
- 5) no other person has already given a valid notice to the proper officer disclosing

## ClassificationMarking

an intention to represent the same person(s) or interest(s) as the Representor (meaning that only one supporter of and one objector to the application shall be permitted to make representations to the Planning Committee)

Representations to the Planning Committee shall be limited to a maximum of three minutes and confined to an explanation of the written representations referred to in paragraph 1) above. Questions shall not be permitted and the Planning Committee will not engage in a debate although the Chairman of the Planning Committee may seek clarification of any aspect of the representation and may grant an extension of time not exceeding one minute for that purpose. That representations have been made will be recorded in the minutes of the meeting of the Committee.

### **Note**

The proper officer for the purpose of this Rule is the Head of Planning & Economic Development.