

PART 8.6 PROTOCOL FOR PUBLIC REPRESENTATIONS AT PLANNING COMMITTEE

The following procedure shall be followed at the Planning Committee meetings for the purpose of enabling members of the public to make representations. This protocol supplements the Council Procedure Rules and the two should be read together.

1. A planning officer will introduce the planning application and display any plans as well as bringing to Members' attention any new matters that have arisen since the agenda was prepared. Members may ask questions of the planning officer.
2. Objectors (or their representative) have an opportunity to address Members. Where there is more than one objector, the clerk to the Committee will require the objectors to nominate a spokesperson. Exceptionally, and at the Chair's discretion, more than one objector may be allowed to speak, but only where new material issues are to be raised. Members may ask questions of the objectors only for the purpose of clarifying matters of fact already raised during the objector's presentation.
3. A meeting room or space will be made available for objectors to meet each other for half an hour before the meeting.
4. For the purposes of this protocol:-
 - the term "objector" shall mean a person who lives in the immediate vicinity of the application site or who otherwise may reasonably be considered to be potentially directly affected by the proposed development
 - persons or organisations represented by co-opted members of the Committee or organisations affiliated to such organisations shall not be treated as objectors and afforded public speaking rights
5. The applicant (or their representative) has an opportunity to make representations in support of the application, but only if the recommendation is to refuse or there are ward Members or objectors speaking against the application. Applicants will be notified of any notice of intention to speak. Members may ask questions of the applicant only for the purpose of clarifying matters of fact already raised during the applicant's presentation.
6. Ward Members may address the meeting after the objectors and the applicant and will be allowed a maximum time of 3 minutes speaking time for each application. Where more than one Ward Member wishes to speak, the time will be divided equally among the Ward Members (unless they come to some other arrangement between themselves.)

7. Members may receive legal and other professional advice as necessary during the proceedings.
8. In the interests of efficient despatch of business, the following rules regarding timing will apply:
 - A total time of 3 minutes shall be allowed for all objectors. Where the Chair permits more than one objector to speak, the time will be divided equally among the objectors (unless they come to some other arrangement between themselves.)
 - A total time of 3 minutes shall be allowed for the applicant.
 - The total time allowed for public speaking shall be limited to a maximum of 6 minutes per application. In exceptional cases, these timings, and the time allowed for ward Member representations, may be extended at the Chair's discretion. An exception may involve an abnormal weight of objections or support or where the application is particularly complex.
9. A person wishing to speak at a meeting of the Committee shall give written notice of his/her intention to do so to Members' Services Team 4 clear days before the meeting (Normally, the Committee meets on Wednesdays which means the notice has to be received by the preceding Friday). The applicant and other persons wanting to make representations will be notified of the arrangements for public speaking by being sent a copy of this protocol together with contact details. Applicants may be given the right to speak notwithstanding that they have failed to give the required notice.
10. The Committee or the Chair may waive any of the requirements of this protocol if satisfied on legal and professional advice that it is appropriate to do so in the circumstances.