

PROCEDURE FOR OBJECTORS AND APPLICANTS BEING HEARD AT
PLANNING PANEL MEETINGS

1. Objectors to applications are encouraged to follow the procedure of making written submissions which can be referred to in reports submitted to the Planning Panel. However, the opportunity to speak in front of the Panel is available.
2. Objectors wishing to speak should write to the Development Services Manager as quickly as possible and not later than six clear working days before the meeting of the Planning Panel. The letter should set out concisely the points to be raised verbally at the meeting. Requests to speak received less than six clear working days prior to the meeting will not be allowed.
3. Speaking time will be allocated strictly in order of written requests received. If the grounds for objection are common to several or all of the objectors then a spokesperson will be invited to present these collective views. The objector who writes in first will normally be invited to act as spokesperson.
4. In all cases where an objector wishes to speak, the applicant (or applicant's representative) will be offered the opportunity at the same meeting to reply to the points made. An applicant will not be allowed a hearing if no objectors are to speak. Given that the applicant (or applicant's representative) will be invited to address the Planning Panel, supporters of an application will not be allowed to speak.
5. No objector or applicant (or applicant's representative) should speak for more than five minutes other than in exceptional circumstances and with the permission of the Chairman of the meeting. Where more than one objector has spoken an applicant will be allowed sufficient time to respond adequately to all objections raised.
6. The opportunity to speak will only be allowed on one occasion and usually at the meeting which decides whether or not permission should be granted. If the Panel defers a decision, usually to enable a site visit to take place, an objector (or the applicant) who has previously spoken at a meeting will not be allowed to address the Panel on the same application at a subsequent meeting but their views will be considered.
7. Objectors will be heard following the presentation of the Development Service Manager's report on the relevant application. The applicant (or representative) will be heard after the objectors have addressed the meeting.
8. In order not to cause unnecessary waiting time to objectors and applicants the Planning Panel will, when considering applications, deal first with those applications where objectors wish to speak.
9. With the Chairman's permission, Members of the Panel or officers will be allowed to ask questions of the objectors and/or the applicant about the planning issues raised.

10. Following consideration of the application the objectors and applicant (or representative) may leave the meeting.
11. Any objection deemed by the Development Services Manager to be defamatory or which relates to a specific officer or Member or an issue which is subject to the Data Protection Act will not fall within the scope of this scheme and the objector will be informed in writing of the reason for such a matter not going forward to a meeting. If such an issue is raised at the meeting, the Development Services Manager will so advise the Chairman who will stop the objector/applicant.
12. In the circumstance of an application made by the Council under the provisions of the Town and Country Planning General Regulations 1992 to which objection has been made, the same facilities will be allowed with the additional benefit of being able to submit further written questions at the meeting of Full council at which the decision is made.

Note:

- (i) Upon arrival at the Council Offices, please report to the reception desk from where you will be directed to the Bainbridge Room.
- (ii) Please make your presence known to the Committee Clerk who will advise you of the procedures to be followed.
- (iii) When speaking to the Chairman it is suggested that "Mr/Madam Chairman" is an appropriate form of address.
- (iv) Meetings are open to the public - anyone can attend whether or not they have elected to speak.
- (v) If you have any queries in advance of the meeting please do not hesitate to contact staff in the planning department who will be pleased to assist (tel. 01946 598418/598421).