

## **REQUESTS TO SPEAK AT A COMMITTEE**

The Council operates a system of delegated powers and the majority of planning applications are dealt with by officers in the Planning Service. If it is necessary to refer an application to the Council or a committee of the Council for consideration then you may request that you be allowed to speak at that meeting.

### **Who is eligible?**

The applicant, their agent or anyone who has submitted a valid representation on the planning application can submit a request to address the Committee.

### **How?**

Submit your request in writing to the local Area Manager as soon as possible and at least 14 days prior to the Committee meeting stating clearly the subject on which you wish to be heard and the reason why, e.g. to support or oppose a particular planning application.

If you think you may wish to make a request to speak at Committee please advise the Planning Service in writing as soon as possible. They will notify you in due course if and when the application is going before the Committee.

### **What will happen?**

Your application to speak will be considered by the Committee at the meeting when the application is scheduled to be considered.

If the Committee agrees to hear from speakers you will be given an opportunity to address the Committee at the meeting.

Councillors at the meeting can ask questions of those who address the meeting to clarify points raised.

Please note that anyone holding an opposing view will be advised of your request and also invited to attend the meeting. You will only be given an opportunity to speak if notice has been given to parties holding an opposing view.

Unfortunately it is not possible to confirm prior to the meeting whether or not the Committee will agree to hear from you at the meeting.

## **A Guide to addressing the Committee –**

1. Check your facts and plan your case in writing before the meeting and stick to the key points.
2. Please be brief, 5 minutes is a long time. If you summarise your key points effectively in 1-2 minutes, rather than 3-4, your case will come over more powerfully. At the end, avoid repeating what you've already said.
3. Follow the Chair's guidance and state your case to him/her.
4. After speaking you have no right to speak again unless the Chair invites you.
5. A reasoned factual case coolly delivered comes over better than an aggressive attack.

The Agenda and Papers for all Area Committee meetings are available for public inspection on the Council's Website.

If you require any further advice and guidance on making a request to speak please contact the relevant local Area Manager's Office. Contact details are available on the Council's website or from the local Planning office.

**PLEASE NOTE THE ABOVE PROCEDURES DO NOT APPLY TO THE COUNCIL'S PLANNING LOCAL REVIEW BODY.**