

Planning Committee

Procedure for Determining Applications

Members of the public wishing to speak at the Planning Committee **must** register with the planning officer dealing with that application. Contact details can be found on the first page of the Committee report. If you have not registered, you will not be allowed to speak at the meeting.

The procedure for the meeting will be as follows:-

1. The Chair will announce the application number, description of the proposal and the site address.
2. Members of the Committee will declare if they have been lobbied on the application.
3. The Chair will ask for any updates on the application to be announced.
4. The Chair will invite the objector, or a representative if there is a group, to speak for up to five minutes.

All views already submitted in writing are included in the published reports so focus on the key points you want to make. You will not be allowed to speak again unless asked a question.

5. The Chair will invite the applicant/applicant's agent to speak for up to five minutes.

All application details and views already submitted in writing are included in the published reports so focus on the key points you want to make. You will not be allowed to speak again unless asked a question.

6. The Chair will invite any ward representatives to speak for up to five minutes.

All views already submitted in writing are included in the published reports so focus on the key points you want to make. You will not be allowed to speak again unless asked a question.



7. Where necessary, the Chair will invite officers from any relevant specialisms (e.g. highways or public health) to address the Committee.
8. Committee members may ask questions of the applicant, objector or any officers present.
9. The Committee will debate the application. Only members of the Committee will be allowed to speak during the debate.
10. The Committee will vote on the application.
11. The Chair will announce the decision.

Once the application you are interested in has been determined you may leave the meeting.

A few other points to note:-

- NO decisions have been made on any of the applications on the agenda.
- The minutes record the main areas of discussions, contributions and recommendations. They are not a word by word account of the meeting.

