

Part 4, Section 9

Planning and Highways Regulatory Committee Procedure Rules

1. **RIGHTS OF THE PUBLIC TO SPEAK AT PLANNING AND HIGHWAYS REGULATORY COMMITTEE**
 - (a) Members of the public are permitted to address the Committee prior to consideration of a planning application.
 - (b) Notice of the wish to speak must be registered with Governance (Democratic Services) in writing, by email or by telephone before 12 noon two working days before the Committee meets. As the Committee generally meets on Monday, this will normally be noon on the Thursday before the meeting.
 - (c) When registering to speak, members of the public must state whether they intend to speak in opposition to a proposal, or in support, or whether they wish to remain neutral and highlight points for consideration.
 - (d) Planning applicants, their agents or representatives may not register to address the Committee unless it is in response to an objecting speaker.
 - (e) It is the responsibility of the person wishing to speak to ascertain the date that the Committee will consider the application that they wish to speak on. This information can be obtained from the Planning pages on the Council's website or by contacting Governance (Democratic Services). Similarly, whilst the Council will endeavour to advise applicants and/or their agents when a request has been received to speak on their application, the final responsibility always rests with the applicant to find this out. They can do this by contacting Governance (Democratic Services).
 - (f) Late requests to speak at Committee will not be considered.
 - (g) Any request to speak must include the person's name, address and contact telephone number, together with details of the planning application that they wish to speak on. The opportunity to address the Committee is restricted to an oral opportunity only; no presentational aids (including documents, plans or photographs) may be circulated to the Committee. The content of the speech must not constitute a personal attack upon any person and should be limited to material planning considerations only.
 - (h) Only one speaker is permitted per household, address, or group. In instances where there are a number of persons with similar views they will be encouraged to elect a spokesperson to speak on their behalf to avoid undue repetition of similar points.
 - (i) Persons who have registered to speak should be in attendance 15 minutes prior to the commencement of the meeting to enable a list of

speakers present to be passed to the Chairman. Items cannot be held in abeyance for the late arrival of speakers.

- (j) Governance (Democratic Services), having received notice from persons wishing to speak will usually re-order the agenda to enable items with public participation to be considered early in the meeting.
- (k) There is no maximum limit on the number of speakers per application, however there is a limit of a maximum of three minutes per speaker.
- (l) The order of public speaking shall be:
 - (i) Objectors
 - (ii) Supporters
 - (iii) Applicants/agent/representative (only where an objector has registered to speak)
- (m) Councillors and officers will not engage in cross-examination of public speakers.
- (n) Once the public speakers have spoken on an item of business, the Committee will debate the item and make a decision, and there will be no further contributions from the public during this process. In rare circumstances, the decision may be to defer the application or to delegate responsibility for the final decision back to the Chief Officer (Regeneration and Planning).

Deferral of Applications

- (o) Speakers may not address the Committee twice on a single planning application. Therefore, in the event that a planning application is recommended for deferral before the item is presented (for a site visit, for example) the Chairman will ask those wishing to speak if they wish to speak at the current Committee meeting or if they wish to defer their right to speak until the application is brought before the Committee again.
- (p) Where a planning application is deferred after the item is presented and the registered speakers have all been heard, which may include the applicant, applicant's agent or applicant's representative, speakers who have not previously addressed the Committee will be permitted to speak when the deferred application is brought back to the Committee. In these instances, the applicant, applicant's agent or applicant's representative will have a further right of response to any new objecting speakers.