



Planning Committee Speaking and Registration Process

To speak, you must register online, by writing or by e-mail to the Planning and Building Control Service. You must register by 5 pm the day before the committee meeting.

If you have not registered to speak by 5 pm the day before the committee meeting you will need permission to speak from the Chairman of the committee.

We will organise the list of speakers in the order of the items on the published agenda. The speakers' list order may change if the Chairman of the committee changes the order of the agenda.

The Committee will only listen to speakers who are in support or against a planning application provided all parties were given an opportunity to speak.

Two speakers in support and two against can speak on the officer's recommendation. Members who register to speak are included in the total number of two in support or against. Even if they are a member of the Planning Committee or not. Members who speak cannot vote on the application.

There will be a time limit of 2-minutes speaking time for each speaker.

The Committee may ask the speakers questions. The Committee will ask the questions through the Chair.

You must send any documents and images you want to share at the meeting by 5 pm, two working days before the meeting. Please send them to the Planning and Building Control Service. Speakers cannot request or show new documents or images during the meeting. This is because the Planning Authority would not have had enough time to review them.

Members (including when they act as a member of the public) with commercial or financial interests cannot present representations in relation to the item unless the Director of Governance gives them permission.

Speakers can only speak once on an item even if the Committee hear an item on more than one occasion. If an item has been amended, or the Council has received any new important information that the Committee needs to know about you can speak on the item again. The Committee will not re-consider issues that you have raised before. The Committee will consider any new comments in relation to the new changes on the item. Any changes to this procedure is at the Chairman's discretion.

Members of the public are not allowed to speak to any Member of the Committee or pass any information on to them.