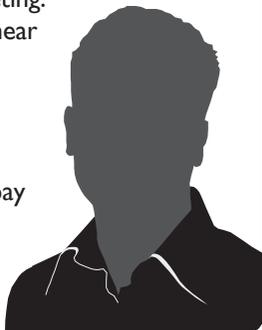


What can I say at the meeting?

The purpose of the initiative is to enable you to put forward any points you wish to make directly to the committee. Given the time constraints, you will need to be specific and succinct in getting your points over.

There is no need to read any submission you have already made in writing as a summary of this will be contained within the report before the committee. There is also no provision for circulating papers/photographs at the meeting. The chairman of the committee retains the right to decline to hear someone if they behave improperly, offensively or intentionally obstruct the business in hand.

If in public you say something about a person which is not true, even if you believe it to be true, you may be sued and have to pay compensation. Therefore, you should avoid being critical of individuals when speaking.



If you need to contact the committee team...
t: (01603) 430428 or e: sara.utting@broadland.gov.uk
before 5pm on the Friday before date of the meeting.



Based on Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office © Crown Copyright Reserved. Licence No. LA077321.

For more information about speaking at Planning Committee, please call the committee team (01603) 430428.

Useful websites

www.planningportal.gov.uk
www.planning-inspectorate.gov.uk
www.RTPI.org.uk
www.broadland.gov.uk
www.communities.gov.uk



If you would like this information in a different format, such as large print, audio, Braille or in a different language please call (01603) 430428 - we'll do our best to help.

Public speaking at Planning Committee

What do I need to do?



How to speak on planning matters

The Council wants to ensure that the way it reaches its decisions on planning applications and enforcement matters is fair and transparent. To complement current procedures and practices, it has introduced public speaking at meetings of the Planning Committee.

The purpose of this leaflet is to provide information and guidance on the scheme to assist participation.

Who can speak at a committee meeting and for how long?

For planning applications...

- Parish/town council representatives.
- Objectors.
- Supporters, with the applicant/agent having the opportunity to speak last.

For planning enforcement matters...

(except where potential for a criminal prosecution exists)

- Parish/town council representatives.
- Complainant(s).
- Alleged offender.

The maximum time for speaking is five minutes per person with a total of 15 minutes for each category of speaker (see above).



The planning system

The planning system involves balancing competing interests in the public interest. The planning authority needs to ensure that enough new homes are provided and that the prosperity of the district is not compromised by inadequate investment in jobs and vital infrastructure. The need for a modern society can put pressure on the natural and historic built environment in the district. To ensure a rational and consistent approach to decision making which balances and mitigates these competing interests, the Council has put its 'development plan' at the heart of all decision making. The relevant policies in the plan will be referred to in the report to the Planning Committee and if you are making representations on a planning application, you should refer to these policies and/or any other policies in the plan to support your arguments. If the policies in that plan strongly support an application, the planning authority need compelling reasons to go against them.

The Council can only make decisions on planning grounds which have a public interest. We cannot comment on boundary disputes or covenants: these remain private matters. The loss of value to your property is also something the authority cannot normally refuse an application for.

Objections on their own or the weight of objection are insufficient for the Council to refuse permission. The authority has to have regard to all representations but it is the substance of these objections which is important.

In many cases, objections are not made on planning grounds and in these circumstances, little weight can be attached to them. If a planning application complies with the Council's planning policies, local objection will not, on its own, be sufficient to justify the refusal of planning permission. Even if the Council refuses planning permission, the process does not stop there.

An applicant has a right to appeal against the refusal of planning permission or if the Council fails to determine an application within eight weeks. The law as it currently stands does not allow third parties to appeal against the decision of the planning authority.

The purpose of explaining this process is to maximise your contribution. The Council welcomes representations from local people and businesses but these comments have to be put into the real world context of the planning system. When you make your comments on a planning application or speak at Planning Committee, you must understand the remit of that committee. Non-planning related comments cannot influence the decision making process and your energies should, therefore, focus on the planning issues.

DATES OF MEETINGS

Meetings of the Planning Committee are usually held in the Council Chamber at the Council Office and start promptly at 9.30am. A list of dates is available from the committee team - see contacts overleaf and is also published in Broadland News and on www.broadland.gov.uk

How and when do I have to let the Council know that I want to speak?

If an application/matter is to be reported to a committee meeting and you have previously made written representations, you will be sent a letter giving you the details about a week before the meeting. If you wish to speak, you will need to contact the committee team before 5pm on the Friday before the date of the committee meeting. Where more than one person in each category of speaker wishes to speak, arrangements will be discussed with those parties to ensure that their allocated time is used to meet their requirements. Please ensure that you give a telephone number where you can be contacted.

- **You can access all committee reports and minutes on the Council's website (www.broadland.gov.uk).** Reports are available four working days before the meeting. Minutes are available six working days after the meeting.

What will happen at the meeting?

Applications and planning related matters will be dealt with in the order in which they appear on the agenda. It is not possible to tell you exactly when a particular application/item will be heard as the time taken to consider each one varies. Meetings can last up to five hours but if you ring a couple of days before the meeting, the committee officer will be able to give you an indication of where your item is in the order of business.

Brief details of the application or matter to be discussed will be given by the planning officer. Each speaker will then be invited to address the meeting with the parish/town council representative speaking first, followed by objectors/complainants and finally supporters/alleged offenders. Councillors on the committee may ask questions of the speakers once they have finished speaking and time for responding will be additional to the time already provided. Any responses given should directly address the question and not be used to make further points. Non-committee members will then be invited to make representations.

It is important to note that there is no opportunity to ask questions of the officers. If you dispute any factual information in the committee report, you should contact the planning officer well before the meeting.