

## Guide to Public Speaking at Planning Committee

### **Representations on Planning Applications**

Wherever possible, objections or representations to planning applications should be made in writing. Written representations on planning applications received up until 12.00 noon on the day before Planning Committee will be accepted and made available for public inspection. Those representations received too late to be referred to in the committee report will be circulated to Planning Committee Members the evening before the Committee and hard copies will be distributed at the meeting

### **Public Speaking**

There will be occasions when applicants or objectors, or both, may wish to make representations in person to the Planning Committee. In such circumstances, the following procedure will apply:

### **Notification to Speak**

It is necessary to have sufficient advance warning of speakers to gauge the likely overall public attendance, to prepare enough copies of agendas and to offer support and advice to those unsure of how to proceed. It may also be necessary to resolve any issues regarding nominating a lead speaker and those persons will need a reasonable timeframe to co-ordinate their response.

Unless you specifically notify us otherwise, in registering to speak, you consent to the Council forwarding your contact details to others (of the same opinion) who wish to speak in order to assist you to nominate a single spokesperson.

The neighbour notification letters and the planning application acknowledgement letter will both advise respondents and applicants of the right to speak at committee and it will be the responsibility of those wishing to speak to register to speak.

Therefore, requests to speak must be received no later than 5.00 pm, two clear working days (the Tuesday of Committee week where meetings are held on Thursday) prior to the committee.

To register your interest you should complete the online form, which can be found at [www.valeofglamorgan.gov.uk/planningcommittee](http://www.valeofglamorgan.gov.uk/planningcommittee)

It is recognised that there will be individuals who will not have access to an electronic facility. Those individuals will be able to register to speak by telephone on 01446 709144 (they will be asked to provide the same information required in the online form).

### **Procedure**

Each individual speaker will be allowed no more than 3 minutes to address the Committee, provided that (regardless of the number of speakers) those speaking for **and** against will be allocated the same amount of time in total. For example, in the event that two or more persons are registered to speak against an application, where there is only one person registered to speak in favour, he/she will be allocated 6 minutes to speak. This is to ensure that there is equality of time afforded to those speaking for and against any application.

A maximum period of 6 minutes will be allowed for those registered to speak for **or** against an application to address the Committee. If more than one person is registered to speak for or against, they are encouraged to nominate one spokesperson. Otherwise, the 6 minutes allocated will be split evenly between those persons registered to speak. The time limits will be strictly observed.

Those persons addressing the Committee will not be allowed to hand out any documentation to Members at Committee, and no facilities will be provided or available for presentations.

NB This procedure applies equally to Town and Community Councillors, who must also register to speak in accordance with the guidance.

### **Who can speak?**

Subject to compliance with the registration and procedural requirements set out in this guidance, the following persons are eligible to speak:-

Objectors to the application or their representative;

The applicant or their representative;

A representative of a Town or Community Council;

Any Councillor elected to the Vale of Glamorgan Council not on Planning Committee

(N.B. Vale of Glamorgan Council Members are not required to register to speak).

### **Matters Considered Relevant**

Planning decisions should be made based on material planning considerations and should not be based on immaterial considerations. Speakers should have regard to this and can find further relevant information at [www.valeofglamorgan.gov.uk/planningcommittee](http://www.valeofglamorgan.gov.uk/planningcommittee)

## **Running Order of Committee**

The running order will be as follows (subject to the provisions set out above applying in the event of there being more than one person registered to speak for or against the application) :

- At the meeting, the Planning Officer will present the report.
- Those objecting to the applications will be asked to make their representations. Those speaking will not be allowed to ask any questions of officers or the Committee. Members of the Committee who wish to ask questions of clarification may do so at the end of the allocated period, however, they should not interrupt or otherwise question the speaker(s) in any way.
- Any Councillors of the Vale of Glamorgan Council not on Planning Committee will then be entitled to address the Committee, subject to a time limit of 3 minutes per Councillor
- Those supporting the application will then be asked to make their representations. Those speaking will not be allowed to ask any questions of officers or the Committee. Members of the Committee who wish to ask questions of clarification may do so at the end of the allocated period, however, they should not interrupt or otherwise question the speaker(s) in any way.
- The Council's Officers may then comment on the representations made and the merits of the application.
- The Committee will proceed to debate the application and make a decision. The Planning Officer may be asked by the Chairman to address any issues raised during the debate. The minutes of the meeting will include the reasons for the decision.
- There will be no right of reply and no requirement for speaking to be "balanced" if there is no registered speaker in a certain slot.

## **Deferred Applications**

If an application is deferred at a committee meeting on the basis that further information and / or analysis is required, the same procedure for public speaking will apply when the application is considered at the subsequent Committee meeting(s).

## **Other information**

All parties who have registered to speak must arrive at the committee meeting by 3.45 p.m. and inform the Democratic Services Officer of their arrival.

Please note that all Planning Committee Meetings are the subject of live web transmission ("webcasting")

This procedure does not apply to Planning Committee site visits, where no public speaking is allowed.