

SPEAKING AT PLANNING COMMITTEE PROCEDURE RULES

1. THE RIGHT TO SPEAK AT PLANNING COMMITTEE

- 1.1. Public speaking rights only apply to planning applications and confirmation of tree preservation orders which are to be determined by the Planning Committee. They do not apply to applications where a decision is delegated to officers under the scheme of delegation.
- 1.2. Public speaking rights will not apply at accompanied site visits or in respect of Confidential/Exempt items (such as enforcement matters) which may be brought before the Committee.
- 1.3. Only the following people may make a representation to the Committee:
 - Those submitting planning applications and/or their agents. If a Cabinet Member wishes to speak in support of an application submitted by/or on behalf of the Council which relates to their Portfolio, they will do this as part of the time allocated to the Applicant/agent or their supporters.
 - Representatives of civic or local representative groups.
 - Members of the public who have made written representations to Development Control (either for or against) in respect of the planning application. Such representations must have been received at least five clear working days before the relevant Planning Committee.
 - Borough Ward Councillors whose ward is directly affected by the planning application.
 - Any other elected individual (e.g. Member of Parliament or County Councillor) who represents the area affected by the planning application at the discretion of the Chair of the Planning Committee.

2. REGISTERING AN INTENTION TO SPEAK

- 2.1. Applicants/agents/authors of written representations will be notified of their right to speak. It is the responsibility of those individuals to obtain confirmation of the date of the relevant Committee. Such information is available from the case officer named on the notification or acknowledgement letter.
- 2.2. People wishing to speak must register their interest with Democratic Services no later than 12 noon on the day of the Committee. Given the time limits set out below, to avoid disappointment people are advised to register their interest to speak early.
- 2.3. Should a speaker wish to use any visual aids they must notify Democratic Services via email at [democratic.services@crawley.gov.uk](mailto:democratic.services@ Crawley.gov.uk) no later than 12 noon on the day of the Committee. Any electronic visual aids to be shown during a speaker's presentation must also be included with that request. Only maps, plans, diagrams, photographs and video footage may be used as a visual aid by a speaker to support their verbal presentation. However, these materials cannot be circulated as hard copies at the meeting itself. It should be noted that the identity and privacy of other individuals should be respected in all content. In addition, any video footage must not exceed the speaker's allocated time.

- 2.4. Registered speakers will be asked to arrive no later than 15 minutes before the start of the Committee. Speakers will be asked to provide the Democratic Services Officer with a written note of their presentation for record purposes.
- 2.5. Any Borough Ward Councillor, other elected individual or Cabinet Member intending to make a representation should obtain prior consent from the Chair. Any such representation shall be made from the public gallery.

3. MAKING A REPRESENTATION

- 3.1. Speakers are advised that, to make a statement of greatest impact, they should:
 - Be brief and to the point.
 - Limit their views to the planning application.
 - Confine themselves to relevant planning considerations.
- 3.2. Information on matters which are considered 'relevant' when a planning application is determined can be found on the Council's website. Speakers should take account of this guidance when preparing their presentation.

4. COUNCILLORS WITH AN INTEREST TO DECLARE

- 4.1. In accordance with the Code of Conduct for Councillors, Councillors are required to declare interests as appropriate.
- 4.2. Cabinet Members who also serve on the Planning Committee must declare an interest when the Committee considers a planning application submitted by the Council which relates directly to their portfolio. The nature of the interest will depend on the level of involvement that Cabinet Member has had in prior discussions relating to the application.
- 4.3. Councillors with a Disclosable Pecuniary Interest in a planning application being considered by the Committee will not be permitted to speak or attend the meeting unless a dispensation has been granted by the Monitoring Officer prior to the meeting.
- 4.4. Councillors with a personal or prejudicial interest in a planning application being considered may speak at the Committee meeting in accordance with the Code of Conduct for Councillors.
- 4.5. The existence and nature of such interests should be declared before a Councillor speaks on the planning application. If a Councillor has a personal and prejudicial interest in a planning application they are entitled to speak for the same length of time as a member of the public. Once they have finished their representation the Councillor must leave the room. The Chair of the Committee will decide when the Councillor exercises this right; however, it will be before any debate on the item.

5. ADDITIONAL INFORMATION AND QUESTIONS

- 5.1. Speakers do not have the right to ask other parties or the Committee questions. Committee Members will not ask speakers questions, other than for purposes of clarification.

- 5.2. No new documentation should be circulated to the Committee Members at the meeting.
- 5.3. Messages should never be passed to individual Committee Members, either from non-Committee Members or from the public. This could be seen as seeking to influence that Councillor improperly and could create a perception of bias.
- 5.4. Speakers should not make any derogatory or defamatory remarks about a person. Such comments may leave them open to legal action.

6. ORDER OF SPEAKING AND TIME ALLOCATION

- | | <u>Total Time Allowed</u> |
|--|---|
| 1. <u>Planning Officer</u>
To introduce the application and provide any updates following publication of the report | |
| 2. <u>Objectors</u> | <ul style="list-style-type: none"> • 3 minutes for individuals • 5 minutes if speaking on behalf of a group (provided there are not also two other objectors who wish to speak) <p>Total time allowed: 9 minutes</p> |
| 3. <u>Applicant, Agent and Supporters, including relevant Cabinet Member/s</u> | <ul style="list-style-type: none"> • 3 minutes for applicant and/or agent • 3 minutes for each relevant Cabinet Member • 3 minutes for each supporter or 5 minutes if speaking on behalf of a group (provided there are not also two other supporters who wish to speak) <p>Total time allowed: 9 minutes</p> |
| 4. <u>Borough Ward Councillors</u> | <ul style="list-style-type: none"> • 5 minutes |
| Any other elected individual | <ul style="list-style-type: none"> • 3 minutes |
| 5. <u>Planning Officer</u>
To deal with any errors of fact which have arisen.

Thereafter, the Committee will discuss the application, involving officers as necessary. There will be no further right for others to speak. | |

7. RELATED DOCUMENTS AND LINKS

- [Submitting a representation in relation to a planning application](#)