



Public Speaking at Plans Committee

The Council supports wide public involvement in the planning process and believes that people may be able to make their views known more effectively if they are not limited to making comments in writing. For those applications considered by the Plans Committee, public speaking allows those involved in the planning process a chance to address the Committee directly.

This leaflet explains how the system works at Charnwood. Full details of the delegation arrangements are set out in the [Council's Constitution](#), which can be obtained at www.charnwood.gov.uk

Is everyone allowed to speak?

Public speaking will be allowed only if the application is reported to the Plans Committee, on the basis that it is inappropriate for a decision at officer level. Many types of planning applications can be decided without reference to Committee. (Currently approximately 95% of applications are determined by officers.)

Where a decision on an application is made by an officer in accordance with the delegated powers procedure, a letter or e-mail will be sent confirming the decision that has been made.

Will I be informed of my rights to speak?

If you are consulted on or notified of a proposed development by the Council the letter will indicate what is needed to confirm a wish to speak. If you are not notified you can still request to speak.

Who can speak?

On a **Planning Application**:

- (i) An objector or supporter, where:
 - (a) the objector/supporter has made a written comment on the application setting out the reasons for objection or support;
 - (b) the grounds for objection/support raise **material planning considerations**; and

(c) the objector/supporter has given written notice of a wish to speak;

- (ii) An applicant (or agent appointed to act on his/her behalf);
- (iii) An authorised representative of the Town/Parish Council or Meeting supporting the view of that Town/Parish Council or Meeting.

Ward members may also exercise their right to address the Plans Committee on issues in their wards according to Committee Procedure Rule 12.12(a).

How do I inform the Council that I wish to speak on an application?

Written notice of your wish to speak on a planning application must be received by the Development Management service within the consultation period or not later than 7 working days before the date of the Committee meeting, whichever is the later. You may do this on any letter/e-mail where you comment on an application, but please make it very clear at the start of your comments, otherwise we may miss your request. (Please note letters are no longer acknowledged, however, any written comments received on an application will be published on our website through [Planning Explorer](#).)

Town/Parish Councils and Parish Meetings giving notice of a wish to speak must do so no later than 2 working days before the date of the Committee meeting.

Any request received outside the time allowed will not normally be considered. Where a late letter containing a request to speak raises a new and significant material planning consideration, the Committee will be informed of this and may be asked to defer a decision so that the normal procedure for speaking can be followed.

What happens after I inform the Council of my wish to speak?

We will send a letter to all those identified above seeking confirmation that the person in question will speak. Where there is more than one objector/supporter a list of all those who may speak will be attached. It is the responsibility of all the objectors/supporters to appoint a representative to speak on their behalf.

Anyone wishing to speak will need to confirm his or her intention by contacting the Development Management service not later than 2 working days before the scheduled commencement of the meeting and in the case of objectors/supporters they will need to confirm who will act as spokesperson on their behalf. If confirmation has not been received in time, the speaking opportunity will normally be denied, other than in exceptional circumstances.

Note: We will confirm that you are a recorded speaker and will send you a speaker's reference number to present to the greeting officer on arrival.

**IF YOU DO NOT HAVE A SPEAKER'S REFERENCE NUMBER
YOU WILL NOT BE ALLOWED TO SPEAK.**

The arrangements for speaking:

- (i) Speakers are allowed a maximum of 3 minutes (with a reminder given after 2½ minutes) in which to address the Committee. Where there is more than one objector/supporter who has made a request to speak and no agreement can be reached by the objectors/supporters, the time limit of 3 minutes will be divided among the objectors/supporters. This provision also applies where both applicant and agent or more than one Town/Parish Council representative or Ward Councillor wish to speak;
- (ii) No written submissions or other material will be accepted from speakers at the Committee;
- (iii) You may only raise issues which are relevant to planning and to the item to be considered. Examples of relevant and non-relevant issues are listed at the end of this note;
- (iv) Only one opportunity to speak is allowed. If a decision on the application is deferred, no further opportunity to speak will be given unless the application is considered to have been the subject of subsequent, significant amendment.

The procedure that is followed at committee:

- (i) The Chair will announce each application in turn;

- (ii) A planning officer will present the application;
- (iii) The order of speakers will be objector/supporter, the applicant (or agent), an authorised representative of the Town/Parish Council or Meeting and finally the Ward Councillor(s). The Chair of the Plans Committee may ask speakers to provide clarification on any points that they have raised.
- (iv) A planning officer will have the opportunity to respond to the comments made by speakers and any Ward Councillor;
- (v) The Committee will then consider the application and ask any questions of officers and officers will be allowed to make concluding points, if any;
- (vi) The Committee will then vote on any proposition or amendment which is moved and seconded. The decision will be clearly communicated by the Chair or an officer;
- (vii) Applications will not be deferred because of the absence of any person who has indicated a wish to speak.

Changes to Procedures:

These procedures may be changed, where it is considered that the processing of a particular application requires a different approach.

Post:
Development Management
Charnwood Borough Council
Southfields
Loughborough
Leicestershire
LE11 2TN

Telephone: 01509 634570

E-mail: development.control@charnwood.gov.uk

Relevant Planning Issues also known as Material Considerations

Planning issues	Non planning issues
Highway safety	Business competition
Flood Risk	“Too many already”
Appearance and design	A loss of view
Noise and disturbance	Possible damage to property
A loss of light/sunlight	Where other controls exist
Scale and dominance	Devaluation of a property
Archaeology	Rights of way
Sustainability	Covenants
Nature Conservation	Other private rights
Privacy	Trespass onto another property
Impact on community and other services	Maintenance of property
Impact on character – trees etc	Disturbance during development
Parking provision	Personal issues (rarely)
A building which is an eyesore	