Protocol for Public Speaking at Planning Committee

1) Any person directly affected by proposals including applicants, objectors or supporters (or their representatives) may request to speak at Planning Committee.

2) Ward Councillors whose wards are directly affected by proposals may also request to speak.

3) Each request will be considered by the Chair prior to the meeting, taking into account whether the proposals directly affect the speakers (or whom they represent) and the number requesting to speak.

4) A maximum of three speakers (not including ward councillors) will be allowed to address the Committee on each item. For example, two objectors and one applicant or agent, or one objector, one supporter and one applicant or agent.

5) Each speaker will be allowed a maximum of three minutes to address the Committee unless the Chair agrees a time extension in exceptional circumstances.

6) Ward Councillors are advised to speak for no longer than six minutes. Councillors who speak beyond this time limit may do so at the discretion of the Chair, taking into account the number of other people wishing to speak at the meeting.

7) Following the presentation of reports by officers, the order of speakers will be:

   i) Objectors or supporters
   ii) Applicants or agents
   iii) Ward Councillors

8) Members of the Planning Committee may ask questions of objectors, supporters and applicants / agents but not ward councillors. This shall take place immediately after each address by a speaker.

9) Speakers will not be allowed to address the Committee other than in their allocated time or, in the case of objectors, supporters and applicants / agents, to answer questions by Committee members.

10) Anyone wishing to speak must give notification to the Council by the Tuesday prior to each meeting together with a short summary of points they wish to make. Anyone wishing to present photographs or plans at the meeting must also provide copies at the same time as this notification.
11) The decision as to whether someone is directly affected by a proposal and should be allowed to speak will be taken by the Chair of the Committee taking into account:

   i) the proximity of the site to those affected;
   ii) the size and nature of the development and its potential impact such as visual impact, noise and traffic generated;
   iii) whether the objections or support relate to a perceived potential direct impact on the speakers (or in the case of ward councillors, their wards); and
   iv) the number of people objecting or supporting who perceive a direct impact.