

## Public Participation at Planning and Licensing Committee

Welcome to this meeting of a Planning and Licensing Committee. This leaflet is published to explain the Council's public participation policy for applicants and objectors at meetings.

The opportunity afforded to applicants and objectors to speak will be the only opportunity for them to do so.

Please indicate to the Committee Services Officer if you are here in order to participate in an application so that your attendance can be drawn to the Chair's attention.

For each planning application on the agenda:

1. The Planning Officer will introduce the report and highlight any points he/she considers Members should be made aware of when making a decision.
2. Members of the Committee may question the Planning Officer (**questions only, comments and general discussion are reserved for later in the process**).
3. The objector or a representative of the objectors is then allowed to address the meeting. The Speaker will be allowed **no more than 5 minutes** in which to state his/her case.  
*Note: normally only one person is allowed to speak for the applicant or objectors, but it is open to the Chair to allow any more parties to speak, to enable further points to be raised.*
4. Members of the Committee may then question the objector(s).
5. The applicant or his/her representative (if present) may then be allowed to address the meeting. The Speaker will be allowed **no more than 5 minutes** in which to state his/her case.
6. Members of the Committee may then question the applicant or his/her representative.
7. A Ward Councillor or other Member who is not a Member of the Committee may then be allowed to address the meeting in relation to the planning application under consideration.
8. Debate then takes place on the application by the **Members of the Planning Committee**.
9. A decision is made and the matter is put to the vote (if necessary).

## Filming, videoing, photographing or recording of Council meetings

**Please note** - the filming, videoing, photographing or recording of Council meetings or other meetings which are open to the public is allowed, providing it does not disturb the conduct of the meeting.

***If you wish to speak at the meeting – but do not wish to be filmed or photographed, please let the Committee Services Officer known before the start of the meeting.***