



# **PUBLIC SPEAKING AT PLANNING AND TRANSPORTATION COMMITTEE**

**Effective from January 2012**

1. In order to speak you must have submitted written representations on the relevant planning application at least 14 days before the committee meeting.
2. There will be a maximum of 20 minutes' public speaking time allotted to each planning application. This time is divided between the following categories:
  - (a) Objectors – 10 minutes in total
  - (b) Applicants, agents or supporters – 10 minutes in total
3. No person may speak for more than 5 minutes each. If there are more than two persons wishing to speak from category (a) or (b) they will need to organise themselves by appointing up to two spokespersons or agreeing to share the allotted 10 minutes in shorter slots between more people to enable more speakers to participate from that category within the allotted 10 minutes. . In rare circumstances where there is considered to be an exceptionally wide range of different issues the Chairman may, in his discretion, allow limited additional time
4. Anyone wishing to speak at Committee must register a request to do so with the City Planning Officer at least five working days before the meeting (unless this is not practicable, for example, due to delayed publication or receipt of the committee report). This is to allow time for the City Planning Officer to alert those wishing to speak if it is necessary to organise themselves as set out in paragraph 3. and to allow time for such organisation.
5. All parties on registering a request to address the Committee must submit a written statement of their case in order that any factual or new points can be investigated prior to the meeting and to facilitate the organisation

of speakers in accordance with paragraph 4 above. This should include any material to which they wish to refer in order to ensure that it can be appropriately displayed.

6. Persons will address the Committee after the City Planning Officer has presented the application to the Committee and Members have obtained any necessary information in respect of that presentation and the relevant Committee report.
7. Persons addressing the Committee will not be given the opportunity to question Members or officers of the Committee.
8. Persons addressing the Committee are expected to be available to answer questions in order to clarify points which they have made to Committee.
9. Committee cases will be taken in the order in which they are set out in the agenda unless it is felt expedient by the Chairman to do otherwise (eg. if there were a high level of public interest in a particular case).
10. The Committee will not accept additional written representations in lieu of a person addressing the Committee unless they convey new points that had not been included in the original representation, which will already have been taken into account.
11. If there is any dispute as to whether it is appropriate for someone to address the Committee, the final decision rests with the Chairman or Deputy Chairman.
12. Representation on matters other than planning applications will be at the discretion of the Chairman.