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## PROTOCOL FOR PUBLIC SPEAKING AT PLANNING COMMITTEE ADUR DISTRICT COUNCIL

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### 1.0 INTRODUCTION

Public speaking to object to or support planning applications at Adur District Council's Planning Committee is an established part of the Council's procedure.

### 2.0 AGENDA ITEM

A Planning Officer will introduce the planning application and display any plans as well as bringing any new matters that have arisen since the agenda was prepared. Members may ask questions of the Planning Officer.

### 3.0 PUBLIC SPEAKING

3.1 Public speaking at meetings of the Adur District Council Planning Committee shall be allowed in respect of planning applications, including Conservation Area, Listed Building, Tree Preservation Order confirmation and Advertisement Consent Applications.

3.2 Questions, statements and comments made by the public to the Planning Committee must be relevant to planning issues.

3.2.1 Examples of relevant planning issues include:-

- external design, appearance and layout of the development,
- impact on trees and nature conservation or overshadowing and privacy,
- Highway safety,
- Planning Policy and Government Guidance.

3.2.2 Examples of non-relevant planning issues may include:-

- boundary disputes or other property rights,
- loss of property value or loss of a view,
- matters covered by other legislation,
- the applicants' motives, character or reputation.

3.3 Relevant representations will be accepted from Objector(s), Parish Councillor, Ward Councillor(s) and the Applicant or their representative and Supporters.

3.4 Advance notice of the intention to make representations must be provided to Democratic Services Officers, by email at [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk), by noon on the working day prior to the date of the meeting. If

a decision on the application is deferred to a future meeting, the individual having given appropriate notice, will be able to speak when the application is considered by the Committee again, without the need to give further notice of their intention to speak.

If more than the maximum number of speakers give notice of their intention to make representations, those permitted will be taken in order in which their notice was received.

3.5 The order, and time allowed, for speaking at Adur District Council Planning Committee meetings will be as follows:-

|  |   | Total time allowed               |
|--|---|----------------------------------|
| Objector(s)                                | Limited to a maximum of three speakers  | Limited to 3 minutes per speaker |
| Parish Councillor                          | A maximum of one Parish Councillor from the relevant Parish Council   | Limited to 3 minutes             |
| Ward Councillor(s)                         | Subject to a maximum of one Councillor speaking in support of the application and a maximum of one Councillor speaking against the application, limited to: <ul style="list-style-type: none"> <li>• Up to two Ward Councillors, or</li> <li>• With the agreement of the Chairperson, and subject to a maximum of one Ward Councillor wishing to speak, one Ward Councillor and an adjacent Ward Councillor, or</li> <li>• with the agreement of the Chairperson, and subject to no Ward Councillors wishing to speak, a maximum of two Adur District Councillors.</li> </ul> | 3 minutes each                   |
| Applicant or representative and Supporters | Limited to a maximum of three speakers  | Limited to 3 minutes per speaker |

There is no right for anyone to speak at a Planning Committee meeting, otherwise than in accordance with the above table. An individual may not speak a second time at a Planning Committee meeting, on the same application.

- 3.6 Speakers may address the Planning Committee Chairperson, but are not permitted to ask questions of other speakers, Officers or Members. Members and Officers can question speakers for clarification purposes only.

#### **4.0 DETERMINATION OF APPLICATION**

- 4.1 Following public speaking, Members of the Planning Committee will debate the planning application, involving professional Officers as necessary and appropriate. The debate should be governed by the Rules of Debate within the Council's Procedure Rules.
- 4.2 Members of the Planning Committee may receive legal and other professional advice as required during the Committee meeting.

#### **5.0 MISCELLANEOUS**

- 5.1 The Chairperson has the discretion to waive any of the requirements of this Protocol if satisfied on legal and professional advice that it is fair, reasonable and appropriate to do so in the circumstances.
- 5.2 This Protocol is formally adopted by Worthing Borough Council as part of its Constitution. It is to be reviewed at least once every 3 years.