

Please also read notes overleaf

## **PLANNING HEARING - PROCEDURE**



**PRIOR TO COMMENCEMENT OF THE HEARING THE ADMINISTRATION MANAGER OR REPRESENTATIVE WILL SEEK CONFIRMATION THAT THE HEARING PROCEDURE IS UNDERSTOOD BY THE PARTICIPANTS.**

### **HEARING BEGINS**

- 1. THE HEAD OF PLANNING AND BUILDING CONTROL OR REPRESENTATIVE WILL GIVE DETAILS OF THE APPLICATION.**
- 2. THE OBJECTORS AND/OR THEIR AGENTS WILL PRESENT THEIR OBJECTIONS TO COMMITTEE IN SUPPORT OF THEIR WRITTEN OBJECTION(S), IN THE ORDER DETERMINED BY THE CHAIR OF THE COMMITTEE. EACH OBJECTOR WILL NORMALLY BE GIVEN 5 MINUTES AND, IN CASES WHERE THERE ARE SEVERAL OBJECTORS IN EXCESS OF SIX OBJECTORS, PARTIES ARE ASKED TO COLLECTIVELY SPEAK UP TO A MAXIMUM TOTAL OF 30 MINUTES OR SUCH OTHER PERIOD AS THE COMMITTEE MAY AGREE.**
- 3. MEMBERS OF THE COMMITTEE MAY ASK QUESTIONS OF THE OBJECTOR(S) ON SUBMISSIONS MADE.**

*This is not to be taken as an opportunity to comment on the merits or otherwise of the planning application.*

- 4. THE APPLICANT AND/OR THEIR AGENTS WILL SPEAK FOR A MAXIMUM TOTAL OF 15 MINUTES OR SUCH OTHER PERIOD AS THE COMMITTEE MAY AGREE.**
- 5. MEMBERS OF THE COMMITTEE MAY ASK QUESTIONS OF THE APPLICANT(S) ON SUBMISSIONS MADE.**

*This is not to be taken as an opportunity to comment on the merits or otherwise of the planning application.*

### **HEARING CLOSES**

*All parties will be asked to withdraw to the Public Gallery and the Committee will consider the application.*

- 6. AT THIS STAGE THE HEAD OF PLANNING AND BUILDING CONTROL OR REPRESENTATIVE WILL ADDRESS THE COMMITTEE AND GIVE APPROPRIATE CLARIFICATION ON ANY ISSUES RAISED DURING THE HEARING.**

### **COMMITTEE DECISION**

- 7. COMMITTEE DISCUSSION, MOTIONS AND DECISION.**
- 8. THE ADMINISTRATION MANAGER OR REPRESENTATIVE WILL REPORT THE DECISION OF THE COMMITTEE TO THOSE PRESENT.**

## **NOTES**

- (1)** THE OPPORTUNITY TO ADDRESS THE COMMITTEE WILL ONLY BE EXTENDED TO THE APPLICANT WHEN AN OBJECTOR HAS ADDRESSED THE COMMITTEE.
- (2)** PLEASE MAKE SURE YOUR NAME IS RECORDED BY THE ADMINISTRATIVE OFFICER(S) PRESENT.
- (3)** WHEN YOU ARE CALLED TO SPEAK, PLEASE MOVE TO THE TABLE MARKED EITHER OBJECTOR OR APPLICANT. IF YOU ARE AN OBJECTOR, UNLESS OTHERWISE ADVISED, AFTER YOU HAVE SPOKEN PLEASE RETURN TO YOUR SEAT IN THE PUBLIC GALLERY.
- (4)** PLEASE PRESENT YOUR POINTS WITHIN THE AGREED TIME LIMITS, WHICH ARE TO ENSURE ALL PARTIES INVOLVED ARE GIVEN AN OPPORTUNITY TO PRESENT THEIR CASE.
- (5)** IN YOUR ADDRESS, PLEASE AVOID REPEATING POINTS MADE IN EARLIER SUBMISSIONS. YOU CAN INDICATE SUPPORT FOR EARLIER COMMENTS AND CONCENTRATE ON ANY NEW POINTS.
- (6)** OBJECTORS AND APPLICANTS CAN APPOINT A SPOKESPERSON.
- (7)** THE CHAIR SHALL DIRECT THE HEARING PROCESS IN ACCORDANCE WITH THE HEARING PROCEDURE NOTE (OVERLEAF).

APPROVED: DEVELOPMENT SERVICES COMMITTEE - 25/6/03