

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 THEN GIVE DETAILS OF THE APPLICATION.**
- 2. THE OBJECTORS AND/OR THEIR AGENTS WILL ADDRESS THE COMMITTEE IN SUPPORT OF THEIR WRITTEN OBJECTION(S), IN THE ORDER DETERMINED BY THE CHAIR OF THE COMMITTEE, WITHIN AN AGREED TIME LIMIT.**

*The Chair will ensure at this point that all relevant objectors present wishing to speak have done so*

- 3. THE APPLICANT AND/OR THEIR AGENTS WILL ADDRESS THE COMMITTEE IN SUPPORT OF THE APPLICATION, WITHIN AN AGREED TIME LIMIT.**
- 4. MEMBERS OF THE COMMITTEE MAY ASK QUESTIONS OF THE OBJECTOR(S) AND APPLICANT ON SUBMISSIONS MADE.**

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

- 5. THE OBJECTORS MAY THEN RESPOND TO ANY NEW ISSUES OR TO SEEK NECESSARY CLARIFICATION ON ANY POINTS RAISED BY THE APPLICANT DURING STAGES 3 AND 4.**
- 6. THE APPLICANT MAY THEN RESPOND TO ANY NEW ISSUES.**

*Objector(s) and applicant shall not address each other and all questions by Members for necessary clarification should be addressed through the Chair*

### **HEARING CLOSES**

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

- 7. AT THIS STAGE, AND IF REQUIRED, THE HEAD OF PLANNING AND BUILDING CONTROL WILL PROVIDE APPROPRIATE CLARIFICATION ON ANY ISSUES RAISED DURING THE HEARING.**

### **COMMITTEE DECISION**

- 8. THE ADMINISTRATION MANAGER OR REPRESENTATIVE WILL REPORT THE DECISION OF THE COMMITTEE TO THOSE PRESENT.**

## **NOTES**

- (1)** PLEASE MAKE SURE YOUR NAME IS RECORDED BY THE ADMINISTRATIVE OFFICER(S) PRESENT.
- (2)** 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.
- (3)** PLEASE PRESENT YOUR POINTS WITHIN THE AGREED TIME LIMITS, WHICH ARE TO ENSURE ALL PARTIES INVOLVED ARE GIVEN AN OPPORTUNITY TO PRESENT THEIR CASE.
- (4)** IN YOUR ADDRESS, PLEASE AVOID REPEATING POINTS MADE IN EARLIER SUBMISSIONS. YOU CAN INDICATE SUPPORT FOR EARLIER COMMENTS AND CONCENTRATE ON ANY NEW POINTS.
- (5)** OBJECTORS AND APPLICANTS CAN APPOINT A SPOKESPERSON.
- (6)** THE CHAIR SHALL DIRECT THE HEARING PROCESS IN ACCORDANCE WITH THE HEARING PROCEDURE NOTE (OVERLEAF).