

## **Speaking at Committee**

Making your views known to the County Council's Planning Committee

If you have already sent your views on a planning application to the County Council, you may also speak at a meeting of the Planning Committee before a decision is made.

The opportunity is open to:

- representatives of a local council or other public body
- the applicant and/or agent
- members of the public who support or oppose the application

### ***Registering to speak***

You must register at least 5 working days before the meeting you wish to speak at by completing and returning the attached form by post, or by email to [democraticservices@cambridgeshire.gov.uk](mailto:democraticservices@cambridgeshire.gov.uk). We will acknowledge all requests; if you have not heard from us telephone Daniel Snowdon on 01223 699177. In the interest of fairness to all parties, late requests will only be accepted rarely and at the Chairman's discretion, so if you think you might want to speak please register – you may change your mind later.

### **Data Protection**

Your information will be used solely to administer your request to speak at a planning committee. Further details about how we use personal information and the rights you have under Data Protection legislation can be found in our privacy notice at [www.cambridgeshire.gov.uk/privacy](http://www.cambridgeshire.gov.uk/privacy). If you have any queries, please contact the Data Protection Officer at [data.protection@cambridgeshire.gov.uk](mailto:data.protection@cambridgeshire.gov.uk)

### ***Allocating the time***

20 minutes of public speaking will be allowed per planning application, divided into 4 sections each of up to 5 minutes. Where more than one person in a section wishes to speak they will be contacted and asked to agree on the best use of time. This could be done by one person speaking for all, or by dividing the time available. If the matter cannot be resolved in that way, the Committee will allow half the time (2½ minutes) to each of the first two people who registered a wish to speak.

### ***What happens next?***

If you are one of the speakers you must provide a written summary of the main points of your presentation by 10am two working days before the meeting (e.g. by Thursday for a Monday meeting).

### ***Keep it relevant***

Your presentation should focus on relevant planning issues and may include national and local planning policy and guidance, highway safety and traffic, layout and design, visual impact, noise, smell and disturbance.

Impacts on private property rights, effect on property values and the motives of the developer are not relevant in making a planning decision, and cannot be taken into account by the Committee.

Speakers should avoid making statements which could be slanderous. All speakers must declare any interests which they or organisations they represent have in the planning application under discussion.

### ***Committee Procedure***

Following the planning officer's report, representatives of local councils and other statutory bodies will speak first. They will be followed by the applicant and/or agent and supporters, then by objectors to the proposals, and finally by the local County Councillor (5 minutes for each section).

When you have finished speaking, Committee members may ask you questions. You may not ask questions of other speakers, council officers or members of the Committee. After all the public speaking, members of the Committee will discuss the application and make their decision.

### ***Venue, time and further assistance***

The agenda and the planning officer's report will be published 6 working days before the meeting and is available on the County Council's website: [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk). Under the heading 'Council and Democracy', click on 'Democracy and Decision Making', then 'Committee Meetings and Minutes', and select Planning Committee from the drop down box. If you want a paper copy, please contact the Democratic Services Officer.

Committee meetings are normally held at Shire Hall, Cambridge, starting at 10.00am. If any different arrangements apply, they will be set out in the letter you received from the planning department.

**If you would like a copy of this leaflet on audio cassette or in Braille, large print, or other languages, please contact Daniel Snowdon on the telephone number in the box below.**

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