

PLANNING AND RIGHTS OF WAY PANEL

PROCEDURE FOR CONSIDERATION OF PLANNING APPLICATIONS

1. At the commencement of the meeting, the Chair may clarify the purpose of the Panel, welcome the attendees, introduce himself and ask the Panel Members and Officers to introduce themselves.
2. At the commencement of each planning application, the Chair introduces the item. If appropriate, Councillors who have declared an interest do so and leave the room if necessary, unless they wish to speak.
3. Planning Officer summarises the report.
4. Chair invites the objector(s) to address the Panel. Speakers are allowed:-

Major developments -**15 minutes (in total regardless of the number of speakers)**

Minor developments - **5 minutes (in total regardless of the number of speakers)**

Substantial public interest **15 minutes (in total regardless of the number of speakers)**

Where several people have a similar interest in the application, the Chair may suggest that a spokesperson is nominated to speak on behalf of others that are present.

5. Chair invites the Ward Councillor(s) to address the Panel. Ward Councillors are allowed 5 minutes each
6. Chair invites the applicant or his/her representative (s)/supporters to address the Panel. Speakers are allowed:-

Major developments -**15 minutes (in total regardless of the number of speakers)**

Minor developments - **5 minutes (in total regardless of the number of speakers)**

Substantial public interest **15 minutes (in total regardless of the number of speakers)**

Where several people have a similar interest in the application, the Chair may suggest that a spokesperson is nominated to speak on behalf of others that are present.

7. Councillors who have declared a Disclosable Pecuniary or Personal Interest may only be in attendance for the period they address the Panel. Once they have spoken they must leave the meeting room for the duration of the item.
8. Planning/highways officers to respond to comments made.

9. Chair invites Members of the Panel to ask questions of Planning/highways officers or others that are present in order to clarify any particular aspects of the application.
10. The Chair invites Members of the Panel to give their individual comments.
- 11. The Chair will clarify the recommendation to be voted on by the Panel.**
12. The Panel will formally reach a decision by voting.
- 13. The Chair will clarify the decision made Reasons for the decision may be given in full at Panel or summarised and full wording provided afterwards depending on the complexity.**
14. Where the Panel decide that it cannot come to a decision on the application without having visited the site then the Panel's site visiting procedure will be enacted
15. On occasions it may be necessary for the Council's Solicitor to give legal advice in private to the Panel. Where this arises the Solicitor will outline briefly why this is needed and the Panel will resolve to move into private session under the Local Government Act rules to receive such advice. All other persons, save for the Council's officers, will leave the meeting room when requested by the Chair and invited to return once the advice has been given.

APPLICATION CATEGORIES: DEFINITIONS

- (a) For planning applications categorised as Large Scale Major developments, that is as defined by the Government as being: Residential development of 200 or more dwellings or Residential development on a site of 4 hectares or more Commercial development of more than 10,000sqm floor area or Commercial development of site area of 2 hectares or more a maximum limit of **15 minutes** be allowed for applicants and supporters of the proposal and **15 minutes** for all objectors to the proposal;
- (b) For planning applications categorised as Small Scale Major developments, that is as defined by the Government as being: Residential development of between 10 and 199 dwellings or Residential development on a site of 0.5 to 4 hectares Commercial development of between 1,000 - 9,999sqm floor area or Commercial development of site area of 1 to 2 hectares a maximum limit of **15 minutes** be allowed for applicants and supporters of the proposal and **15 minutes** for all objectors to the proposal;
- (c) For planning applications categorised as Minor developments, that is as defined by the Government as being: Residential development of less than 10 dwellings or Residential development on a site of less than 0.5 hectares Commercial development of less than 1,000sqm floor area or Commercial development of site area less than 1 hectare and would include all householder proposals a maximum limit of **5 minutes** be allowed for applicants and supporters of the proposal and **5 minutes** for all objectors to the proposal;
- (d) For planning applications categorised as Other developments, that is applications falling outside the above categories, which would include advertisements, lawful development certificates, prior notification certificates, changes of use, Listed Building applications, and Conservation Area applications, etc. a maximum limit of **5 minutes** be allowed for applicants and supporters of the proposal and **5 minutes** for all objectors to the proposal;
- (e) For the purposes for public speaking at the Panel meeting, a planning application which receives written letters of objection (discounting petitions, proforma and circulated standard letters) on valid and appropriate planning grounds within the publicity period for representations to be made for that application from 50 or more individual property addresses within the administrative ward of the city the development lies within shall be considered to be of substantial public interest. Such applications would thereby be allocated a maximum limit of **15 minutes** be allowed for applicants and supporters of the proposal and **15 minutes** for all objectors to the proposal;