

## Can I use visual aids or circulate documents?

No written material, documents, plans, photographs or other visual aids may be presented at the meeting. If you wish to circulate supporting documents to members this must be done by 5pm on the day before the meeting and planning officers must also be made aware of the material. Councillors' contact details are available on our [website](#).

## What are speakers allowed to say?

Speaking slots are purely provided to enable views to be expressed on specific planning applications being considered by the Planning Committee. Speakers are advised to:

- Keep observations brief and relevant.
- Speak clearly using the microphone.
- Limit their views to relevant planning issues, for example:
  - Impact of the development on the character of the area.
  - External design, appearance and layout.
  - Impact of development on neighbouring properties.
  - Highway safety.
  - Government guidance.
- Avoid referring to non-planning matters as these cannot be taken into account when the committee determines the application e.g:
  - 'Trade' objections such as competition issues.
  - Boundary or property disputes.
  - The developer's motives.
  - 'Moral' arguments.
  - Matters covered by other laws.
  - Loss of 'view'.
  - Personality issues.
  - Reduction in property values.
- Please remember that you are addressing members of the Planning Committee and not the public gallery.

## When and where are the committee meetings held?

The Planning Committee usually meets every four weeks on a Tuesday morning at 10am in the Severn Room at Tewkesbury Borough Council Offices. Scheduled meeting dates are set out on our [website](#).

## How are parish/town councils involved?

Parish/town councils are consulted on all planning applications. If a parish/town council wishes to speak at the Planning Committee they will need to register in the same way as other public speakers as set out under "How do I arrange to speak at the meeting" overleaf. They must put forward considered views of that Council/meeting rather than the individual's own independent views.

## The role of borough councillors

You may like to contact your councillor to discuss the planning application, whether or not you will be speaking at the meeting. It is worth noting, however, that a councillor who is a member of the Planning Committee will not be able to commit him or herself to a decision before hearing all the evidence and debate at the relevant Planning meeting. He or she will need to take into account the law and planning guidance as well as public representations.

## Who do I ask if I have any queries?

If you have any questions not answered by this leaflet, you are welcome to contact:  
Democratic Services  
Phone: **01684 272021**  
Website: [www.tewkesbury.gov.uk](http://www.tewkesbury.gov.uk)

# Public speaking at planning committee



## A guide to how the scheme operates

This leaflet explains the council's public speaking scheme for supporters, objectors and parish/town councils at Planning Committee meetings. It tries to answer some of the questions you may have about the procedures and what to expect at the meeting. It is based on simple rules, which the council has formulated to make the system as fair and easy to operate as possible, so please read the entire leaflet.

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## Which applications are reported to the Planning Committee?

Not all applications are determined by the Planning Committee. The majority of straightforward planning applications are determined by officers under the council's delegation scheme. You may wish to check the expected decision level online by clicking [here](#). If you are unable to do this, you can check with the planning case officer.

## Do I need to attend the meeting to make my comments known to the committee?

No - your written comments submitted on an application will be reported to and considered by the committee. As the meetings are open to the public you may, if you wish, attend the meeting to see what happens, without registering an intention to speak.

## How can I find out when an application will be considered?

The Planning Committee usually meets every four weeks on a Tuesday morning at 10am. The agenda is normally published on the Monday of the week prior to the meeting. Public speaking is allowed on any application contained within the Planning Schedule of Applications considered by the Planning Committee.

## Who is allowed to speak?

The following individuals can speak and will be called in the following order:

1. A representative of the town or parish council or parish meeting(s) within which the application is located – to put forward considered views of that council/meeting rather than their own independent views.
2. A representative on behalf of the objectors.
3. A representative on behalf of the supporters (this includes the applicant or their agent).
4. Ward councillors.

If you wish to speak it is **your** responsibility to check that an item is going to Planning Committee. The agenda and schedule can be viewed on our [website](#).

## How long are public speakers allowed to speak?

Within each speaking slot, a maximum of three minutes per speaker per application will be allowed. This time must be strictly adhered to and speakers are encouraged to practice their presentation in order to use the time constructively.

## What is the order of speaking on each application?

The chair will introduce the application and the planning officer may then provide a short presentation. Speakers will be asked by the chair of the committee to move to a designated seating area before they speak. The three minute limit will be strictly applied by the chair and speakers will be asked to return to their seat in the public area after that time. When there are no further speakers, the chair will start the debate. Finally the committee will be asked to take a decision on the application.

## How do I arrange to speak at the meeting?

If you want to speak you will need to phone **Democratic Services on 01684 272021**. **Please note that calling this number is the only way to register a request to speak; emails will not be accepted.** You can only register to speak on an application once the Agenda for the meeting has been published and you must call no later than 10am on the working day before the meeting. Registering will not guarantee an opportunity to speak at committee as there may be many requests to speak on certain applications. The chair will only allow one speaker "for" and one speaker "against".

**As part of the registration process, you will be required to provide your name and contact details. This information will only be used to contact you in relation to your registration and will be retained until the application has been determined and the minutes of that meeting approved as a correct record. For more information please visit our [website](#).**

Registration is on a first come first served basis and the speaking slot will be given to the first registered speaker. This will mean that, for each application, the name of the first person to register will be noted and any subsequent callers will be asked to provide their contact details which will be passed on to the registered speaker in order for them to discuss how they feel the slot should be used. Public speakers are requested to submit a hard copy of their speech to the committee administrator at the meeting. This will only be used to inform the Minutes of the meeting.

## Can I ask questions of other speakers?

No - you must not interrupt other speakers or the committee debate. It is essential that you seek answers to your questions before the meeting and state your case on the basis of information given to you and set out in the application.