

Lichfield's Planning Committee

Having Your Say



Development



Find out more about having your say on applications which are to be considered by Lichfield District Council's Planning Committee.

Lichfield District Council's Planning Committee meetings are open to the general public.



When does it meet?

Planning Committee generally meets every four weeks on Monday evenings at 6pm at Lichfield District Council's Frog Lane Offices (back entrance).

The meetings are open to anyone and, in certain circumstances, members of the public have the opportunity to speak about a particular planning application.

If you are speaking you should arrive by 5.45pm at the latest and make yourself known to the Committee Clerk.

Can I speak at the committee?

If you are the applicant or have written to the council either in support or to object to an application, then you potentially have the opportunity to make verbal representations to the committee.

Only one person can speak on behalf of each group. This includes one objector, one supporter, which is in addition to the applicant or their acting agent.

Also a non-committee ward member may speak.

In the case of objectors or supporters, if there are more than one, they will need to agree on one person to present their case. If an agreement can't be reached, the first person to register will be called on to speak.

Does the recommendation of the officer affect who can speak?

Officers' recommendations do not determine who can make representations to the committee.

If an application is recommended for refusal, verbal submissions in support of the application can be offered by either the applicant/agent and/or by any other supporter, who has already commented in writing about an application. If an application is recommended for approval an objector to that application can make representations to the committee, but any representations made by objectors will automatically trigger a right of reply by the applicant/agent.

When does public speaking happen?

The agenda is normally considered in chronological order. When an item, against which speakers are registered, is introduced by the planning officer, the Chairman will call on the speaker/s to make their representations to the committee. Where different parties wish to speak, they will be heard in order of objector, supporter, ward councillor and then the applicant/agent.

How long does each speaker have?

Speakers are allowed up to five minutes only to present their case, with ward councillors permitted up to ten minutes. At the end of five/ten minutes, the speaker will be instructed by the Chairman to stop and no further verbal submissions are allowed.

What can I say?

Representations to the committee must be:

- **relevant to the application**
- **relate to planning considerations**
- **a statement of fact or**
- **a statement of personal opinion**

The submissions should focus on the planning merits of the proposal. Any submission that is outside this area may lead to the Chairman interjecting. It's important to note that **no** new written or visual information will be accepted at the meeting, without prior agreement by the Chairman.

How to register your interest to speak

Planning agendas are released to the public five working days before the meeting. As soon as it is known that a particular application is to be considered by the committee, anyone who has made a written representation on that application is offered an opportunity to speak at the meeting.

Members of the public can speak at Planning Committee meetings.





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If you want to speak, you need to contact and advise the council's committee clerk **by 2pm on the Thursday before the meeting** to register this request.

Conduct of the public speaker

All speakers must conduct themselves in an orderly manner.

Speakers are not questioned or interrogated and cannot question any officer or member of the committee at the meeting.

If a speaker has requested to address the committee, the relevant application will not be deferred if that speaker is subsequently unable to attend the meeting.

Speakers can only speak once on an application. If the committee decides to defer the application following verbal submissions, those submissions cannot be repeated at subsequent meetings, unless agreed by the Chairman.

Further information contact

Committee clerk

01543 308075

Development Management

01543 308174

devcontrol@lichfielddc.gov.uk

Useful information

For details of the committee and the Chairman click on 'Committees' at www.lichfielddc.gov.uk/council

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If you need this leaflet in another format, such as large print, please call Lichfield District Council on **01543 308000** and ask for someone in development or email [**devcontrol@lichfielddc.gov.uk**](mailto:devcontrol@lichfielddc.gov.uk)