

Guide for members of the public wishing to speak at meetings of the Planning Committee

Meetings of the Council's Planning Committee are open to the public to attend and observe and can also be viewed live via the Council's website at <https://www.lbbd.gov.uk/council/councillors-and-committees/meetings-agendas-and-minutes/overview/>

However, if you wish to attend a meeting of the Planning Committee to speak against an application, you may do so provided that:

- the application you wish to speak about is an item on the agenda;
- you have made a valid representation during the planning application consultation stage;
- you register your interest to speak at the meeting before the deadline of **12.00 noon the last working day before the meeting**, and
- there are not already more than three other members of the public registered to speak on that particular item. In cases where applications receive a lot of objections, objectors are advised to nominate a spokesperson to speak on the main concerns of the group.

If you wish to register to speak, you should complete the online registration form at <https://www.lbbd.gov.uk/planning-committee> before the deadline. Alternatively, you should email Democratic.Services@lbbd.gov.uk stating your name, address, contact telephone number and details of the application that you wish to speak on. Other important points to note are:

- You are advised **not to contact any member of the Planning Committee** to discuss the application as there are rules that require the Committee members to make impartial decisions (to view the details of the Committee Members go to <https://modgov.lbbd.gov.uk/Internet/mgCommitteeDetails.aspx?ID=176>)
- Anyone who does not feel comfortable about addressing the Committee directly may ask a Ward Councillor who is not a Planning Committee member to speak on their behalf. Your Ward Councillors' contact information can be found at <https://modgov.lbbd.gov.uk/Internet/mgMemberIndex.aspx>
- As a general rule, speakers are allowed up to three minutes and are advised to bring a note of the points they wish to make, to help focus on the key concerns within the limited time available.
- Speakers are advised to arrive 10 minutes before the start of the meeting, to meet the Democratic Services Officer who will show them where to sit. As a general rule, speakers will sit in the main Chamber area (where there are microphones) while all other observers will be directed to the Public Gallery area on the 2nd floor.
- Please note that new material may not be submitted at the meeting, except with the consent of the Chair. Registered speakers wishing to use the IT facilities

within the Chamber as part of their presentation (e.g. to show pictures linked to their objections) must send the material to Democratic.Services@lbbd.gov.uk as soon as possible and no later than the deadline for registering to speak

How the Meeting Works

Meetings are held approximately every four weeks and typically commence at 7.00pm in the Council Chamber, Town Hall, Barking. Meetings are webcast live via the Council's website.

The Committee will normally consider agenda items in turn. However, if there are people registered to speak on an item the Chair may, at his/her discretion, bring that item forward and continue as below:

1. The Chair introduces the Planning Officer who will present the item.
2. The Planning Officer presents the report to the Committee and advises on any relevant additional information received after the completion of the report. The Planning Officer will also refer to the recommendation (it is assumed that Members will have read the report).
3. Registered objectors may speak for up to three minutes.
4. Councillors who are not members of the Planning Committee may address the Committee with the Chair's permission. They are not permitted to take part in the discussions or question objectors, supporters, applicants or applicants' representatives.
5. Registered supporters, applicants or applicants' representatives for the application may speak for up to three minutes.
6. Committee Members may, through the Chair, seek clarification from Council officers or any other speakers on any relevant planning issue that may have arisen.
7. The Committee shall debate the item. Where the application is considered to be straightforward and there are no speakers present, the Committee may make a decision based on the report and without any debate.
8. The Committee will vote on the matter (including any proposed supplementary conditions or recommendations). In the event that the Committee's decision is to refuse or allow an application contrary to the report's recommendation, Committee Members must give valid reasons for the decision based on relevant planning policies.
9. The Chair shall announce the Committee's final decision.