

**DEVELOPMENT COMMITTEE  
STRATEGIC DEVELOPMENT COMMITTEE  
OLYMPICS DEVELOPMENT COMMITTEE**

**PROCEDURE FOR HEARING OBJECTIONS AT COMMITTEE MEETINGS**

1. The Clerk to the relevant committee must be informed at least 3 days prior to a meeting of an applicant's or objector's request to speak at the committee regarding a planning application on the agenda for determination at that meeting.
  - a) Applicants will not be expected to address a planning committee, where there are no objections to an application and where officers are recommending approval.
  - b) Where officers are recommending refusal of an application, requests to speak from applicants will be accepted and submitted to the relevant Chair/committee for ratification.
2. All requests to speak should be confirmed in writing or by e-mail, at least 3 days in advance of the meeting. This should confirm the details of the intended spokesperson and include contact telephone numbers.
3. Requests to speak will be submitted to the relevant committee through the Chair, and members must formally agree to permit a member of the public to speak.
4. Only one person will be permitted to speak in objection to an application, and one person will be invited to respond to the objection. This will usually be the applicant or their nominee. In the case of there being more than one objector, the Clerk should suggest that the objectors liaise prior to the meeting and choose a spokesperson to represent them.
5. Each spokesperson will be allowed no more than five minutes to address the committee. The distribution of additional information to Members at the meeting will not be permitted.
6. Committee members, at the discretion of the Chair, may ask questions of any spokesperson on points of clarification only.
7. At the close of a speaker's address and the question and answer session, if one is held, the spokesperson must take no further part in the proceedings of the meeting, unless directed by the Chair of the committee.
8. Every effort should be made to ensure applicants are informed of their right of reply, which will also be five minutes, if there are objectors wishing to speak against any application. This may be done through the planning officer.