NOTES

If after reading this leaflet, you wish to clarify any aspect of an application or to find out when the application is to be considered please contact:

Trading Standards and Planning Services

Tel: 0845 8727374 Fax: 01609 532540

But remember, if you wish to present your views in person you should, at the earliest opportunity, and certainly not later than three working days before the relevant committee meeting, contact:

Committee Services
Telephone 01609 532216
Fax 01609 532343
Email democratic@northyorks.gov.uk

Or write to:

Head of Committee Services, North Yorkshire County Council County Hall Northallerton North Yorkshire DL7 8AD





Guidelines for applicants, objectors and other interested parties wishing to address the Planning and Regulatory Functions Committee



The County Council allows interested parties the opportunity to present to the Planning and Regulatory Functions Committee their views on planning applications.

This leaflet tells you how to go about it.

What kind of planning application does the scheme apply to?

The scheme applies to all applications which are to be determined by the County Council's Planning and Regulatory Functions Committee. These are for:

- Mineral workings and waste management facilities such as quarries, landfill sites or waste incinerators.
- The County Council's own development proposals such as educational facilities, new roads, council offices or depots.

It does not apply to applications on which the County Council is a consultee, or to other items of business on the agenda.

How to make your representation

- Where possible all comments should be made in writing. This will allow them to be summarised in the committee report and considered by members before the committee meeting.
- In addition or alternatively you may attend the committee meeting and present your views in person.



Who will be allowed to speak?

A parish council/parish meeting representative and one other can speak. However, the following requirements should be noted:

- Except at the discretion of the committee, where comments are from individuals or groups only a single spokesperson will be heard.
- A parish council/parish meeting or individual can nominate an agent or representative to speak on their behalf.

Who else will be allowed to speak?

The applicant will be offered the opportunity to address the committee.

Views of statutory consultees and other formal bodies will be set out in the committee report. With the exception of parish councils/parish meetings, they will not be allowed to present their comments unless in exceptional circumstances.

How long can people speak for?

A balance has to be struck between the length of time allowed for speakers and the efficient conduct of the committee's business.

Except at the discretion of the committee persons addressing the committee will be allowed to speak for no more than three minutes.

Where a matter is raised which is clearly not capable of being taken into account as a material planning consideration the chairman shall have the discretion to intervene and, if necessary, request that person from speaking further.

Will there be more than one opportunity to speak?

Each person shall have only one opportunity to address the meeting in respect of any application being considered. That will normally be at the meeting which decides whether or not permission should be granted. Members of the committee may seek clarification on issues raised.

The chairman will have the discretion to allow further opportunities to speak but this will only be exercised in exceptional circumstances.

What is the procedure for speaking at the committee meeting?

Before the meeting:

If you wish to be heard in person (or through your representative), you should contact the committee services unit at the earliest opportunity. Requests to speak received less than three working days before the meeting may not be allowed.

At the meeting:

- The speaker will be invited to address the committee following the presentation of the committee report by an officer of the council on the relevant application.
- Parish councils/parish meetings will be heard first followed by an individual (or nominated spokesperson where more than one) and finally the applicant.
- The speaker will be timed and at the end of three minutes, the chairman will intervene.
- Speakers may be questioned by members of the committee on points of clarification.