

# PART 5 CODES & PROTOCOLS

## PART 5.3

### Representations to the County Council on Planning Applications

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## Protocol

The authority advises members of the public (the correspondent) of the entitlement to address the Planning Committee when objections or comments are received, and when acknowledging correspondence.

The correspondent is advised to contact the case officer (the name of which will be provided) to discuss the protocol and the likely date and venue of the Committee meeting at which the application will be discussed.

The officer's report will be made available via the authority's internet pages at [www.carmarthenshire.gov.uk](http://www.carmarthenshire.gov.uk) three days before the date of the meeting.

A maximum of two objectors from different addresses who have raised material planning considerations will be entitled to address the Committee. The Head of-Place and Sustainability will determine whether the issue raised is a material planning consideration.

Should more than two requests be received to address the Planning Committee on a planning application it shall be the first two requests received in time that shall be given the right to address the Committee.

Requests to speak from objectors shall be received in writing by the Head of Place and Sustainability before the Planning Committee meeting as follows:

Committee Day	Request to speak deadline (12 noon)
Monday	Preceding Wednesday
Tuesday	Preceding Thursday
Wednesday	Preceding Friday
Thursday	Preceding Monday
Friday	Preceding Tuesday

The applicant or his/her representative has the right to respond to objections; but may not speak simply to promote the scheme. In the absence of any objection the applicant shall not have the right to address the Committee.

The applicant shall be advised at least 24 hours before the meeting that an objector/s has registered to speak.

The Local Members shall be advised that members of the public wish to address the Committee.

Local Members who may wish to address the Planning Committee (in accordance with their rights under Section 2.6 of Part 5.2 of the constitution namely the Code of Conduct for Councillors and Officers in Planning Matters) are advised to contact the Case Officer and / or Chair of the Planning Committee 24 hours before the meeting.

In the event that an application is to be deferred a maximum of two objectors per application will be given the option of either addressing the original Committee or the subsequent Committee. Objectors who have already spoken on the application at the original Planning Committee will not be able to address the subsequent Committee.

## **The order of presentation to the Committee shall be:**

- Opening remarks, background, and report by the officer
- Objector/representative - two speakers per planning application (maximum of 5 minutes each)
- Applicant/agent
- Local member(s) - local county councillor(s) (maximum of 5 minutes, or 5 minutes per local member for a dual/multi ward)
- Committee member question and comment
- Summary by officer
- Decision

## **Notes**

The protocol shall be available for the public to view at all meetings and the Chair shall outline the process at the beginning of the meeting.

Items on which the public wish to address the Committee shall be brought forward on the Agenda in an order determined by the Chair.

The Chair, Head of Place and Sustainability, and legal representative prior to circulation shall vet any late representations. All late material considerations shall be recorded in the minutes and circulated if relevant to the issues being discussed.

Deferral of the proposal on request of the applicant will only occur if the information received relates to material/additional issues not covered in the report.

*Revised: 09/02/2022*