

## WEST DUNBARTONSHIRE COUNCIL

### PLANNING HEARING – PROCEDURE FOR PLANNING COMMITTEE

Please also read notes overleaf.

Before the hearing begins the Planning and Building Standards Manager or representative will ask if the hearing procedure is understood by the participants.

#### Hearing begins

1. The Chair of the Committee will introduce the agenda item. The Planning and Building Standards Manager or representative will give details of the application.
2. The objectors and/or their agents will be asked to come forward and present their objections to committee in support of their written objection(s), in the order determined by the Chair of the Committee. Each objector will normally be given 5 minutes or such other period as the committee may agree. In cases where there are several objectors, the Chair will ask if there is a spokesperson for all interests.
3. Members of the Committee may ask questions of objector(s) and/or their agents on submissions made.

*objectors will then return to the public gallery.*

4. The applicant and/or their agents will present their cases and will speak for a maximum of 5 minutes or such other period as the Committee may agree. If several objectors intend to address the Committee, the applicant will be given up to 15 minutes or such other period as the Committee may agree.
5. Members of the Committee may ask questions of the applicant(s) and/or their agents.

*applicant and agent(s) will then return to the public gallery.*

6. At this stage the Planning and Building Standards Manager or representative will address the Committee and give appropriate clarification on any issues raised during the hearing.
7. Members of the Committee will be given the opportunity to ask questions/seek clarification of any planning issues.

#### Committee decision

8. Committee discussions, motions and decision.
9. The Chair of the Committee will report the decision of the Committee to those present and if necessary confirming the reason(s) for that decision.

### **NOTES**

- (1) You will only be able to address the Committee if you make written representations on the Planning Application (either objecting or in support) and responded to the recent letter from the Council's Administration Section. If you wish to speak at the hearing please make sure your name is recorded by the Administrative officer present or you will not be allowed to speak.
- (2) When you are called to speak, please move forward to the Committee table; if you are an objector, unless otherwise advised; after you have spoken and answered any questions please return to your seat in the public gallery.
- (3) Please present your points within the agreed time limits, which are to ensure all parties involved are given an opportunity to present their case.
- (4) All representations received in relation to an application are summarised in the Committee Report. No new issues or new information can be introduced during the Planning Hearing if they have not been previously stated in your letter(s) of objection.
- (5) Any documents or photographs referred to during the planning hearing should be submitted 7 days before the Planning Committee. No new information should be circulated during the Planning Committee meeting.
- (6) In your address, please avoid repeating points made in earlier submissions. You can indicate support for earlier comments and concentrate on any new points.
- (7) Where there are several objectors and they have raised similar objections a spokesperson should be appointed.
- (8) The Chair will direct the Hearing Process in accordance with the Hearing Procedure (overleaf).