

### **Speaking by Ward Councillors**

5. Any Ward Councillor who is not a Member of the Committee will then be allowed to address the meeting about the planning application being considered.

### **Committee Decision**

6. Members of the Committee will then discuss the planning application and make a decision to approve, refuse or, if appropriate, defer the application for further information or a site visit.

If the application is deferred for a site visit the visit will normally be undertaken before the next meeting of the Committee.

### **Exclusion of Press and Public**

~~Occasionally items of a sensitive nature may need to~~ be discussed by the Committee. In these circumstances the Committee will vote to go into private session and the Chairman will ask the press and public to leave the room.

### **Conduct**

From time to time, debates on planning applications will be lively as they raise issues about which the public will feel very strongly. It is the role of the Chairman to maintain order and discipline.

**Members of the public can observe the proceedings but cannot address the Committee apart from the procedure described overleaf.**

If a member of the public interrupts the proceedings or is otherwise disruptive then he/she can be asked to leave the room. After hearing the Committee's decision on the application(s) in which you are interested, you are welcome to stay and listen to the discussion on other applications or you may quietly leave the room.

### **Decisions**

The formal decisions made by the Development

Control Committee, including details of any conditions imposed on planning approvals or the reasons for refusal will be available from the Planning, Development and Policy department, or on the website: [www.torbay.gov.uk/planning](http://www.torbay.gov.uk/planning), as soon as possible after the meeting.

The minutes of the Development Control Committee will be available five working days before the date of the next meeting of the Committee at the Council's Connections Offices in Torquay, Paignton and Brixham, the four libraries in Torbay or on the website: [www.torbay.gov.uk/index/council](http://www.torbay.gov.uk/index/council)

### **Appeals**

The applicant can appeal to the Planning Inspectorate if their application is refused, or if conditions are imposed that they do not agree with. In this event, anyone who has written about the original application will be informed in writing. Third parties, for example objectors, cannot appeal to the Planning Inspectorate against a decision to grant permission.

### **Special Requirements**

The Council is aware of its obligations under the Disability Discrimination and Race Relations Acts and therefore you should telephone the Democratic Services Office on (01803) 207013 to advise them in advance of the meeting of any special requirements that you may have.

### **For queries in respect of Planning Applications**

Please contact the Planning, Development and Policy department by telephone on (01803) 207801, by fax on (01803) 208858, by email: [planning@torbay.gov.uk](mailto:planning@torbay.gov.uk)  
website: [www.torbay.gov.uk/planning](http://www.torbay.gov.uk/planning)

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# Planning

## Attending the Development Control Committee

**To request a copy of this leaflet in another format or language, or for more information on the Committee meetings, please contact:**

**Democratic Services on (01803) 207013**

Fax: (01803) 207011

Email: [democratic.services@torbay.gov.uk](mailto:democratic.services@torbay.gov.uk)

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## Introduction

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This leaflet sets out the procedure for meetings of the Development Control Committee and explains how you may address the Committee.

A leaflet on the process for dealing with planning applications entitled "Planning: determining applications" is available on request or on the website: [www.torbay.gov.uk/planning](http://www.torbay.gov.uk/planning)

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## Background

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The Council deals with approximately 2,000 planning applications every year. Of those, officers deal with 90% under powers granted to them in the Council's scheme of delegation. The Development Control Committee decides the remaining 10%.

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## The Committee

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The Development Control Committee consists of nine locally elected Councillors reflecting the political balance of the Council. The Committee meets at The Ballroom, Oldway Mansions, Paignton, starting at 2.30pm. The dates of the meetings and the names of the members of the Committee are available on request from the Democratic Services Office, which can be contacted by telephone on (01803) 207013 or by email: [democratic.services@torbay.gov.uk](mailto:democratic.services@torbay.gov.uk)

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## The Officers

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Planning Officers, a Legal Officer and a Democratic Services Officer attend the meeting to assist and advise the Committee. Other specialist officers may attend from time to time in relation to specific applications.

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## Requests to Speak

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Should you wish to speak in relation to a particular application, you need to register your intention to do so by telephoning the Democratic Services Office on (01803) 207013 at least one hour before the start of the meeting.

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## What can I say?

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With only three minutes to put your point across, it helps to limit your views to relevant planning issues. These include: the suitability of the site for the proposed development; its design, appearance and layout; highway safety and traffic issues; the effect on residential amenities/living conditions; planning policy and Government guidance.

Issues that cannot be taken into account include: matters covered by other laws (e.g. a liquor licence); private property rights (e.g. boundary or access disputes and covenants); personal remarks (e.g. the applicant's motives); the effect on the value of the property; possible future development and loss of views over other people's land.

### **Please do not:**

- make statements of a personal or slanderous nature;
- be abusive; or
- interrupt other speakers, or the Committee debate.

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## The Agenda

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The Committee has an agenda, which includes individual planning applications. These will have been prepared by the Council's Planning Officers and provide recommendations to the Committee. Members of the Committee will have visited a number of the sites on the agenda prior to the meeting.

There will be a small number of agendas available at the Committee for members of the public.

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## Order of Business

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The items on the agenda may not be dealt with in the order that they appear. Applications for which members of the public are present are usually dealt with first. **It is extremely important, therefore, that when you arrive in the Committee Room you advise the Democratic Services Officer of the**

**application you are interested in and whether you are attending as an applicant, a supporter of, or an objector to, an application.** All speakers will be expected to provide their names to the Democratic Services Officer. We advise you to prepare what you want to say in advance.

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## Procedure

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1. The Chairman of the Committee will briefly introduce each planning application by referring to the page number of the agenda on which it can be found, the application reference and location.
2. The Planning Officer will then highlight points of particular importance. A slide show presentation will normally be displayed at this point of the proceedings showing details of the site and any relevant plans.

### **Speaking by Objectors**

3. The objector, or a representative of the objectors (if more than one is present), will then be invited to the table to address the Committee for a maximum of three minutes. Only one person will normally be allowed to speak against the proposal.

In exceptional circumstances, more than one person may be permitted to speak or, if the application has particular public interest, the time limit may be extended. This will be at the discretion of the Chairman.

Additional material such as photographs or letters should not normally be handed out at the meeting. If you choose to hand out additional information this will be allowed at the discretion of the Chairman and will be included as part of your allotted three minutes.

### **Speaking by the Applicants**

4. The applicant, agent, their representative or a supporter will then be invited to address the Committee. The same limitations regarding the time limits and number of speakers etc. in 3 overleaf will apply.