

Environment & Regulatory Services • Development Control
County Offices • Busher Walk • Kendal • LA9 4RQ
T: 01539 713 548 • E: developmentcontrol@cumbria.gov.uk

GUIDANCE NOTE

Speaking at the Development Control and Regulation Committee

The County Council's Constitution provides the opportunity for people to express their views in person directly to the Councillors sat on the County Council's [Development Control & Regulation Committee](#) (The Planning Committee) at the [meeting](#) where the application is being considered. This guidance note explains the procedure and process.

Who Can Apply to Speak at the Planning Committee?

- Anyone who has made a written representation to a planning application;
- The applicant and/or their agent;
- Organisations consulted as part of the determination process;
- Anyone engaged to represent any of the above;

If possible, people wishing to speak should form groups and nominate a single spokesperson where there is a common view.

How Do I Request to Speak at Planning Committee?

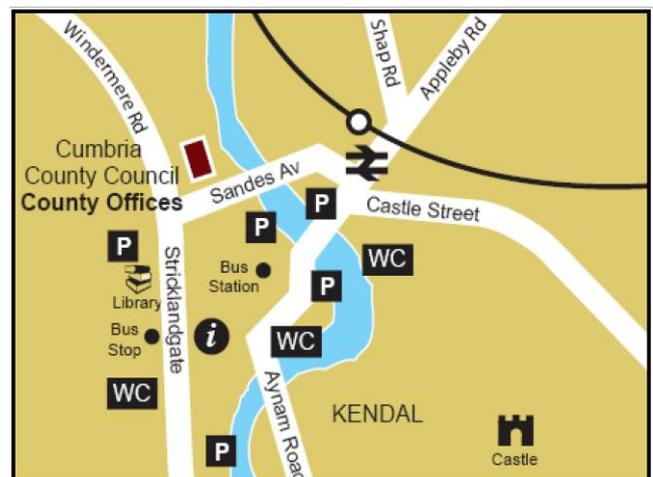
If you wish to be heard in person (or through a representative) you must notify the County Council's Legal and Democratic Services Team of your wish to do so and submitting at the same time a written note of the points you wish to make; at the earliest opportunity and at least three working days before the committee meeting the application is being considered at. Requests received less than three working days before the meeting will only be accepted at the discretion of the Chair of the Committee.

Please contact:

Nicola Harrison, Senior Democratic Services Officer
E. Nicola.Harrison@cumbria.gov.uk
M. 07825 832 545

Or write to her at the following address:

Democratic Services – DCR Committee,
Cumbria County Council
Cumbria House
Botchergate
Carlisle
CA1 1RD



What Happens Next?

You will be given details of the Committee meeting by Legal and Democratic Services.

The Planning Committee normally meets on a six weekly basis in the Council Chamber at County Hall Offices, Busher Walk, Kendal, LA9 4RQ (see *indicative Location Plan above – vehicular access is obtained from Windermere Road*).

Planning Committee Meeting Dates and Agendas can be viewed online at:
<http://councilportal.cumbria.gov.uk/ieListMeetings.aspx?CommitteeId=124>

Agendas are published five working days before Planning Committee sits.

The local County Councillor who represents the electoral division affected by the application will also be notified of any requests to speak and from whom they have been received.

How Long Can People Speak For?

A balance has to be struck between the length of time allowed for those wishing to speak and the efficient conduct of the Committee's business. No speaker will be allowed to speak for more than a **maximum of five minutes**, other than in wholly exceptional circumstances and with the permission of the Chairman. What you say must be relevant to the application or the Chair will reserve the right to intervene.

What Happens on the Day of Planning Committee?

People who have registered a wish to speak will be allocated seats in the Council Chamber before the meeting starts. Any other attendees will be directed to the public viewing gallery.

Registered speakers will be invited to address the Committee following the presentation of the report on the application by officers of the Council. Normally, any person who has requested to speak at the Committee will have the opportunity to speak. However, the Chair may exercise their discretion to prevent repetition of submissions which the Committee has heard or points which are not material to the consideration of the application being determined.

The applicant or agent will be invited to speak last.

At the Chair's discretion any speaker may be asked questions, immediately after their presentation, by members of the Committee or by Council officers, on matters of fact relating to the application, to clarify any points raised in their presentation. It is not an opportunity for discussion or debate.

After an application has been determined by Committee, speakers on the application may leave the committee room.

If the Committee decide to defer their decision on the application for any reason, speakers will not be invited to speak at a subsequent meeting, but their views will be considered. Speakers can attend any subsequent meeting if they wish and be informed of the Committee's final decision.

If, after reading this guidance note, you wish to clarify any aspect please contact the planning application case officer:

T. 01539 713 548;

E. developmentcontrol@cumbria.gov.uk

Some Useful Web Links:

Details of the certain issues that can and cannot be taken into account in determining planning applications:

- Cumbria.gov.uk/planning-environment/DC/applications/comment.asp
- Rtpi.org.uk/media/686895/Material-Planning-Considerations.pdf

List of DCR Meeting Dates and Agendas:

<http://councilportal.cumbria.gov.uk/ieListMeetings.aspx?CommitteId=124>

Details of DCR Committee Membership:

<http://councilportal.cumbria.gov.uk/mgCommitteeDetails.aspx?ID=124>