

## Q6 What do I do on the evening?

If registered to speak, you must arrive in the Council Chamber by 7.15pm on the day of the Committee. The Democratic Services Officer will be present at the Committee meeting.

You must report to him/her when you arrive. If you fail to do this, you may not be permitted to speak.

When the Committee reaches your item, the Chairman will call you to speak.

You may use the PA system in the Chamber. No other facilities will be provided by the Council. All other documentation must have been submitted as part of the normal consultation.

NB - The application will not be deferred if the registered objector, applicant or agent does not attend the Committee meeting.

## Q7 What happens after the decision is made?

If an application is refused, the applicant may appeal against the decision to the Planning Inspectorate. Objectors will be advised of any such appeal.

## Q8 Where is the meeting?

The Planning Committee meets monthly, usually on a Thursday at 7.30pm in the Council Chamber at Easthampstead House, Town Square, Bracknell, RG12 1AQ.

Details are available on our website. Car parking is usually available at Easthampstead House.

## Applicants / Agents

In order to establish whether a speaker has registered to talk about your application, please telephone customer services on 01344 352000 after the register has closed at 12noon on the

Monday immediately before the committee meeting.

If a speaker has registered and you, the applicant/agent wish to speak in response, you will need to advise the customer services team on the number below, by noon on the day prior to committee.

The applicant or agent will only be offered the opportunity to speak if an objector has registered to speak. If no objector speaks, the applicant/agent may not do so.

**This leaflet is intended to answer most of your questions about public speaking at the Planning Committee. However, if you need further information and advice, or you would like a copy of this leaflet in large print format, another language or Braille, please contact the Council.**

For further information or to register for public speaking, please contact:

- ✉ Customer Services  
Environment, Culture and Communities  
Bracknell Forest Council  
Time Square  
Market Street  
Bracknell RG12 1JD
- ☎ 01344 352000
- ✉ customer.services@bracknell-forest.gov.uk  
www.bracknell-forest.gov.uk
- 🕒 Office Hours:  
8:30am - 5:00pm Monday to Friday  
NB Busy hours between 9:30am and 11:30am.

Summaries of this leaflet can be made available in large print, Braille or on audio cassette. Copies in other languages may also be obtained. Please contact customer services on 01344 352000.

# Speaking to Planning Applications at Committee



**The Council has a public participation scheme, which allows members of the public to speak at the Planning Committee on some planning applications.**

**This leaflet explains when you can speak and what will happen at the meeting.**

**Q When is public speaking permitted?**

Speaking is only permitted when the application generates:

- a ten or more written objections from separate households or businesses have been received at least 10 working days prior to the date of the Committee meeting, or
- b a petition signed by more than 50 signatories, including addresses, has been received at least 10 working days prior to the date of the Committee meeting.

Individual letters are acceptable provided they come from separate addresses and are signed. Representations from Statutory Bodies do not count in the objections triggering public speaking.

**Q What will happen at the Committee?**

The Committee will normally consider applications in the order in which they appear on the agenda.

**Q What is the order of speaking?**

A planning officer introduces the application, outlining the scheme and reporting any late information that has been received.

The Chairman will then invite the registered objector to speak for 3 minutes to outline his/her views. This time limit will be strictly enforced.

The objector will not be allowed to ask questions of Councillors, officers or others.

Members of the Committee may then ask for clarification of any points raised.

If an objector has spoken, the Chairman will invite the applicant or their representative to speak if they have previously indicated their wish to do so.

The time limit of 3 minutes applies and no questions may be asked of Councillors, officers or others.

The Members of the Committee may ask through the Chairman for clarification of any points raised.

The planning officer may comment on any points raised before the Committee proceeds with its deliberations.

**Q What will I be able to speak about?**

Time is limited so comments to the Committee should be restricted to matters covered by planning legislation. Examples include:

- Drawing upon information from national planning guidance and Development Plan Policies
- The Environmental Impact
- Highway safety and transportation matters
- Design, appearance and layout concerns
- Impact on the character of an area

The Committee is not permitted to take into account non-planning matters. Examples include:

- Matters covered by other laws, such as licensing or construction techniques
- Private property rights such as covenants
- The developer's identity, morals, motives or past planning contraventions
- Effect on the value of property
- The fact that development has already started

Trade objections based on competition

loss of a particular view

Inconvenience or other problems caused by building works

**Q How do I arrange to speak at the meeting?**

To speak at the Committee you must register with the Council by 12 noon at least 3 working days before the day of the meeting i.e. 12noon on the preceding Monday for a Thursday meeting .

Speakers are registered on a first- come basis and unless the first speaker gives up that right, no other person may speak against the item.

The register is kept at Time Square and the speaking rights are given to the first name entered.

To register, you must contact the office at the address/telephone number on the back of this leaflet during normal office hours. The officers will not knowingly pass your details onto the media. You must give your name, address, daytime contact number, planning application number, and address of the proposed development to which you refer.

You must agree that the Council can provide your contact details to any subsequent objector wishing to speak in order for all objections to be covered. If the right to speak has already been given, you will be provided with details so that you can liaise with them. If the arrangements are to change, this is a matter for objectors to resolve and inform the Council accordingly, prior to the meeting.