

Please note that this guide is subject to approval by the Development Control Committee on 13 May 2020.

The Assistant Director (Planning and Regulatory Services), has approved this version for use following consultation with the Chair and Vice-Chairs in order to enable the meeting to take place on 13 May 2020.



Guide to Having a Say on Planning Applications

1. Finding out about planning applications

The Council:

- writes directly to residential properties adjoining the site;
- in certain circumstances a site notice is displayed within the vicinity of the application site.

You can view details of all planning applications on the Council's website:
www.westsuffolk.gov.uk

You can submit any comments you wish to make about an application through the website.

You normally have 21 days to comment on an application.

2. Ways you can take part

- Speak to the Planning Officer dealing with the application (this is always recommended and you will find their name with the application).
- Find out whether Planning Officers will make the decision to approve or refuse (determine) the application using powers delegated to them by Councillors, or whether it is to be reported to the Delegation Panel, or to the Development Control Committee for decision.
- Put your comments in writing to the Council (preferably by email but can be posted).
- You may also wish to contact your Ward Councillor(s).
- Details of where to send your comments will be with the application and you will need to refer to the relevant planning application number.

If Delegated Powers are used by Officers or the Panel to determine an application (the usual way in which decisions are made), your written comments, along with any others that are submitted will be fully considered in reaching a decision.

If the Development Control Committee will determine the application you can:

- speak to the Committee yourself (see below for more details);
- elect a spokesperson for your group to speak to the Committee;
- ask your Ward Councillor to speak on your behalf.

You can find out who your Councillor is on the Council's [website](#).

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If you have sent your comments in writing and the application is going to the Development Control Committee for a decision we will write to tell you the Committee's date and invite you speak at the meeting via remote access or submit a written statement to be read out on your behalf which adheres to the speaking time limit.

An agenda which includes the reports written by Planning Officers on each application to be considered by the Development Control Committee is publicly available five working days before the meeting. This will be available on the Council's [website](#). The website will also include a link to allow the meeting to be viewed by a live stream.

You will need to tell the Committee Administrator by 9.00am the working day before the meeting if you wish to speak.

You can register by:

Telephoning Democratic Services - 07595 428481 or 01638 719363

Or, send an email to democratic.services@westsuffolk.gov.uk

Please be aware that the deadline has been brought forward from our normal practices to allow us time to support speakers with how to access the meeting.

We will provide registered public speakers with a phone number to call when the item they are interested in is being considered, which will allow their verbal statement to be broadcast to the meeting.

We would actively encourage registered speakers to provide us with a written statement (which adheres to the speaking time limit) by 4.00pm the day before the meeting so that if there are any technical issues on the day, this statement can be read out by a Council Officer on their behalf. Please contact Democratic Services, as above, for further details.

3. During the Committee meeting

The Planning Officer gives a short presentation outlining the development proposal, key issues and any updated information. Then, when asked to by the Chair, you or your representative will make your verbal statement.

The Chair has the discretion to vary procedures as necessary to assist the conduct of the meeting.

Order of registered speakers at meetings (3 minutes per category) – either attending remotely to verbally address the Committee or via submitted written statement:

1. Objector to the application;
2. Supporter of the application (not applicant or agent);
3. Town or Parish Council;
4. Ward Member(s); and
5. Applicant or agent

The Committee will then discuss the application and make a decision.

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4. Speaking at the Committee

If more than one person is registered to speak within a category (1-5 above), they will be advised to come to an agreement about sharing the time allocated, 3 minutes, between themselves. If, however, there are so many persons wishing to speak that the time cannot be reasonably apportioned between them they will be asked to choose a spokesperson amongst themselves to represent their views.

The Committee Administrator will draw up a programme of speakers and the Committee Chair will call the names when it is time to speak. Visual material or handouts are not permitted to be circulated by registered speakers.

5. What you can speak about

You should explain the effect the development would have on you. Your comments should be relevant to planning issues, which could include the following:

- residential amenity;
- highway safety and traffic; noise;
- disturbance;
- nuisance;
- design;
- appearance;
- layout;
- character of the area;
- historic buildings;
- trees;
- planning policy (Local Plan);
- Government guidance.

Committee or delegated decisions cannot take into account non-planning issues such as private property rights, loss of a view, effect on property value, developers' motives, and so on. The wider public interest needs to be taken into account in planning decisions, along with national and local planning policies.

Do not:

- make statements of a personal or slanderous nature which could result in legal action against you;
- be abusive;
- interrupt other speakers, or the Committee debate.

The arrangements above for speaking only apply when an application is on the agenda of the Development Control Committee.

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The arrangements do not apply to:

- formal consultees, such as Suffolk County Council, English Heritage, the Ramblers Association, and so on;
- applications dealt with under delegated powers or through the Delegation Panel;
- legal and enforcement issues;
- information, policy and performance reports.

You can view the detailed decision notice on the Council's [website](#).