Can I speak on more than one occasion?

You may speak about more than one item on the agenda, providing you have made written representations and register to do so in respect of each item. You may also speak again on an application if it is deferred providing that you register to do so when the application is considered again by the Committee.

What will happen at Committee?

You should identify yourself to Tracey Guinea the Democratic Services Officer, by 10.00 a.m. Tracey Guinea will note your attendance and answer any questions. The usual start time for the Committee is 10.30 a.m. The Chairman will invite you to speak for a maximum of five minutes at the appropriate time. You will be timed and given a 30-second warning after four and a half minutes. You cannot question members, officers or other speakers, and they will not be able to question you. You are welcome to remain and listen to the rest of the debate.

What if I am unable to turn up on the day?

You may nominate a substitute, but will need to give their details to Tracey Guinea by 9.30 a.m. on the day of the Committee.

What will happen after the meeting?

All speakers are entitled to comment on the draft minute of their contribution. You will be contacted when the draft minutes are available on the County Council's website. Please note that the minutes will include a brief resume of the points made by speakers and not a verbatim record. If you feel that the final minute is not accurate, you may make a written representation asking for a correction, which will be submitted to the next meeting of the Planning Committee for consideration. Your written representation should be sent to Tracey Guinea, Democratic Services at County Hall, Chichester, West Sussex, PO19 1RQ.

This leaflet is intended to answer your questions about speaking at the Planning Committee. For further information and advice, please contact Tracey Guinea on 033022 28679. Local rates apply.

Planning Committees are planned for:

2015
Tuesday 3 November
Tuesday 1 December

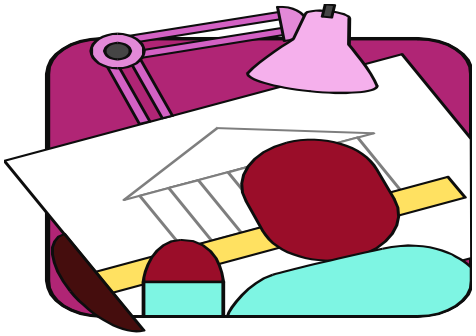
2016
Tuesday 12 January
Tuesday 2 February
Tuesday 1 March
Tuesday 5 April
Tuesday 26 April
Tuesday 24 May
Tuesday 21 June
Tuesday 19 July
Tuesday 6 September
Tuesday 27 September
Tuesday 1 November
Tuesday 29 November

Please note these dates are subject to alteration/cancellation dependent upon the business to be dealt with.

Further information about dates of and papers for meetings of the Planning Committee are available on the West Sussex County Council website at www.westsussex.gov.uk

Planning Applications

for minerals, waste and County Council development



Planning Committee Public Participation 2015/16

west sussex county council

What is public participation?

People can ask to speak at the Planning Committee. The public participation procedure allows up to six people (three in support, including applicant, agent or other supporters, and three against), to address the Committee on planning applications. Each speaker will be given five minutes.

What can I speak about?

You can speak on any planning application that is being determined by the Committee. District and borough councils decide the majority of planning applications. The County Council determines:

- applications for extraction of minerals and facilities for their initial processing
- applications for the storage, processing and disposal of waste
- applications for County Council developments which are needed to deliver services, such as school extensions, social services building work, bridges etc.

Who can speak at the Committee?

In order to register to speak, the County Council must have received written representations from you on the planning application at least 14 days in advance of the meeting (i.e. as part of the consultation process). If you prefer you may exercise your right to speak through representation by another person (e.g. planning consultant or lawyer).

What issues can I cover in my five minutes?

Speaking at Committee gives you the opportunity to present directly to the Committee the points you have made in your written representations on a planning application. For the Committee to give proper consideration to your views you must still ensure your written representation covers all your points. You are not expected to make new points when addressing the Committee.

Decisions on planning applications are limited by law to specific issues known as 'material considerations'. It is best that you keep to these issues since anything else must be ignored. The most important thing to keep in mind is that your comments must relate to the use of land and should be directed to policies contained within national or local planning documents.

Some of the most common issues include:

- location and setting
- traffic and impact on road networks
- design and appearance
- landscaping
- possible effects of pollution on land
- noise and disturbance
- effect on Listed Buildings and Conservation Areas
- hours of working.

Anything I shouldn't cover?

The Committee cannot consider:

- boundary disputes, covenants or other property rights
- reduction in property values
- matters dealt with by other law (e.g. licensing)
- personal remarks about the applicant (e.g. their conduct, private affairs or how a business is run).

Try not to repeat issues covered by previous speakers.

How do I register my interest in speaking?

You will need to contact Tracey Guinea, the Democratic Services Officer who looks after the Planning Committee. Please e-mail tracey.guinea@westsussex.gov.uk, or phone 033022 28679 after the Committee papers are published, but no later than 9.30 a.m. on the second working day before Committee (usually the preceding Friday).
You cannot register an interest ahead of the Committee papers being published.

When you ring please be prepared to give:

- your name, postal and/or e-mail address and daytime telephone number
- the application number and proposed development to which it refers
- whether you wish to speak in support of, or against, the application and whether you also represent anyone else
- confirmation that you are prepared to have your details passed onto other callers with similar views so that you can also speak on their behalf
- details of any special access arrangements you may require.

What if I am not one of the first to register?

We will be able to give you details of those who have registered and they may be prepared to include your views in their presentation.

How will I know when the item I am interested in is going to Committee?

Tracey Guinea, the Democratic Services Officer 033022 22538 has details of Committee dates, and 10 days before the Committee will know which items are on the agenda. Details of the dates and agendas can also be found on www.westsussex.gov.uk As applications can attract thousands of letters, it is not possible for us to alert you to Committee dates.
Not all planning applications are reported to the Planning Committee for a decision. The Divisional Manager (County Development) may decide some items under delegated powers. You cannot address the Committee on delegated matters.

Can I circulate written or visual material at the meeting?

Any person eligible to speak at Committee who wishes to submit written or visual material must do so to arrive at least three working days before Committee (usually the preceding Thursday), so that officers can check that there is nothing new that should be considered by the Committee.
This material should be sent to Tracey Guinea the Democratic Services Officer, 033022 28679.