

# HAVE YOUR SAY ABOUT A PLANNING APPLICATION

## INTRODUCTION

1. You can have your say about a planning application by:
  - sending a letter or e-mail to the Planning Department. It is important that you send the letter or e-mail before the deadline for comments, which will be set out in the notice about the application.
  - asking your local county councillor to write or speak on your behalf. You can find out who your local councillor is from our offices, libraries or web-site [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk) or by telephoning 01824 706727. 30 of our 47 councillors are members of the Planning Committee. Please remember that Members of the Planning Committee are not able to declare their position publicly on a planning application before it is considered by the Committee, as they would not then be allowed to speak or vote on the application.
2. We run a scheme to allow those with an interest in an application, including objectors, supporters, Town and Community Councils, applicants and agents, to speak at the Planning Committee, following the guidelines set out below.

### Webcasting / Broadcasting of Meetings

3. The Council has agreed that certain meetings of the Planning Committee may be the subject of live web transmission ('webcasting'), or recorded for subsequent transmissions. Cameras are located within the Council Chamber for this purpose. The Council will ensure that in doing so it is compliant with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998. The Notice on the agenda and the Chair at the meeting will make it clear that whilst generally the public seating areas are not filmed; by entering the meeting room and using the public seating area, members of the public are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. The process for prospective public speakers will be explained to them.

## WHAT TO DO IF YOU WANT TO SPEAK AT THE PLANNING COMMITTEE

4. The invitation to speak and the conduct of the meeting is at the discretion of the Chair of the Planning Committee and subject to the guidelines set out below.
5. You may speak only if the planning application is on the Committee agenda. A range of applications are decided by Officers under delegated powers although any comments made on an application will be taken into account in reaching a decision.
6. Only one member of the public may speak for and only one against an application. The Chair of the Committee may exercise discretion to allow a second speaker, but only in exceptional circumstances when, for example, a major application generates many different views.
7. You must notify the planning section of your request to speak by writing to or e-mailing the Senior Support Officer, Judith Williams, Tel No. 01824 706726, e-mail [judith.williams@denbighshire.gov.uk](mailto:judith.williams@denbighshire.gov.uk) or another member of staff in the Planning Section on 01824 706727 or e-mailing [planning@denbighshire.gov.uk](mailto:planning@denbighshire.gov.uk). You should do this as soon as possible before the meeting but in any event by no later than 4.30 p.m. on the Monday before the Wednesday when the Planning Committee will be held. You will need to leave a daytime telephone number so we can contact you if we need to do so.
8. If several people wish to speak for or against an application they should decide in advance who will act as spokesperson, and inform the Planning Section accordingly. To cover this possibility, it would help if you were to agree to allow us to give your contact details to others (of the same view) who request to speak, to help you nominate a spokesperson. This may be a representative of a Town or Community Council who may be best able to put forward the views of those interested. Should this process not lead to an agreement, only the first person to notify the County Council as described above will be allowed to speak.
9. It should be remembered that some Town and Community Councillors are also County Councillors, and they already have the right to speak at Planning Committee. County Councillors are not eligible to speak under this scheme, but in accordance with the Council's Standing Orders at Planning Committee.

10. If several people wish to speak in favour of an application, including the applicant, then only the applicant will be allowed to speak. However if the applicant does not wish to speak, then a spokesperson should be chosen as previously outlined.
11. Please note that there are 25 seats available in the Public Gallery including 3 for the press. Once these seats are taken, due to Fire Regulations we cannot allow anyone to stand in the Council Chamber. We require as much notice as possible of a significant turn out at Committee so we can arrange for overflow rooms to be made available.
12. We will contact those who request to speak to confirm that the application will be considered at the particular Committee. This will be by telephone, in writing or by e-mail before the meeting.
13. You are entitled to contact Councillors in writing before the day of the meeting and it would be helpful if you send copies of any correspondence to Judith Williams at the same time. You are not able to hand out documents or correspondence at the meeting itself, as this is too late to be taken into account. Speakers are also not allowed to display additional materials during their presentation.
14. All speakers must attend the Planning Committee meeting (normally held in the County Offices, Wynnstay Road, Ruthin) and introduce themselves to the Officers at reception prior to 9.15 a.m. The meetings start at 9.30 a.m. on Wednesdays on a four weekly cycle. Details of the dates and locations of the Planning Committee are available on the County Council web site ([www.denbighshire.gov.uk](http://www.denbighshire.gov.uk), under A-Z, see C or P). You can also check on the dates and locations of Planning Committee meetings by contacting the Planning Office. The order of the published agenda will be changed to allow applications that include a public speaker to be considered at the start of the meeting.
15. Normally the person(s) speaking against the application will go first, and those in favour will go second. When invited by the Chair of the Committee, you may speak only once and for up to three minutes on the particular item of interest to you. The three minute period will be strictly enforced.
16. You are advised to focus on the key points of concern to you as points raised in correspondence will already have been summarised in the Committee report or late information sheets. You should concentrate on relevant planning issues.

These may include:

  - Relevant national and local planning policies;
  - Appearance and character of the development, layout and density;
  - Traffic generation, highway safety and parking/servicing;
  - Overshadowing, overlooking, noise disturbance, odours or other loss of amenity.
17. Speakers should avoid referring to matters outside the remit of the Planning Committee, such as:
  - Boundary disputes, covenants and other property rights;
  - Personal remarks, to include remarks about another person's motives, actions to date, family background, ethnicity etc.
  - Rights to views or devaluation of property
18. The Chair may intervene and ask you to stop speaking if you say anything that is or may be considered to be inappropriate, slanderous or in contravention of legislation on equalities
19. Once you have spoken you will be asked to leave the seat designated for public speaking. You will not be asked any questions and you cannot address any to the Committee or Officers. You must then leave the matters to be debated by the Planning Committee and must not join in the debate.

**PLEASE NOTE THAT PHOTOGRAPHS CANNOT BE TAKEN DURING DEBATE IN THE COUNCIL CHAMBERS, AND ANYONE WHO IGNORES THIS REQUEST WILL BE ASKED TO LEAVE THE CHAMBER. ALL MOBILE PHONES MUST ALSO BE SWITCHED OFF AS SOON AS YOU ENTER THE CHAMBER AS THEY INTERFERE WITH OUR TRANSLATION EQUIPMENT.**

**YOU SHOULD ALSO BE AWARE THAT THE PROCEEDINGS OF PLANNING COMMITTEE ARE FILMED AND STREAMED LIVE ONTO [WWW.DENBIGHSHIRE.GOV.UK](http://WWW.DENBIGHSHIRE.GOV.UK)**