

PROCEDURE FOR PUBLIC PARTICIPATION AT PLANNING MEETINGS

- This is an initiative which gives members of the public the opportunity to express their views, ask questions or submit petitions relating to planning applications at meetings of the Planning Committee where those applications are to be considered.
- This guidance note on procedure applies to the Planning Committee Central and North and the Planning Committee South. The Peak District National Park Authority has its own procedure for public participation at its meetings for applications within its area.

Procedure

1. Where it has been decided by the Council that a planning application will be dealt with by the Planning Committee, the applicant (or agent) and anyone who has made representations will be notified of the time and date of the Committee meeting.
2. **Anyone wishing to make representations at the Planning Committee must notify the Committee Section (☎01629 761300/761301) before 12 noon on the day of the relevant meeting.** At this time they will be asked to indicate which item of business their representation relates to and whether they are supporting or opposing the proposal.
3. Those who indicate that they wish to make representations will be asked to arrive at the meeting venue about 15 minutes prior to the meeting so that the Committee Administrator can organise the representations and explain the procedure.
4. The Planning Committee Central and North is held at the Town Hall, Matlock commencing at 6.00 p.m.

The Planning Committee South is held at the Council's Offices at Compton, Ashbourne commencing at 6.00 p.m.
5. Where more than 2 people are making similar representations, the Committee Administrator will seek to minimise duplication, for instance, by establishing if those present are willing to nominate a single spokesperson or otherwise co-operate in the presentation of their representations.
6. Representations will only be allowed in respect of applications which are scheduled for debate at the relevant Committee meeting.
7. Those making representations will be invited to do so immediately before the relevant item of business is discussed.
8. Each representative will be restricted to 3 minutes but, where more than 2 people are making similar representations, the Chairman may use his discretion to restrict presentations to a shorter period.
9. After the presentation it will be for the discretion of the Chairman as to whether any points need further elaboration or whether any questions which have been raised need to be dealt with by Officers.

10. Whilst the procedure is not designed for professional advocacy, applicants or their agents (but not both) may take advantage of the opportunity to make representations on their own behalf. Any representations on behalf of the applicant will follow those of other interested parties.
11. Parish and Town Councils can take advantage of these arrangements and can nominate a representative to speak on their behalf. Parish and Town Councils may, alternatively, continue to make representations at any pre-arranged site visit.

Revised December 2001