

The Committee is not able to take into account such items as:

- private property rights
- the applicant's morals or motives
- effect on property values
- loss of a view
- matters covered by other legislation

Q7. Can further material be introduced on the evening?

No, there will be no opportunity for the objector or representative to display maps, photographs, etc. The application site plan will be displayed at the meeting and reference may be made to this.

Q8. Is the officer's report available before the meeting?

Yes. The agenda (and reports) for the Planning Applications Committee will be available at Surrey Heath House at least 5 working days before the meeting. Copies are also sent to the Bagshot and Camberley libraries and also placed on the Surrey Heath website (www.surreyheath.gov.uk). An oral update giving information received after the reports have been written, will be made at the meeting.

The Committee report will summarise the main planning issues relating to the application and will outline the main objections raised.

Q9. Who is on the Committee and who else will be there?

The Planning Applications Committee is made up of 16 elected councillors. Council

staff attend to advise the Committee and make a formal record of the meeting. Other councillors may be present to speak (for example, on applications within their ward) but they cannot vote.

Any member of the public, including the applicant, may attend to listen to the debate and representatives of the media are usually present.

If you require further information about the Public Participation Scheme, or you would like a copy of this leaflet in large print format, please contact Committee Services on 01276 707335 or e-mail committee.services@surreyheath.gov.uk

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'leading for tomorrow'

Public Participation at Planning Applications Committee Meetings

**PLANNING APPLICATION
REGISTERED
ORGANISATION**

The Council has a public participation scheme which will allow members of the public and representatives of an amenity group, residents' association or business association to speak at the Planning Applications Committee in objection to some planning applications. To be eligible for the scheme an amenity group, residents' association or business association must be registered with the Council.

This leaflet explains how an organisation can register a wish to speak at the Committee.

Q1. What applications will be eligible for public speaking?

Most planning applications are dealt with at officer level under a scheme of delegation. In these circumstances there is no report to Committee and there is no opportunity for members of the public to speak on the application.

Where an application is being determined by the Planning Applications Committee a representative of an amenity group, residents' association or business association, previously registered with the Council, may speak on the application if the organisation has submitted a written objection at least 14 days before the date of the Committee meeting.

Groups may only speak on applications which directly affect their area of concern (as determined by the Head of Built Environment).

In addition, applications which are being considered by the Committee and which have attracted 10 or more written objections from separate households (or for applications of development outside an urban or village settlement, 5 or more written objections) or, alternatively, where a petition has been signed by more than 50 signatories (or more than 25 signatories for applications for development outside an urban or village settlement) are eligible for public speaking.

Q2. How can an organisation become registered with the Council?

Before a representative of an amenity group, residents' association or business association can speak at a Planning Applications Committee the association must be registered with the Council. An application form and details can be obtained from Committee Services.

Q3. Once registered, how does an organisation register its interest in speaking?

A registered organisation which has submitted a written objection to an application will be notified by letter, usually 14 days before the meeting, of the date of the Committee meeting and of the deadline for telling the Council that it would like a representative to speak.

A request must be registered by contacting Committee Services at the Borough Council offices by telephone (on the registration line 01276 707335), by e-mail (committee.services@surreyheath.gov.uk) or by fax (on 01276 707446). A letter will also be accepted, but will inevitably take longer to

arrive than the other methods of registering. Contact must be made, or the letter received, at least 4 ½ working days prior to the meeting, ie by midday on the preceding Tuesday for a Monday evening meeting.

Q4. Who may address the Committee?

An objector and a representative of an organisation may both speak, though only if they have made a prior arrangement. Where an objector speaks on an application, the applicant or agent will also be given the opportunity to address the Committee (again by prior arrangement).

Q5. What happens if more than one organisation wishes to speak?

Speakers will be chosen on a first-come, first-served basis, and only **one** representative of an amenity group, residents' association or business association will be allowed to speak. That person may choose to put forward the combined views of the organisations. Details of the first organisation to register will be passed on to any subsequent organisations who register an interest in speaking.

Q6. What issues can be raised?

The Committee may only consider relevant planning issues so views should be limited to relevant matters such as:

- external design, appearance and layout
- highway safety and parking
- loss of light or overshadowing
- loss of amenity
- residential amenity