



*Basingstoke  
and Deane*

# Can I speak about my planning application at the committee meeting?

Basingstoke and Deane Borough Council has a public participation scheme that allows for speaking about a planning application if it is to be decided by the Development Control Committee.



# **1. I have made my application.**

## **What happens next?**

Planning officers will publicise the application. We ask you to display a site notice and we will notify occupiers near the site. Sometimes we may also advertise the application in the local newspaper.

**If we receive objections to the proposal, we have to consider whether:**

- the application should be refused
- it needs to be amended to resolve objections,  
or
- it should be recommended for approval.

## **2. Who makes the decision?**

Most planning applications are dealt with at officer level under a Scheme of Delegation meaning the application will not be reported to the Development Control Committee.

In certain circumstances, as set out in the Scheme of Delegation, the application will be decided by the Development Control Committee. Any comments received will be summarised in a report when the application is presented.

### **3. Can I see the officer's report before the meeting?**

**Yes.** The agenda and reports will be available at the Civic Offices and on our website ([www.basingstoke.gov.uk](http://www.basingstoke.gov.uk)) five working days before the meeting. An additional paper, The Update, containing information received after the reports have been written, will be circulated at the meeting.

### **4. Can I speak at the Development Control Committee?**

**Yes.** Four minutes is allocated to those in support of the application, which includes the applicant.

### **5. Can a member of the public speak about any application on the agenda?**

**No.** Members of the public can only speak if they have made comments in writing to an application and registered to speak, in line with the Public Participation Scheme.

### **6. How much time will be allowed for speakers?**

- **Parish or town council** – four minutes per site or application
- **Objectors** – four minutes per site or application
- **Supporters (including applicant)** – four minutes per site or application

## 7. Can someone else speak on my behalf?

**Yes.** You could ask a friend, relative or professional adviser to speak for you.

## 8. How do I respond to objections?

The committee may only consider relevant planning issues. The committee report will have summarised the issues raised and this should give you a guide as to the objector's concerns. Issues such as locality or planning policy may be raised but please avoid non-planning matters like personal circumstances.

**There will be no opportunity for you to display maps or photographs or to ask questions of others at the meeting.**

## 9. When and where are the meetings held?

Applications are dealt with by the Development Control Committee, which normally meets every fourth Wednesday at 6.30pm. Meetings are held in Deanes, Civic Offices, London Road, Basingstoke. Directions to the meeting room will be given in the reception area. There is disabled access. Car parking is available on site.

## 10. Who is on the committee and who else will be there?

The committee is made up of councillors. Council staff attend to advise the committee and make a formal record of the meeting. Other councillors may be present to speak on applications within their ward, but they cannot vote. Any member of the public or applicant may attend to listen to the debate and the media is usually present.

The meeting is also available to watch live via webcast at [www.basingstoke.gov.uk](http://www.basingstoke.gov.uk) or an archive of previous meetings are available at [www.basingstoke.gov.uk/go/webcastarchive](http://www.basingstoke.gov.uk/go/webcastarchive)

## **11. What is the order of business at the meeting?**

The order printed on the agenda for the meeting is normally followed. Major applications are dealt with first, with other applications following in numerical order.

## **12. What is the order of speaking for each application?**

- The chair will announce the application.
- A planning officer will give a short introduction.
- The chair will invite the parish or town council to speak.
- The chair will invite objectors to speak.
- The chair will then invite supporters (including the applicant) to speak.
- Committee members may ask speakers questions and seek clarification from officers of particular points.

The committee will then discuss the application and make a decision. This may be to:

- approve the application
- refuse the application
- defer consideration for further information, amendments, or for a site visit by a panel of councillors (the viewing panel).

### **13. Site visit by the viewing panel?**

Prior to the committee meeting councillors can request site visits. These site visits usually take place before the committee meeting. It is also possible that at the meeting the councillors will decide on a site visit. If in this circumstance public speaking has taken place you will not be invited to speak when the application is re-considered by the Development Control Committee.

### **14. Can objectors speak at a viewing panel visit?**

**No.** The viewing panel visit is private and its purpose is to observe characteristics of a site and its relationship to the surroundings. Representations on the merits of the application will not be discussed.

### **15. Can the committee disagree with the officer's recommendation?**

**Yes.** The committee can disagree with the officer's recommendation and would give reasons for doing so.

## **16. What happens after the decision is made?**

The applicant or agent will be sent the decision notice. Objectors and supporters will also be sent a letter outlining the decision.

Where an application has been refused, the applicant may appeal to the Planning Inspectorate. Notes attached to the decision notice will tell you about this procedure. Objectors will be advised of any such appeal, their original comments will be forwarded to the inspectorate and they will be asked for any further comments.

Once an application has been granted there is no opportunity for objectors to appeal.

For more information or for a copy of this leaflet in large print format please call the Planning Development Support team on **01256 844844**.

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