

## Procedure at the meeting

- Meetings of the Development Control Committee take place at the Council Offices in Argyle Road, Sevenoaks. They start at 7pm. If you are going to speak, please arrive by 6.45pm. Please make yourself known at reception when you arrive.
- An officer will show you to the Council Chamber before the meeting commences and explain the procedure to you at this time. Anyone not speaking on an application will be invited to sit in the public gallery.
- Planning applications on which members of the public have asked to speak are dealt with first. However, it is impossible to predict how long it will take to debate each application. It may be some time before the Committee reaches the item on which you have asked to speak.
- The Chairman of the Committee will announce when the application on which you wish to speak will be discussed. There will be a microphone so you should have no difficulty making yourself heard.
- The planning officer will introduce each item, outline key considerations and constraints, summarise consultation responses and representations and provide the recommendation.

## Addresses to the committee

- Public Speaking - Each speaker is allowed up to three minutes. This time limit will be strictly enforced and you will be visually warned when you have 1 minute left.
- After you have spoken, you are welcome to sit at the rear of the Chamber and listen to the debate. You will not be able to take any further part in the debate and you are asked to remain quiet, although you may be asked for clarification of issues at the discretion of the Chairman.

- After the public have spoken, the Local Members and Local Councils will be invited to make their contribution.
- When they have finished the Members of the Committee will then have the opportunity to ask questions of the Officers present.
- The Committee will then debate the planning merits of the proposal.
- If significant new information relevant to the application is raised at the meeting, the Committee may decide to defer a decision. The Chairman may ask for a further report for discussion at a later meeting or a site inspection may be requested. Public speaking will not normally be considered when deferred applications are reconsidered by the Committee.
- At the end of the discussion, there will be a vote, which will usually mean a decision is made on the application. In a small number of cases, the final decision may have to be taken by the Full Council.
- You will then be shown out of the Chamber. You are welcome to observe the rest of the meeting from the public gallery, if you wish.

For further copies of this leaflet or for further information contact -

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Council Offices  
Argyle Road  
Sevenoaks  
Kent TN13 1HG

Telephone 01732 227000

[www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)

e-mail: [planning.comments@sevenoaks.gov.uk](mailto:planning.comments@sevenoaks.gov.uk)

# Speaking on planning applications

**This leaflet is available in large print.**

**For a copy call:  
01732 227414**

If you need help understanding this document, we can arrange for an interpreter to help you.

Please contact us on  
01732 227302 stating your language and telephone number  
[www.sevenoaks.gov.uk/planning](http://www.sevenoaks.gov.uk/planning)

[www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)

## Development Control Committee

## Each year Sevenoaks District Council receives about 2,500 planning applications

Every application is important.

We want to encourage you to involve yourself in the planning process.

The Council has decided to give you a greater opportunity to have your say on applications considered at meetings of the Development Control Committee.

You do not have to speak at a meeting to have your views taken into account, but you may feel it gives you the chance to reinforce the points you make in writing. Letters carry equal weight and will always be considered carefully.

About nine out of ten planning applications are decided by the Council's Community & Planning Services Director using the powers which have been delegated to her. How this works is explained in detail in our leaflet **'Planning applications - Having your say'**.

## How public speaking works

### Registering your interest

If you would like to speak on a particular application, you will need to register your interest with the Democratic Services Team. Please see 'The Right to Speak' for more details.

The Development Control Committee meets about every four weeks. The Council publishes an agenda and reports for each meeting at least five working days before the meeting.

Very occasionally we have to change the dates of the meetings. If you are planning to attend a Development Control meeting please call the Democratic Services Team on 01732 227241 to confirm it is going ahead as scheduled.

### The right to speak

To make sure the Committee can deal with all its business, the Council has decided that only one speaker will be allowed to speak for, and one against, a particular application.

If you would like to speak, you need to register your interest with the Council's Democratic Services Team by 5pm at the latest on the day of the meeting. Requests to speak will be registered on a 'first come, first served' basis.

If there is more than one potential speaker in support of an application, preference will be given to the applicant or their agent. Anyone who asks to speak after someone else has registered an interest will be put in touch with the first person. All those who wish to speak will need to agree amongst themselves who will actually speak and what they will say. A second person will be the reserve speaker.

If you have been told that you are either the first or the reserve speaker but wish to give up your right, it is important that you tell the Democratic Services Team without delay. The right to speak can then be offered to someone else.

Please note: The names, addresses and telephone numbers of people who wish to speak may be given to other people who share their views and who have expressed a wish to address the Committee.

### Making the most of the opportunity

Because of the volume of business at Committee meetings, you will be able to speak for up to three minutes. These points should help you make the most of the opportunity.

- The Members of the Committee will each have a copy of a report written by the planning officer assessing the proposal, summarising the comments the Council has received and recommending approval or refusal. You can get hold of a copy of this report from five days before the meeting. The report is available online via the District Council's Website: [www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)
- It may help to have a note of the main points you wish to cover. You are welcome to read from a prepared text if you wish.
- Try to be brief and to the point and keep to planning matters. The planning officer can help you.
- Make sure your comments relate to issues the Committee can take into account. These include the Council's Local Plan, the effect of an application on access, local amenities, neighbours or the character of an area.
- Raising non-planning matters such as the impact on property values, competition with existing businesses and private concerns such as covenants will not influence the Committee's decision.
- Avoid derogatory or defamatory statements. There is no legal protection for comments made at meetings.
- If you wish to show any photographs or plans, (no more than 3) please submit these electronically to the Development Control Team (email: [dc.committee@sevenoaks.gov.uk](mailto:dc.committee@sevenoaks.gov.uk)) by 5pm the day before the meeting date, so that they can be made available at the meeting.

You will not be able to use other visual aids. The Democratic Services Team will be happy to offer advice on presentation.