

USEFUL INFORMATION

Uttlesford District Council,
Council Offices, London Road,
Saffron Walden, CB11 4ER

01799 510510
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email: postroom@uttlesford.gov.uk

Community Information Centre,
Council Offices, High Street,
Great Dunmow, CM6 1AN

01799 510490
email: cicdunmow@uttlesford.gov.uk

Community Information Centre,
Town Street, Thaxted CM6 2LD

01371 831641
email: cicthaxted@uttlesford.gov.uk

Tourist Information Centre,
Market Place, Saffron Walden

01799 510444
email: tourism@uttlesford.gov.uk

Saffron Walden Museum,
Museum Street, Saffron Walden

01799 510333
email: museum@uttlesford.gov.uk



HOW TO GET INVOLVED IN MEETINGS

**HAVE YOUR SAY
ON PLANNING APPLICATIONS :**

**PROCEDURE FOR PUBLIC SPEAKING
AT DEVELOPMENT CONTROL
COMMITTEE MEETINGS**

**A GUIDANCE LEAFLET
FOR PLANNING APPLICANTS
AND OBJECTORS**



You are advised that anything you do say should not contain abuse or defamatory opinions. Please do not interrupt or ask questions of other speakers, or make any comments from the public seating.

- ***Will Members or Officers ask me any questions?***

Members will be able to seek clarification of your views at the discretion of the Chairman, but there will not be a debate with you. Officers will be able to comment on your views prior to Members considering the application.

- ***When is the decision made?***

Usually immediately after the discussion by a majority vote of the Committee Members. Sometimes a decision will be deferred for further information, revised plans or a Members' site visit. Deferred cases are brought back to the following meeting and if you wish to speak again, or someone else wishes to speak, then you will need to follow the above procedure. Please be aware that the Members have to balance different factors and come to an objective decision based on planning considerations. If they refuse an application contrary to the Officers' recommendation, they will need to be able to support that decision on appeal.

- ***Can I appeal against the decision?***

Only if you are the applicant.

- ***What happens once a decision is made?***

Persons who have written to the Council will be notified of the outcome in writing. If the application was not determined the way you would have wished, try to understand how it was looked at by the Council. The Development Control Service is committed to best practice and encourages feedback from customers. So even if you don't agree with the decision we made, we hope to convince you of our professionalism and integrity.

- ***Who do I ask if I have any other questions?***

If the Committee Officer can't help you, please ring the Planning Helpline on (01799) 510467, email to planning@uttlesford.gov.uk or write to: Uttlesford District Council, Planning Services, Council Offices, London Road, Saffron Walden, Essex CB11 4ER.

INTRODUCTION

Uttlesford wants to hear from you! We believe that there should be more public involvement in determining certain planning applications. The following notes are designed to help you to decide if you are eligible to speak and if so how to go about it.

THE MEETINGS

The DC Committee meets every third Monday at 2pm in the Council Offices at Saffron Walden. It is made up of 14 elected Members of Uttlesford from all over the District. It determines about 15% of all applications submitted to the Council. The rest are decided by the Head of Planning Services. On average, between 10 and 15 applications are considered at each meeting. They are set out in a schedule which is available beforehand. The meetings usually finish by 5.30pm. All those at the main table have name plates which identify them.

ARE YOU ELIGIBLE?

You should be one of the following:

- the applicant or their agent/adviser
- a supporter of the application or their representative
- an objector against the application or their representative.
- a representative of a Town or Parish Council
- or a non Committee Member of the Council.

HOW DO I GO ABOUT IT?

- ***Which applications go to the DC Committee?***

The weekly list of applications indicates which of them are to go to the Committee for decision. This information is also contained in the notification letters we send to neighbours and the acknowledgments we send to applicants or their agents. Should you wish to ascertain the date of the Committee Meeting at which an application is due to be considered, please telephone Planning Helpline on (01799) 510467.

- ***How can I enlist the support of my local Councillor?***

44 Councillors are elected to represent you and the rest of their constituents on the District Council. You may wish to contact your local Councillor to discuss a planning application. However, they may not be one of the 14 who sit on the DC Committee. Whether they do or not, they will not be able to commit themselves to a decision before hearing all the evidence at the meeting. This is to avoid them compromising their position, which can result in them not being able to take part in the determination of that application at the meeting. They need to take into account the law and planning guidance, as well as public opinion. If you don't know your local Councillor, please contact the Committee Officer (see below). Please be aware that they may not agree with your views. They can also attend the meetings and speak.

- ***When can I see the Officers' report?***

The report is available for public inspection at 9am on the Wednesday before the meeting at both the Saffron Walden and Dunmow offices. The applicant/agent and all those who have already made representations will be notified by letter of the chance to speak before that date. Please note that you will only have a short period in which to decide if you want to speak. You do not *have* to speak at the meetings. The existing arrangements for summarising the applicant's case and any representations in the report are unaffected by this new procedure.

- ***How can I register my desire to speak?***

If you wish to speak you should ring the Committee Officer **Maggie Cox on 01799 510369** by 2pm on the Friday before the meeting. Alternatively write to her at Uttlesford District Council, London Road, Saffron Walden, Essex, CB11 4ER, fax to 01799 510550, or email to: mcox@uttlesford.gov.uk. You should state whether you are the applicant/agent, a supporter or an objector. Late requests to speak may not be allowed. You may only speak on the item indicated.

- ***How is the speaking organised?***

A list of persons who have expressed a desire to speak, and in which capacity, will be available at least 30 minutes before the meeting starts. Only one person can speak on behalf of each of the first 4 groups, ie. one applicant or agent, one supporter, one objector and one Parish Councillor. If more than one person in any group wishes to speak, they should agree beforehand which one of them will speak on behalf of the rest and let Maggie Cox know before the meeting starts.

- ***Where do I go?***

Parking at the Saffron Walden Offices is restricted and you are advised to park in the public car parks in the town centre. A plan of the Committee Room is available at the Offices for your information. Please sit in the public area indicated.

- ***What happens at the meeting?***

The order in which the applications are considered is set down in the schedule. At the Chairman's discretion, a particular application may be brought forward early, especially if there are many members of the public present for that item. One of the Planning Officers will present the application and then you will be invited to speak in the following order:

1. Non-Committee Member.
2. Supporter.
3. Objector.
4. Town or Parish Council.
5. Applicant or Agent.

When you are called you should sit at the main table in the chair provided. Please resume your seat after any questions from Members.

- ***How long can I speak?***

3 minutes - once the time has elapsed a buzzer will sound.

- ***Can I use visual aids or hand anything to Members?***

No, your comments should be made orally. However, at the Chairman's discretion you may approach the screen if you wish to point out something of importance, eg. where you live in relation to the application site.

- ***What arguments can I use?***

Only those relating to planning matters, eg. appearance of the proposed development, effect on the amenity of the area or your property, access, landscaping, materials, etc. Matters relating to property values, the applicant's personal motives or financial status, views over the site, etc, are not relevant. For more information on this see the booklet "Responding to Planning Applications" by the CPRE, which is available at the Planning Information Desk in the Saffron Walden and Dunmow offices, or ring (01799) 510473.