

Planning Applications

Speaking to the Committee



Making Comments on a Planning Application

When a planning application is received, the Council notifies those people immediately adjoining the proposal, and carries out other consultations. Any written comments received are taken into account when the application is considered.

Speaking to the Development Control and Licensing Committee

For planning applications where there are 20 or more objection letters or a petition of at least 50 signatures (in both cases from different households) objecting to an application, the Council also allows people to speak to the Planning Committee at its meeting. This will apply to applications where the officers' recommendation is either for approval or refusal. There are certain opportunities for supporters of an application to speak, and these are outlined later in this leaflet.

This opportunity to speak is additional to the established system of making written objections and comments. It enables one representative of the objectors to summarise, in person, the main points against a planning proposal. An equal opportunity to speak is given to the person applying for planning permission, or his/her agent. A representative of the Parish Council can also speak, or alternatively a specified Residents' Association/Amenity

Society in areas which do not have a Parish Council.

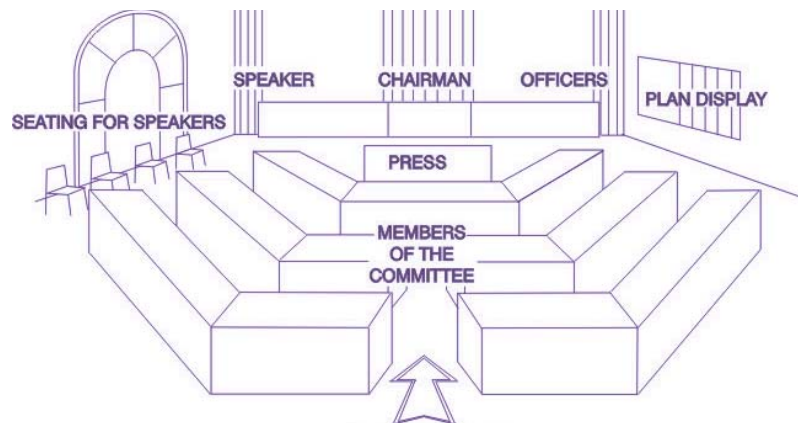
How is it Organised?

Where the opportunity to speak is available, those people who have written letters (or the organiser of the petition) will be notified about a week before the meeting when the application is to be considered. If you wish to speak, you should make your request by telephone on 01306 879236, by no later than 3 p.m. on the Monday before the meeting, or Tuesday if there is a Bank Holiday. A copy of the officers' report will be made available.

People who have made requests to speak will normally be put in touch with each other and asked to agree a spokesperson. If agreement cannot be reached, the first person who put in a request will be accepted as spokesperson.

What Happens at the Meeting Itself?

The date of the Development Control Committee's meeting will be notified to those concerned. Meetings begin at 7 p.m. in the Council Chamber at Pippbrook, Dorking (see map). Speakers should arrive at reception at 6.45p.m., where staff will help you with seating and other arrangements. Facilities for displaying PowerPoint presentations are available if you wish. The diagram shows the layout of the Council Chamber.



The applications on which the public can speak are usually the first items on the agenda. The procedure is as follows:-

The Chairman, followed by an officer, will introduce the application.

- A representative of the objectors, followed by the Parish Council (or Residents' Association/ Amenity Society), and finally the applicant or agent, will each have a maximum of 3 minutes to speak to the Committee.
- Once the verbal representations have been made there will be no other opportunity to speak to the Committee or to ask or answer questions.
- The Committee will then consider the application and reach a decision. If the application is deferred, an opportunity to speak at a subsequent meeting may be available, subject to the agreement of the Chairman of the Development Control Committee

Some Suggestions on how to Address the Committee

- Keep your observations brief and relevant so they can be completed in 3 minutes. This 3 minute maximum will apply where there is also a listed building consent application relating to the same proposal
- Try to limit your views to relevant planning issues, for example:-
 - Layout and density of buildings
 - Overshadowing, overlooking and loss of privacy
 - Appearance and character of the development
 - Traffic generation, highway safety, parking
 - Noise, disturbance or other loss of amenities
 - Relevant planning policies
- Avoid referring to matters that are irrelevant to planning such as:-
 - Boundary disputes, covenants or other

property rights

- Personal remarks (e.g. the applicant's motives)
- Reductions in property values
- Loss of private view over the land
- Matters dealt with under other laws (e.g. licensing)

Speaking in Support

Normally, views in support of an application are represented by the applicant. However, there is an opportunity for a representative of supporters to speak in cases where there are at least 20 letters of support, or 50 signatures on a petition, and the Officers' report to Committee recommends that the planning application be refused. The representative of the supporters would speak at the meeting after the applicant. The other arrangements would be set out in this leaflet.

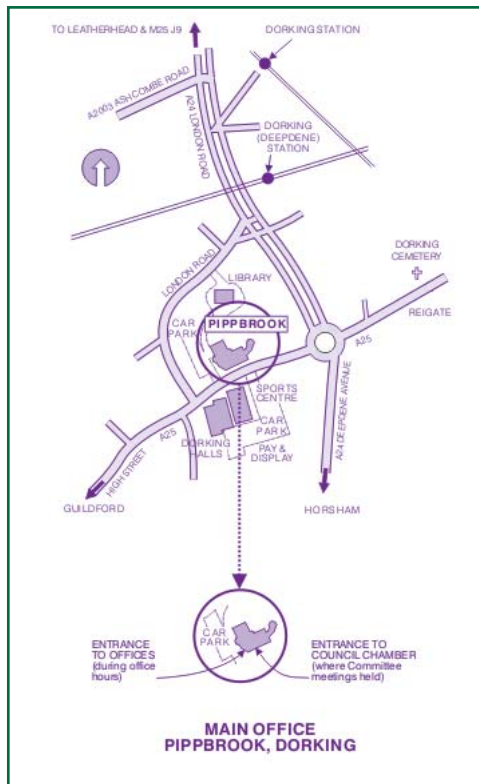
Other Points to Note

This system only applies to planning applications decided upon by the District Council. It does not apply to those decided by the County Council or matters not related to planning applications. When deciding on whether the required number of letters or signatures has been reached, only those received before completion of the Committee's agenda 2 weeks before the meeting, or within the period for comments specified in the Council's notification letter, will be counted.

Only letters or signatures from different households will be counted towards the qualifying number. Multiple standard letters, just signed by the householders, will be counted in the same way as signatures on a petition.

Under the Council's Officer Delegation Agreement, decisions to refuse all planning applications and the determination of all 'householder' applications (eg house extensions) are not normally made by the Committee.

How to Find Mole Valley District Council Offices



Mole Valley District Council
Pippbrook
Dorking
RH4 1SJ

Tel: 01306 885001
Fax: 01306 879180
Email: planning@molevalley.gov.uk
www.molevalley.gov.uk

November 2013