

## Planning Issues

Examples of relevant planning issues:

- 1 Planning policy, eg the local and structure plans, other local planning policy, Government guidance, case law, previous decisions of the Council.
- 1 Design, appearance and layout.
- 1 Impact on visual or residential amenity, including possible loss of light or over-shadowing, loss of privacy, noise disturbance, or smell or nuisance.
- 1 Impact on trees, listed buildings or a conservation area.
- 1 Highway safety and traffic.

Try to avoid:

- 1 Private property rights - boundary or access disputes, restrictive covenants, rights of way, ancient rights to light.
- 1 Effect on property values.
- 1 Loss of a private view.
- 1 Personality, or a developer's motives.
- 1 Matters covered by other legislation.

## Can I use photographs to illustrate my point?

Yes, but only if supplied prior to the day of the meeting. If you wish to submit a map or a photograph or drawing, it's best to send these to the officers in good time before the meeting.

## Will a decision be made at the meeting?

Most applications are decided at the first meeting. However, some could be:

- 1 deferred for a site inspection by Members
- 1 deferred for more information to be obtained or for negotiation to take place;
- 1 referred to the Council's Development Control Committee.

In the first two cases, the application will be considered by a later meeting of the Sub-Committee; in all three cases you will be entitled to speak again should you wish.



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Suffolk Coastal  
*District Council*

*Have your say on*  
**Planning**  
**Applications**

**Public speaking at the Council's  
Development Control meetings**

**This leaflet tells you how the scheme operates**

## Who can speak at the meeting?

The scheme allows for those supporting or objecting to applications to be represented at the meeting, but please read the rest of this leaflet which describes the procedure in detail.

## What items can I speak on?

You can only speak on applications for planning permission, and some similar applications, eg those for listed building consent. The Council does not permit the public to speak on enforcement matters or any items not on the schedule of applications. Members of the public may only speak at the Council's Development Control meetings.

## Will I be told when an application I may wish to speak on is to be considered?

No. The progress of the planning applications can be monitored on-line by visiting the Council's website [www.suffolkcoastal.gov.uk](http://www.suffolkcoastal.gov.uk). This will indicate if the application is going to be considered by the sub-committee and, if so, when.

The two area Development Control Sub-Committees meet on a four weekly cycle. Meetings usually start at 9am and are held in the Council Chamber at the District Council Offices, Melton Hill, Woodbridge. A schedule of forthcoming meetings is available on the Council's website. Please check dates and times.

About 15% of planning applications are determined by the Sub-Committees; the rest are determined by the Head of Planning Services. Major or controversial applications which will have a significant and widespread impact are normally reported to the Sub-Committees if there are representations contrary to the officers' recommendation.

## Do I need to attend the meeting to make my views known to the Committee?

No. If you send us your views in writing they will be reported to the relevant Sub-Committee before a decision is made. Comments we receive by letter are normally summarised rather than reported in full. We do not circulate letters received by Council Members - comments must be sent to the address at the end of this leaflet.

## How do I arrange to speak at the meeting?

You must be outside the Council Chamber from 8.30am onwards on the day of the meeting. An officer will ask which items you are interested in and whether you wish to speak. Anyone who arrives after 9am will lose the right to speak.

It is our usual practice to consider items which people wish to speak on early in the meeting to avoid people waiting a long time.

## What will happen when my item is considered?

The following order will usually apply:

- 1 The planning officer makes his or her report, adding to, updating and illustrating the written report already circulated to Committee Members.
- 1 The applicant (or a representative) can speak - for up to 3 minutes.
- 1 One objector only is allowed to speak - for up to 3 minutes. (*If several people wish to object you should agree, before the meeting, which person will speak for everyone*). If this does not happen (or you cannot agree) then we will not be able to let you speak.

- 1 A Town or Parish Council representative can speak - for up to 3 minutes.
- 1 Ward Member(s) are allowed to speak for up to 3 minutes.
- 1 The Councillors who make up the Sub-Committee debate the matter (and may request further information of the planning officer) before coming to a decision.

Please note:

- 1 The Chairman will tell you to stop speaking if you exceed the 3 minutes allowed.
- 1 Speakers will not be permitted to ask questions; Sub-Committee Members are permitted to question speakers via the Chairman but only to clarify matters of fact.
- 1 Those speaking will be asked to leave the public seats and occupy a seat especially set aside, before starting to speak. They will also be asked to say who they represent.
- 1 The consideration of an application will not be delayed because someone who wishes to speak is unable to attend the meeting.

## What can I say at the meeting?

You can say whatever you like provided it is a statement of fact or opinion, but your words are likely to have the greatest impact if you:

- 1 are brief and to the point
- 1 limit your views to the planning application
- 1 confine yourself to relevant planning issues

Any speaker who is personally abusive or uses inappropriate language will be told to stop by the Chairman and will lose the right to speak.