

## Procedure for Public Participation at Planning Meetings

At Planning Committees and meetings of the Local Plan Advisory Committee members of the public may make a statement, petition or ask questions relating to planning applications or other agenda items in the non-exempt section of an agenda at the meeting where those matters are to be considered, and where the Council is the Local Planning Authority

### At Planning Committees and meetings of the Local Plan Advisory Committee

- a) Where it has been decided by the Council that a planning application will be dealt with by the Planning Committee, the applicant (or agent) and anyone who has made representations will be notified of the time and date of the Committee meeting.
- b) An agenda listing the items to be discussed at meetings of the Planning Committee and the Local Plan Advisory Group will be posted on the District Council's web site and at the offices of the Town hall, Matlock, 5 clear days before the meeting. **The agenda will show the venue for the meeting.**
- c) Public Participation will be limited to one hour per meeting, with the discretion to extend exercised by the Committee Chairman (in consultation) in advance of the meeting. On line information points will make that clear in advance of registration to speak.
- d) Anyone wishing to make representations at these meetings must notify the Committee Section by –
  - Making an online application at [www.derbyshiredales.gov.uk/your-council/council-a-committee-meetings/attending-a-committee-meeting/speak-at-a-planning-meeting](http://www.derbyshiredales.gov.uk/your-council/council-a-committee-meetings/attending-a-committee-meeting/speak-at-a-planning-meeting)
  - emailing [committee@derbyshiredales.gov.uk](mailto:committee@derbyshiredales.gov.uk)
  - calling 01629 761133**before 12 noon on the working day prior to the relevant meeting.** At this time you will be asked to which item of business your representation relates, whether you are supporting or opposing the proposal and whether you are representing a town or parish council, a local resident or interested party.
- e) Those who indicate that they wish to make representations will be advised of the time that they need to arrive at the meeting venue so that the Committee Clerk can organise the representations and explain the procedure.
- f) Where more than 2 people are making similar representations, the Committee Administrator will seek to minimise duplication, for instance, by establishing if those present are willing to nominate a single spokesperson or otherwise co-operate in the presentation of their representations.
- g) Representations will only be allowed in respect of applications or items which are scheduled for debate at the relevant Committee meeting,
- h) Those making representations will be invited to do so in the following order, after the case officer has introduced any new information received following publication of the agenda and immediately before the relevant item of business is discussed. The following time limits will apply:

Town and Parish Councils	3 minutes
Objectors	3 minutes
Ward Members	5 minutes
Supporters	3 minutes
Agent or Applicant	5 minutes

**Paul Wilson, MCD, Dip TP, Dip Mgmt, MRTPI  
Chief Executive**

Town Hall, Bank Road, MATLOCK, Derbyshire DE4 3NN  
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- i) After the presentation it will be for the Chairman to decide whether any points need further elaboration or whether any questions which have been raised need to be dealt with by Officers
- j) The relevant Committee Chairman shall exercise discretion during the meeting to rule out immediately any comments by participants that are not directed to genuine planning considerations.

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