

Speaking at Planning Committee

We encourage the public to attend and take part in our meetings and have guidelines to help manage the meetings.

Who can speak at Planning Committee meetings?

You can only speak if the Planning Committee is deciding on the planning application. Usually decisions on applications are instead made by Planning Officers. If the application is a Committee decision, you can speak if:

- You have submitted a planning application (you/your agent can speak);
- You represent a civic or local representative group (such as a residents' association) that has made written representations to the Planning team about a planning application;
- You are a member of the public who has made written representations to the Planning team about a planning application.

For further advice or for information about the date of the meeting at which the application will be considered, please call 01293 438000.

What do I do if I want to speak at a Planning Committee meeting?

To speak at a Planning Committee meeting you need to:

- Ensure you have made a written representation to the Planning Department as outlined above.
- Email [democratic.services@crawley.gov.uk](mailto:democratic.services@ Crawley.gov.uk) by no later than 12 noon on the day of the meeting to register to speak. Please provide your full name, the first line of your address, and the application on which you will be speaking and in what capacity (i.e. supporting or objecting).
- If you wish to use any electronic visual aids to support your statement you must notify Democratic Services no later than 12 noon on the day of the Committee and include these visual aids with your request. Maps, plans, diagrams, photographs and video footage may be shown, but cannot be circulated as hard copies at the meeting. The identity and privacy of other individuals should be respected in all content. Any video footage must not exceed your allocated time.
- Ensure your statement refers to planning matters.

Information to be included in a speaker's statement:

To make the greatest impact with their statement speakers should:

- be brief and to the point
- speak only about the planning application under consideration
- speak only about relevant planning considerations.

Relevant planning considerations will vary depending on the nature of the site and the proposed development. The following list gives guidance on what types of matters can be considered when an application is determined:

- Local Plan policies
- National Planning Policy Framework and other government guidance
- Planning law
- The density of development proposed for a site
- Highway safety and traffic
- Noise and disturbance
- Residential amenity
- Design, character, appearance, visual impact and layout
- Impact on trees and impact on the character of an area including listed buildings and conservation areas
- Flooding and drainage.

The following issues would **not** be considered relevant:

- Matters covered by other legislation
- Private property rights e.g. boundary or access disputes, restrictive covenants on the land or rights of way
- The morals or motives of the developer
- Suspected future development
- Loss of views over other people's land
- Effect on the value of property
- Infringement of rights of light
- Personal matters.

How many speakers can address the Planning Committee?

There will be a limit to the number of speakers and the length of time allowed for speaking. These are set out in the table below. Local representative groups and objectors will be encouraged to select a joint representative to avoid duplication and ensure all relevant points are made.

	Order of Speaking	Time Limit
1	Planning Officer (To introduce the application and report on representations received).	N/A
2	Civic and local representative groups	5 minutes each Total time allowed: 5 minutes
3	Objectors	3 minutes for individuals 5 minutes if speaking on behalf of a group (provided there are not also 2 individual objectors who wish to speak) Total time allowed: 9 minutes
4	Applicant, agent and supporters	3 minutes for the applicant and agent 3 minutes for each supporter or 5 minutes if speaking on behalf of a group (provided there are not also 2 individual supporters who wish to speak) Total time allowed: 9 minutes
5	Ward councillors (Where their ward is directly affected by the application).	5 minutes
	Cabinet Members	3 minutes

The Committee will then discuss the application, involving Planning Officers as necessary. There will be no further right for others to speak.

Other things to note:

- The meetings start at 7:30pm. Please arrive at the Town Hall approximately 15 minutes before the start of the meeting.
- No new documentation should be circulated to Committee members at the meeting, and messages should never be passed to the Committee.
- Speakers will not have the right to ask questions of other speakers, applicants, employees of the Council or Committee members.
- Speakers should not make any derogatory or defamatory remarks about a person. Any such comments may leave them open to legal action.

The [Speaking at Planning Committee Procedure Rules](#) (within the Council's Constitution) contain further detailed guidance.

Livestreaming and recording of committee meetings

If you do not wish to speak at a Planning Committee meeting but would like to observe the proceedings, you can still attend the meeting and observe from the public gallery.

Alternatively all Committee meetings will be livestreamed, so will be available to watch live remotely. These can be viewed via the Crawley Borough Council Youtube page: www.youtube.com/crawleybc. Please note that anyone wishing to speak at the Committee must attend in person as there is no capacity for speakers to dial in remotely.

The recordings of the meetings will be uploaded to the Council's YouTube channel when the meeting has concluded and will be viewable at any time.