

Your comments should be relevant planning issues that you raised in your letter commenting on the application. Our leaflet 'Making comments' explains which issues we can and cannot take into account. It is not helpful to raise new issues at the committee.

You will not be able to interrupt or question other speakers or committee members. Please raise any queries with the case officer prior to the meeting, or with the steward.

If you wish to circulate a record of what you intend to say, or photographs or plans you will refer to, please email them to

[DevManCommitteeGrp@aylesburyvaledc.gov.uk](mailto:DevManCommitteeGrp@aylesburyvaledc.gov.uk) for the Development Management Committee Meeting or [StgcDevManCommitteeGrp@aylesburyvaledc.gov.uk](mailto:StgcDevManCommitteeGrp@aylesburyvaledc.gov.uk) for the Strategic Development Management Committee Meeting, no later than 1pm the day before the meeting. Only those that are registered to speak can submit additional material.

### **What happens next?**

Once a decision is made, we send our decision notice to the agent or applicant. Decision notices are published online a few working day after the meeting.

The applicant can appeal if they are unhappy about the decision. If an appeal is lodged, we notify everyone who submitted written comments about the application. There is no third party right of appeal.

**To obtain a copy of this leaflet on tape or in large print please telephone  
01296 585679**

January 2015



**Planning**  
AYLESBURY VALE DISTRICT COUNCIL  
The Gateway Gatehouse Road Aylesbury  
Bucks HP19 8FF  
Tel: 01296 585679  
Text relay: prefix phone number with 18001  
E-mail: [devcon@aylesburyvaledc.gov.uk](mailto:devcon@aylesburyvaledc.gov.uk)  
[www.aylesburyvaledc.gov.uk](http://www.aylesburyvaledc.gov.uk)

AYLESBURY VALE  
DISTRICT COUNCIL



**Planning  
Applications**

**Having  
your say  
at planning  
committee**

**Planning Division**

# Planning Applications

## Having your say

This leaflet explains how you can give your views on planning applications that our planning committees decide. Our leaflet 'Who decides' explains which applications planning officers can decide and which go to a committee of elected councillors.

Anyone can attend the committee meetings to hear applications discussed and, in certain circumstances, have their say. We are interested in your views about planning applications. By speaking up, you can become involved in the decision-making process and could make a difference to the outcome.

### About the committees

There are two committees - Development Management Committee and Strategic Development Management Committee. Planning officers and other council staff attend to present reports, answer councillors' queries and help the public. Local press representatives may also be present.

### Who can speak at committee?

During the week before each meeting, we write to applicants, their agents and people who wrote to us about an application, inviting them to speak. This gives a date and time by which you must confirm your wish to speak. Only those who are invited to speak and register their intention to do so with us will be permitted to speak. If you wish, you may nominate someone to speak for you.

Sometimes several people wish to speak either for or against an application. If there are too many people registered to speak we will contact you to advise you of this. You may wish to choose a spokesperson.

Councillors may speak but, if they do not sit on the Committee, they must ask the Chairman for permission 24 hours before.

A list of speakers is available the day before the meeting.

### How does it work?

Committee members get detailed reports for each application on the agenda. Agendas and reports are available on our website 5 working days before the meeting. The reports summarise written comments received that raise relevant planning issues. Any comments received subsequently are reported at the meeting.

There may be a lot of debate over some applications; others may be decided quickly so we can't say when we will reach individual applications. However we give the earliest time at which each section of the agenda will start.

If there are any applications raising significant planning issues, these are considered first.

### For each application...

Our staff present the main points of the report and any late items.

Councillors can then address the committee, followed by

1. town or parish councils
2. objectors
3. applicants, agents and supporters

These groups have total of 5 minutes each, regardless of the number of speakers. It may be that not all those registered to speak will be able to, if those presenting first (i.e. those who registered first) use up all of the 5 minutes. Special arrangements may apply for applications where there is an exceptionally high level of interest.

At any point committee members may ask speakers questions to clarify what has been said. The committee then discusses the application and staff answer any questions.

The committee decides most applications at the meeting and do not always follow the recommendation in the report. Some-times a decision is postponed, for example to allow a panel of councillors to visit the site or to get further information. Sometimes the committee will consider an application and pass it back to staff to decide.

### What should I do?

When you arrive at the meeting, please report to the steward, who will note your presence and help you with any queries. Speaking gives you the chance to say why you think the application should be approved or refused and to stress the issues you think are most important.