

## **REQUESTS TO SPEAK IN REGARD TO PLANNING APPLICATIONS**

The Council operates a system of delegated powers and the majority of planning applications are dealt with by officers in the Planning Service. If it is necessary to refer an application to the Council or a Committee of the Council for consideration then you may request that you be allowed to speak at that meeting.

The Scheme of Governance is a set of documents describing how the council makes decisions. The documents detail who has authority to make decisions and the rules to be followed at council meetings. To find out more view our [Scheme of Governance documents](http://www.aberdeenshire.gov.uk/council-and-democracy/about-us/scheme-of-governance/). (link to <http://www.aberdeenshire.gov.uk/council-and-democracy/about-us/scheme-of-governance/>)

[Standing Orders](http://www.aberdeenshire.gov.uk/council-and-democracy/about-us/scheme-of-governance/) (link to Standing Orders pdf document at <http://www.aberdeenshire.gov.uk/council-and-democracy/about-us/scheme-of-governance/>) is the document containing the rules which regulate the business and proceedings of Aberdeenshire Council and its appointed Committees and Sub-Committees.

### **Who is eligible?**

The applicant, their agent or anyone who has submitted a valid representation on the planning application can submit a request to address the Council or Committee meeting which is to be deciding the application; no more than two speakers will be heard per request.

### **How?**

Submit your request in writing to the local Area Manager as soon as possible with the deadline being either (i) noon on the Friday before the date of the Area Committee meeting concerned, or (ii) noon on the Monday before the date of the Council or Policy Committee meeting concerned. You must state clearly the subject on which you wish to be heard and the reason why, e.g. to support or oppose a particular planning application. Requests will only be considered on the first occasion that an application goes in front of Committee. In the event that there is a deferral of the application, it should be noted that further requests to speak will NOT be considered.

### **What will happen?**

Your application to speak will be considered at the meeting when the application is scheduled to be considered.

If it is agreed to hear from speakers you will be given an opportunity to address the Council or Committee at the meeting.

Councillors at the meeting can ask questions of those who address the meeting to clarify points raised.

Unfortunately it is not possible to confirm prior to the meeting whether or not the Council or Committee will agree to hear from you at the meeting.

The order at the meeting is as follows:

1. Planning Officer
2. Applicant/Agent
3. Those in support
4. Those objecting

### **Some Helpful Tips**

1. Check your facts and plan your case in writing before the meeting and stick to the key points.
2. You will be given a maximum of up to 5 minutes to speak (or at the discretion of the Chair). Please be brief. If you summarise your key points effectively in the first 2-3 minutes, rather than towards the end your case will probably come over more powerfully. At the end, avoid repeating what you've already said.
3. Follow the Chair's guidance and state your case to him/her.
4. After speaking you have no right to speak again unless the Chair invites you.
5. A reasoned factual case coolly delivered comes over better than an aggressive attack.

The Agenda and Papers for all Council and **Committee meetings** (link to <http://committees.aberdeenshire.gov.uk/>) are available for public inspection.

If you require any further advice and guidance on making a request to speak please contact the relevant local Area Manager's Office. Contact details are available on the Council's website or from the local Planning office.

**PLEASE NOTE THE ABOVE PROCEDURES DO NOT APPLY TO THE COUNCIL'S PLANNING LOCAL REVIEW BODY.**