

**Council Procedure Rules
Procedure Rule 28 (4) Revised Wording**

4) Deputations – Relating to Planning Applications

- a) Upon the referral of a planning or related application to the Council under Procedural Rule 110 following its consideration by the Planning & Licensing Committee, anyone who spoke under the Public Speaking Scheme at the Committee Meeting shall be entitled to speak at the Council meeting at which the referral is to be considered, provided a request to present the deputation is made to the Corporate Support Team by no later than 12noon on the second working day before the meeting at which the deputation is to be made (e.g. for a meeting on a Monday, by 12noon on the preceding Thursday). The person making the request shall indicate the matter to which the request relates, the number, names and addresses of the persons who will form the deputation and who will speak at the meeting. The Corporate Support Team will advise the Chief Executive of any deputation received.

The maximum time for presenting each deputation is 3 minutes. Any remarks shall relate to the subject matter and should not constitute a personal attack upon any person or contain any offensive language or aggressive gestures. A person speaking for a deputation shall be heard in silence.

- b) In all other cases where a planning application is to be considered by the Council and it has not previously been considered by the Planning and Licensing Committee, the RCC Public Speaking Scheme shall apply.

**Council Procedure Rules
Procedure Rule 28 (4) Current Wording**

4) Deputations – Relating to Planning Applications

- c) Upon the referral of a planning or related application to the Council under Procedural Rule 110 following its consideration by the Planning & Licensing Committee, anyone who spoke as the applicant or their agent shall be entitled to speak at the Council at the meeting at which the planning application is to be considered. , provided a request to present the deputation is made to the Corporate Support Team by no later than 12noon on the second working day before the meeting at which the deputation is to be made (e.g. for a meeting on a Monday, by 12noon on the preceding Thursday). The person making the request shall indicate the matter to which the request relates, the number, names and addresses of the persons who will form the deputation and who will speak at the meeting. The Corporate Support Team will advise the Chief Executive of any deputation received. The Chief Executive in consultation with the Chairman or Vice Chairman of the Committee has the authority to determine whether such requests are granted.

- d) In all other cases where a planning application is to be considered by the Council and it has not previously been considered by the Planning and

Licensing Committee, a request to present a deputation should be made to the Corporate Support Team by no later than 12noon on the second working day before the meeting at which the deputation is to be made.

- a) When a request for a deputation is received objecting to a planning application, the Corporate Support Team shall arrange for the applicant (or the applicant's agent) to be notified that the request has been received. The applicant or agent will then have the right of reply at the meeting to respond to any comments that arise from the deputation.
- b) In all cases, where two or more deputations are received objecting to the same planning application, the parties submitting the deputations should be strongly advised to present a joint submission at the meeting to avoid unnecessary repetition of facts or observations to the Council. A maximum of 2 deputations objecting to the same planning application will be allowed to be made at the meeting and any organisation or body that has been consulted on the planning application by statutory requirements and which has expressed a wish to make a deputation shall be allowed to present one of the maximum two deputations. Where there are more than two deputations objecting to the planning application, the number of deputations not being made at the meeting and the person or body submitting them shall be reported to the meeting by the Corporate Support Officer.
- c) Where deputations relate to a planning application that is to be considered at the same meeting, the deputations and the applicant or agent's right of reply shall be deferred from the general item of Petitions, Deputations, and Questions on the agenda and shall be considered at the same time as the planning application is considered.
- f) When a planning application, which is the subject of a deputation, is considered the Chairman will ask the planning officer to briefly introduce the item and provide plans and photographs of the site before the deputation is heard.
- g) The person submitting the deputation will then have a maximum of 3 minutes to present it. Where a large number of people have indicated a wish to speak on a particular matter, the Chairman will ask that representatives of groups of people be nominated to speak in the interests of the efficient conduct of the meeting. The Chairman shall use his discretion as to whether to allow more than one person to address the meeting in relation to deputations that have been submitted objecting to a planning matter.
- h) Any remarks shall relate to the subject matter and should not constitute a personal attack upon any person or contain any offensive language or aggressive gestures. A person speaking for a deputation shall be heard in silence. Two copies of the text of the deputation shall be handed to the Democratic Services Officer 15 minutes before the start of the

meeting, one copy of which shall be made available to the applicant or agent, if requested, or the deputation will not be received.

- i) The maximum time for the applicant's or agent's right of response is 3 minutes. Any remarks shall relate to the subject matter and should not constitute a personal attack upon any person or contain any offensive language or aggressive gestures. An applicant or agent responding to a deputation shall be heard in silence.
- j) The Members of the Council may ask questions of the members of the deputation and the applicant or his agent, where the right of reply has been exercised, for a further period of not more than four minutes. These questions shall be asked and answered without discussion.
- k) The Council will then debate the matter and make a decision.