

Planning Code of Practice

FOREWORD

This Code applies to all members when they are involved in the planning process.

Planning decisions affect the homes and livelihoods of residents, businesses and other stakeholders, as well as impacting on the environment itself. They can be important and controversial and those affected by a planning decision can and should expect high standards of probity from the Council and a fair and accountable decision-making process.

This Code provides guidance to assist Members and officers on how to ensure these standards are met. In doing so, it supplements the Members' Code of Conduct. The Code is divided into 2 parts:

- Guidance on conduct and decision-making issues in planning matters; and
- Guidance on Planning Committee procedure.

The Council adopted this Code on 18 October 2012. Advice on this Code is always available from the Council's Monitoring Officer and the officer responsible for development management and their representatives.

This Code will be subject to annual review by the Audit and Governance Committee and/or Planning Committee as appropriate.

Lucy Shomali
Acting Director, Regeneration and Growth

Daniel Fenwick
Director of Governance and Law

Conduct and Decision Making

1 THE CODE OF CONDUCT FOR MEMBERS

- 1.1 The Code of Conduct for Members in Part 9 of the Council's Constitution imposes standards of conduct upon all Councillors. A failure to follow the Code of Conduct can result in a sanction, including possible prosecution, fine of up to £5,000 and disqualification for up to five years. Members are strongly advised to familiarise themselves with the whole of the Code of Conduct.
- 1.2 The key provisions that arise in the planning field are:
- To act solely in the public interest and never improperly to confer an advantage or disadvantage on any person or improperly act to gain financial or other material benefits for themselves, their family, friends or close associates (paragraph 3.1);
 - Declaring and registering interests (paragraphs 4 and 5);
 - Making decisions free from bias and where the outcome is not pre-determined (Appendix 1);
 - Declaring gifts and hospitality.
- 1.3 Brief guidance on each of these provisions is set out below and examples are provided in the case studies. Further sources of information can be found in Section 8.

Declaring Interests

- 1.4 Members must declare any interests in a planning decision to ensure the Member's private interests do not interfere, and are not perceived as interfering, with their public duties.

Pecuniary Interests

What is a pecuniary interest?

- 1.5 A disclosable pecuniary interest is any interest prescribed as such by regulations issued by the Secretary of State (currently the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, the "Regulations"):
- and**
- a) it is either the interest of the Member;
- or**
- b) is the interest of their spouse or civil partner; a person with whom the Member lives with husband or wife; or a person with whom the Member lives with as if they were a civil partner
- and**
- c) the Member is aware that the other person in (b) has the interest .

Other Pecuniary Interests

- 1.6 The Council has power to agree that other pecuniary interests not prescribed in the Regulations must be registered by Members in accordance with this Code. Where

the Council agrees other pecuniary interests must be registered, the provisions of paragraph 1.7 regarding the declaration of interests and participation and voting in meetings apply.

Some interests which are likely to arise in planning include:

- A Member's home or other property that they or their spouse / partner own, lease or licence;
- A Member's job or employer's interests, or those of his/her spouse/partner.

When must pecuniary interests be declared?

1.7 Where a planning application affects one or more of the interests at 1.5, the affected member should:

- **Disclose** the interest at the start of the meeting when asked by the Chair or, at the latest, when the Member becomes aware that an item relates to the interest; **and**
- **Withdraw** from the meeting room for the relevant item, **and**
- Not participate or participate further in any discussion and / or vote on the matter at the meeting.

Non-pecuniary Interests

What is a non-pecuniary interest?

1.8 The Council has power to agree that non-pecuniary interests must be registered by Members in accordance with this Code. Details of non-pecuniary interests agreed by the Council are set out in the Code of Conduct.

Note to Members: don't forget that you must declare the interests of your spouse or civil partner, or person with whom you are living as if spouses or civil partners. However, if you are unaware of another person's interest or it is reasonable for you not to be aware of the interest, you will not be in breach of the Code by failing to declare it.

When must non-pecuniary interests be declared?

1.9 A member with a non-pecuniary interest must declare the interest at the start of the meeting or when it becomes apparent.

1.10 Where the Council determines that non-pecuniary interests must be registered, the provisions of paragraph 1.7 regarding the declaration of interests and participation and voting in meetings apply, otherwise the member may remain in the meeting and may participate in the matter and vote upon it.

1.11 However, the member should take into account the guidance note at Appendix 1 to the Code of Conduct on bias and pre-determination with regard to participation in meetings and seek advice from the Monitoring Officer or another lawyer where appropriate.

Abuse of Position

1.12 Paragraph 3.1(a) of the Code of Conduct prohibits Members from using their position to benefit or harm any person: When carrying out official duties, a Member **must** "*act solely in the public interest and never **improperly** confer an advantage or disadvantage on any person or **improperly** act to gain financial or material benefits for themselves, their family, friends or close associates.*"

- 1.13 Planning decisions often have a significant effect on residents and other stakeholders. Members must serve the whole community when making planning decisions; they must consciously not use their vote to advantage or disadvantage an individual or business. This includes using a vote to favour themselves, a relative, friend or constituent; or to be overly influenced by a lobbying group. It also includes doing something that adversely affects somebody or a group that a Member dislikes or opposes.

Examples:

- Advancing your own or a friend or relative's planning application.
- Requesting that planning committee consider an application that you, a relative or friend opposes.
- Using visiting speaking rights to advance or oppose your interests or those of a friend or relative.

Note to members: There is considerable crossover with the duty to declare interests and seeking to obtain an improper advantage – in each of the cases above the Member risks apparent bias, which could leave the decision open to challenge.

- 1.14 This rule only affects improper actions. It is perfectly proper for Members to consider legitimate constituency and lobbying interests, so long as the final decision in a meeting is based on an open consideration of all issues and proper planning reasons. There is more guidance on these issues below.

Declaring Gifts and Hospitality

- 1.15 Councillors should also be very cautious about accepting gifts and hospitality, particularly from developers. Members should bear in mind the public perception of the receipt of any gifts, although at times some limited hospitality is unavoidable.
- 1.16 Members are required to register the receipt of gifts and hospitality over the value of £25 and the identity of the donor, and to declare these details at the meeting where they relate to the business to be conducted. This relates only to gifts/hospitality received by Members in their capacity as councillors within the three years prior to the meeting. The interests must be registered with the Council's Monitoring Officer within 28 days.
- 1.17 Members will find a form on the Members' Portal on the Intranet site. Members may, of course, refuse gifts or donate them to charity. The latter would still require a declaration that the gift was received.

2 DECISION MAKING

- 2.1 Planning applications must be determined in accordance with the development plan unless material considerations indicate otherwise.
- 2.2 The Development Plan is the Core Strategy (March 2012), Development Management Policy (Oct 2013) and The London Plan (2011) (as amended), and in some locations the Lee Valley Park Development Framework. Where there is a Neighbourhood Plan in place, this is also part of the Development Plan.
- 2.3 Any issue relating to the use and development of land is capable of being a material consideration. Specific issues which are always material considerations are
- 2.3.1 The National Planning Policy Framework (March 2012)
- 2.3.2 Local Finance Considerations
- 2.4 When considering development proposals the Council will take a positive approach that reflects the presumption in favour of sustainable development contained in the

National Planning Policy Framework. It will always work proactively with applicants jointly to find solutions which mean that proposals can be approved wherever possible, and to secure development that improves the economic, social and environmental conditions in the area.

- 2.5 Planning applications that accord with the policies in this Development Plan (and, where relevant, with policies in neighbourhood plans) will be approved without delay, unless material considerations indicate otherwise.
- 2.6 Where there are no policies relevant to the application or relevant policies are out of date at the time of making the decision then the Council will grant permission unless material considerations indicate otherwise – taking into account whether:
 - 2.6.1 Any adverse impacts of granting permission would significantly and demonstrably outweigh the benefits, when assessed against the policies in the National Planning Policy Framework taken as a whole; or
 - 2.6.2 Specific policies in that Framework indicate that development should be restricted.
- 2.7 Reasons must be given for either the grant or a refusal of a planning permission. (Town and Country Planning (Development Management Procedure) (England) Order 2015 (SI 2015/595), art.35)
- 2.8 The reasons to be given, where permission is refused or conditions imposed must: (1) be stated clearly and precisely; (2) be full; (3) specify all policies and proposals in the development plan which are relevant to the decision; and (4) give details of any direction given, or opposing view expressed, by the Secretary of State or a Government Department.
- 2.9 If Members intend to make a decision contrary to the officer's recommendation, it is particularly important to ensure that Members are clear about the reasons for their decision before voting. Members are strongly advised to seek officers' advice in these cases.

Predetermination and Bias

- 2.10 Those applying for planning permission, or objecting to a development, can expect that Planning Committee members will be unbiased and will not pre-determine the application.
- 2.11 The declaration of interests under the Code of Conduct addresses pecuniary and other interests but not the state of mind and/or prejudices of Members. The courts, however, have repeatedly quashed planning decisions where Members are held to have pre-determined the decision, irrespective of the fact they did not stand to gain financially or otherwise from the decision.
- 2.12 Pre-determination is a form of bias. Put simply, it means that a Member has made up their mind on a planning application before hearing the evidence. It is common and perfectly lawful for a Member to have strong views on an application; this is known as predisposition. Predisposition is lawful. The key issue is that the member ensures that their predisposition does not prevent them from consideration of all the other factors that are relevant to a decision, such as committee reports, supporting documents and the views of objectors. In other words, the member retains an "open mind".
- 2.13 Section 25 of the Localism Act 2011 confirms this position by providing that a decision will not be unlawful because of an allegation of bias or pre-determination

“just because” a member has done anything that would indicate what view they may take in relation to a matter relevant to a decision. However, if a member has done something more than indicate a view on a decision, this may be unlawful bias or predetermination so it is important that advice is sought where this may be the case.

- 2.14 Members who also sit on other Council bodies, such as conservation or scrutiny groups/panels that have discussed and formed a view on a planning matter should also seek advice on whether they may have pre-determined the matter.
- 2.15 Members who consider they may have predetermined an application should seek advice from the Monitoring Officer or his representative before participating in the meeting. They should declare any predetermination in the meeting and not take part in the relevant item(s).
- 2.16 Members who are lobbied are at risk of pre-determining a planning application and are referred to section 3 of this guidance. If a court finds that a member of a committee pre-determined an issue, they can quash the Council’s decision. The Member is also at risk of a complaint under the Code of Conduct by allowing themselves to be placed under a financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- 2.17 Members must be minded of the above advice at all times which includes when attending presentations by Developers pursuant to paragraph 3.9 below. When attending such presentations it is vital that Members restrict themselves to factual questions and do not indicate a view on the scheme.

3 LOBBYING

- 3.1 Those who may be affected by a decision on a planning application – applicants, developers, objectors, other councillors and pressure groups - will often seek to influence its outcome through the lobbying of their elected ward councillors or Planning Committee members. Lobbying is a normal and legitimate part of the political process but, unless all the parties concerned exercise care and common sense, it can lead to Members’ impartiality and integrity being called into question.

How to Deal with Lobbying

- 3.2 Members must keep their minds open when considering a planning application. The intention of lobbying is to try to make a Member vote in a particular way on a decision. In dealing with lobbying, Members can listen to the views of their constituents and other stakeholders but must retain their independent judgement and serve the community as a whole when in Planning Committee.
- 3.3 This is not an easy task but the following guidance will assist:
 - Members should tell lobbyists politely that, as they sit on the Planning Committee, they cannot express any views on an application’s merits before the meeting or agree to vote in a particular way.
 - Members can listen to what lobbyists have to say but then should direct them to the relevant planning officers and provide advice on how to contact officers.
 - Written representations and petitions should be directed to, or forwarded to, the relevant planning officers.
 - Members should not enter into a debate on the merits of the application, as this may lead to comments being misinterpreted.

- Lobbied Members should seek advice if they consider it may affect their ability to determine an application fairly.
- Members should declare any lobbying at the relevant planning meeting.

These requirements also apply to Community forums, when the merits of specific developments are discussed. Planning Committee members should explain that they cannot participate in the discussion if they intend to sit on the Planning Committee when any subsequent application is to be determined.

Membership of Lobby Groups

- 3.4 Members involved in planning decisions should take care when joining and being active in lobby groups. When considering whether membership of a lobby group could create the perception of bias or pre-determination of the matter, Members should consider the following factors:
- The nature of the matter being discussed;
 - The nature of your involvement in the group;
 - The publicly expressed views of the lobbying group;
 - What the Member has said or done in relation to the particular issue.
- 3.5 Membership and involvement in a lobby group – particularly a leading role in a campaign – can give rise to the risk of predetermination. Members are encouraged to seek the advice of the Monitoring Officer before participating in planning decisions where membership of a lobby group is relevant.

The Party Whip & Lobbying by Councillors

- 3.6 Political party whipping can be seen as a form of lobbying and is inappropriate in Planning Committee meetings. Lobbying by councillors should be dealt with in the same way as other lobbying.

Pre-application Discussions

- 3.7 Pre-application discussions are a normal part of the planning process and can be of considerable benefit to both parties.
- 3.8 However, if Councillors are involved, such discussions can become, or be seen (especially by objectors) to become, part of a lobbying process. Pre-application discussions should normally be left to officers. If Planning Committee members are involved in pre-application discussions, the following principles should apply:
- Involvement must only be in meetings arranged by officers and an officer must be present at all times;
 - Officers will inform the developer in writing that the purpose of the meeting and the principles set out in this section and will confirm the outcome of the meeting in writing afterwards;
 - Members should avoid any contact, whether in person or not, with the applicants or the agents outside these meetings;
 - Members must not express an opinion on the application or involve themselves in any negotiations on the development that could suggest they have pre-determined the application;
 - Members must not attend meetings after an application is lodged, save as in 3.9;

- Members must declare their attendance at any such pre-application meeting at the subsequent consideration of the application.

3.9 As part of the wider engagement process, Pre-Application proposals (ie. development proposals that do not yet form part of a planning application) may be presented by Developers to Members of the Planning Committee at a scheduled meeting of the Planning Committee. These pre-application presentations will be for the more significant regeneration schemes namely for those with:

100 or more residential units and/or

1000 sq m of commercial floorspace

The decision to allow a presentation of any pre-application scheme to the Planning Committee will however be at the discretion of officers

3.10 The format for these presentations will be:

- A short written report prepared by Officers will be tabled as part of the main agenda, setting out the details of the scheme
- The Developer or representatives will deliver a presentation of no more than 10 minutes.
- Members of the Planning Committee will have approximately 15 minutes to question the Developer on any aspect of the scheme that needs factual clarification.
- The minutes of the Planning Committee will note that a presentation was given

Members and officers must not express an opinion on the merits of a proposal or involve themselves in any negotiations on the development and can ask factual questions only.

4 PLANNING APPLICATIONS BY THE COUNCIL, COUNCILLORS & OFFICERS

4.1 It is perfectly legitimate and inevitable that the Council will have to determine its own planning applications, and those of Members and officers. The Council needs to take additional care with such applications and the public perception of how such applications are handled is crucial to the Planning Committee's credibility as an impartial decision-making body. The following principles will be followed:

- Proposals for the Council's own development will be treated no differently to any other application;
- Such applications will only be approved under delegated powers (to officers) where there are no substantive objections, where there would be no significant impact on amenities and where they do not conflict with the provisions of the Local Plan;
- Members or officers who submit a planning application will take no part in its processing or determination;
- Councillors who act as agents for people pursuing a planning matter will play no part in the decision-making process;
- Member and officer applications covered by this section will be determined at Planning Committee;

- Cabinet members should take care when participating in decisions relating to their portfolio as they may be viewed as having pre-determined the application in their Cabinet role;
- Members who are friends or relatives of other councillors making planning applications are likely to have the potential for apparent bias and/or pre-determination and should seek advice before participating in the decision-making process;
- There is no bar on Members determining applications of councillors who are in the same political group so long as they are not friends, business associates and/or relatives, or have not pre-determined the application.

4.2 In this section, “officer” includes only those directly involved in the planning process as part of their normal duties and senior officers at Head of Service level or above.

5 SITE VISITS

5.1 Site visits are a useful means of putting an application into its physical and environmental context. There are two main circumstances where Members may undertake site visits:

- A formal visit of the Committee organised by officers;
- Informal visits before a Committee meeting by individual Members who cannot attend the formal visit.

5.2 The Members’ Code of Conduct applies to all site visits.

Formal Site Visits

5.3 Officers may recommend, or the Committee may request, a formal site visit. Any recommendations for site visits put forward by officers will be sent to the Chair for agreement. The Chair may also put forward recommendations for site visits. Site visits to larger, complex or controversial sites will be arranged for Members shortly before the Committee meeting. At these site visits, officers will accompany Members to selected sites, explain the nature of the development proposed and point out any features that Members should consider when determining the application.

5.4 The purpose of the site visit is to enable councillors to inspect the site and to better understand the impact of the development. The following procedure should be followed:

- Visits will not be publicised save to obtain permission to enter private land;
- The applicants, objectors or any other parties interested in the application will not be allowed to accompany Members and officers, except where attendance is necessary to allow entry, or for health and safety or other necessary purposes;
- No representations should be heard and no decision should be made;
- Photographs and videos may be taken only with consent of the householder / owner.

Informal Site Visits

5.5 If a Member cannot attend the formal site visit and wishes to view the site, s/he may undertake an informal site visit. The Member should follow the principles below:

- Visits should be discreet and unaccompanied;

- If approached, Members should explain who they are but politely refuse to engage in any discussion of the application;
- Members should not go onto the application site itself if private land, to avoid risks of lobbying or trespass;
- Visits should be declared at the meeting;
- Photographs and videos may be taken only with consent of the householder / owner.

5.6 Attendance is not compulsory, but Members who did not attend a formal or informal site visit should consider whether they have sufficient knowledge of the proposals to take part in the subsequent debate and vote.

Member development

5.7 The planning system is complex and subject to frequent change. It is recommended as a matter of good practice that Members deciding planning applications and Members acting as substitutes on Planning Committee have an accurate and up-to-date understanding of planning law and procedure. To facilitate this, the officer responsible for development management arranges an on-going Members' planning training programme, which covers issues such as:

- Determining planning applications
- New Planning law and policy;
- Probity and committee Procedure;
- Section 106 and other legal agreements, and Community Infrastructure Levy; and
- Planning enforcement.

Members are expected to attend as many sessions as possible and especially those covering the key issues or held after a major change in planning policy or law.

5.8 The Group Whips should maintain a list of Members who have received training and only put forward substitutes from this list. In addition, officers are always willing to provide informal advice and assistance to Members on planning and legal matters.

Guidance on Committee Procedure

1 INTRODUCTION

- 1.1 This guidance supplements the Council Procedure Rules that apply to Planning Committee (with the exceptions in Rule 25), providing advice on specific issues that arise before and in Planning Committee.

2 REPORTS

- 2.1 Where a Developer pre-application presentation occurs in accordance with paragraph 3.9 of the Guidance on Conduct and Decision-Making Issues in Planning Matters officers will prepare a Pre-application report presenting the basic background to the scheme ahead of the developer presentation.
- 2.2 Reports on planning applications form the key evidence base for Committee decisions and must therefore be accurate, comprehensive and fair. Reports must include
- all relevant development plan policies and material considerations;
 - a clear recommendation with a supporting technical appraisal;
 - A summary of the reasons in support of the recommendation; and
 - Details of the conditions and obligations required to be imposed.
- 2.3 There is a risk that when significant material is submitted at a late stage, insufficient time is allowed for the Committee to read or digest it, and the public are not sufficiently informed.
- 2.4 Update reports should be submitted only in exceptional circumstances and may include only information that was not available to officers before the publication deadline for the main report and which the Committee requires to make a fair decision, information requested by Members during the Committee site visit, or additional conditions or informatives.
- 2.5 At the Committee meeting, the Committee Chair must accept that there are “special circumstances” that allow for the admission of an update report for a particular agenda item as a matter of urgency, otherwise a decision on the item should be deferred to the next meeting in order that the additional information be made available to the press and public for inspection at least five clear working days before the meeting. These reasons must be recorded in the minutes.

3 APPLICATIONS OF COMMUNITY INTEREST

- 3.1 Upon receipt of an application, the officer responsible for development management must consider whether it is of such community interest that changes need to be made to the usual meeting arrangements. If so, s/he must arrange a pre-meeting with planning officers, Legal and Democratic Services, Facilities Management and the Chair to consider:
- The meeting venue;
 - Modifications to the usual rules on public speaking;
 - The provision of additional staff to support visitors, members and officers;

- Audio or video recording of proceedings;
- Risk assessment.

3.2 Any variations agreed to the Committee Procedure must be included in the Agenda front sheet and reasonable steps must be taken by the report writer to inform the public and members.

4 CHAIR'S BRIEFING

4.1 The Chair may hold a briefing session with planning officers to review the agenda and go through the procedures for the meeting, to ensure effective management of the meeting.

5 ORDER OF BUSINESS

5.1 Meetings will have the following order of business:

- Apologies for absence;
- Declarations of interests under the Code of Conduct – (those with prejudicial interests will leave the room at the start of the appropriate item);
- Minutes of the previous meeting;
- Chair's consideration of whether to accept update reports (see 2.2-2.4) and any other additional material submitted;
- Pre-application presentations
- Items where prior notice of public speakers has been given (see Part 8);
- All other items in the order on which they are on the agenda.

5.2 For Pre-application presentations there will be no oral officer report and the Chair will just invite the Developer to give their presentation. At the end of the 15 minute presentation the Chair will invite members of the Planning Committee to ask any questions regarding the facts of the scheme.

5.3 The following order will be used for each agenda item. Individual items may not need to follow all these stages, e.g. if there are no public speakers:

- Declarations of interests not declared previously, lobbying, informal site visits and attendance at pre-application meetings;
- Members with pecuniary interests withdraw from the room for the item.
- Introduction by planning officer;
- Public speakers' representations (see 8);
- Applicant's or their agent's representations (see 8);
- Visiting Members' comments (see 8.4). Visiting Members must consider if they have an interest to declare under the Code of Conduct before participating;
- Members' questions and debate;
- Voting.

6 DECISION MAKING PROCEDURE

6.1 To ensure probity and transparency, the following guidance should be followed when considering an application:

- There must be no informal communication between Committee members and any other person (including other Members). This includes during any adjournments. Any questions or comments should be made openly and through the Chair;
- Members must be present for the whole of an item in order to be able to vote on that item. If a Member arrives late, s/he must not vote on any item already in progress at the time of his/her arrival. If a Member requires a comfort break, the Chair should grant a short adjournment;
- Where an application is part heard, i.e., it is determined over more than one Committee hearing, the only Members who may vote on the application are those Members who are present at all meetings when the application is considered. This will affect both Planning Committee and substitute Members only present at one of the meetings;
- Reasons must be given for any decision reached – this is a legal requirement and should be clear before any vote.

7 VOTING

7.1 The Committee's voting procedure must be clear, transparent and easy to follow. It is important that the public, the applicants and all other persons present understand what the Committee is voting upon. This can be difficult where the Committee has to vote more than once on an application to deal, for example, with motions to include planning conditions and obligations.

7.2 All applications will usually be voted upon as follows:

- No motions will be proposed during the debate of the matter, without the Chair's permission, to ensure a full debate of all applications;
- The Chair will determine when the debate is finished, clarify any changes made to the officer recommendation and the details of what is being moved, including any additional planning conditions, informatives or obligations proposed;
- If Members wish the item to be deferred for any reason (e.g. further negotiations or a site visit), this should be considered first and before any other formal decision making takes place;
- The Chair will invite any Committee member to move the adoption of the officer's recommendation either to grant or refuse planning permission (as set out in the report). At this point, any changes to the officer's recommendation must be moved by Members and determined by the Committee;
- Any such motion proposed will be voted upon;
- If a motion to grant planning permission is not carried, or no Member proposes the officer's recommendation, the Chair will invite Members to move any other motion, which will then be voted upon. Reasons must be given for either the grant or a refusal of a planning permission. (Town and Country Planning (Development Management and Procedure) (England) Order 2010 (SI 2010/2184), art.31;
- The reasons to be given, where permission is refused or conditions imposed must: (1) be stated clearly and precisely; (2) be full; (3) specify all policies and proposals in the development plan which are relevant to the decision; and (4) give details of any direction given, or opposing view expressed, by the Secretary of State or a Government Department.

8 PUBLIC SPEAKING RIGHTS

- 8.1 Although members of the public have no legal right to speak at Planning Committee meetings, the Council recognises the value of representations made at the meeting and has adopted a protocol which governs public participation. No other speaking rights apply.

Interested Residents & Objectors

- 8.2 Up to 3 speakers may make oral representations, with 3 minutes allowed per speaker. The following procedure will apply:
- Planning officers will give at least 5 clear working days' notice in writing of the date of the Committee meeting;
 - Speakers must register their wish to speak with the Development Control section by noon on the day of Committee and provide any additional documentary evidence by this time (the details of how to do this will be in the notification letter);
 - Only one speaker per household or organisation will be allowed;
 - The three speaking slots will be filled on a first come, first serve basis (large groups may be required to nominate a lead speaker or need to be represented by a visiting Member to ensure a fair balance of speakers – see 8.4 below);
 - If no advance notice is given, there is no right to address the Committee;
 - The Chair has discretion to allow additional documentary evidence to be submitted by interested residents and objectors where he considers there are special circumstances to do so. Such evidence must be provided to the Development Control section, as set out above, or the Committee Manager before the start of the meeting;
 - The Chair has discretion to extend public speaking time on any item where s/he considers that there are special circumstances to do so;
 - Public speakers have no right of reply, save to answer questions from the Committee.

The Applicant or Agent

- 8.3 The applicant or agent (as stated on the application form) will have three minutes to speak and the rules at 6.2 will apply although no advance notice is required.

Visiting Members

- 8.4 Visiting members will be allowed to speak for three minutes only. They have no right of reply or to ask questions.

Part Heard Applications & Speaking Rights

- 8.5 In exceptional circumstances where an application is part-heard (i.e. determined over more than one Committee hearing), the Chair may consider whether to allow any or all parties additional speaking rights in the following circumstances:
- A party has requested a further right to speak and the Chair is satisfied:
 - There is a significant gap or delay between the first and second Committee hearings; and/or
 - There has been material amendment in the nature of the application (but not requiring a fresh planning application).
- 8.6 The Chair will seek advice from officers before exercising his discretion to allow further speaking rights under this section.

9 VARIATION

- 9.1 The Chair may, in exceptional circumstances, vary the procedure set out above where it is appropriate to do so to ensure a fair hearing and following the receipt of advice from officers.

Interpreting and Translation Assistance

The Council has prepared this document to assist users of its Development Control Service. If you have any difficulty reading or understanding it because English is not your first language, we will try to help you. Please tick the box, which shows which language you speak, write your name, address and telephone number and return this form, together with the document, to the address given below.

<p>Kansilli e ka pregaditur këtë dokument për tju ndihmuar përdorësve të Shërbimeve të Kontrollit të Zhvillimit. Po patët vështirësi për ta lexuar apo kuptuar sepse Anglishtja nuk është gjuha juaj e parë, ne do të mundohemi t'ju ndihmojmë. Ju lusim shenoni katorrin që tregon se cilën gjuhë e folni, shkruani emrin, adresën dhe numrin e telefonit dhe ktheni këtë formë, së bashku me dokumentin, në adresën e dhënë më poshtë.</p> <p style="text-align: right;">Albanian <input type="checkbox"/></p>	<p>A Junta de Freguesia preparou este documento para assistir os utentes do seu Serviço de Controlo de Desenvolvimento. Se tiver dificuldades em ler ou compreender este documento devido ao inglês não ser o seu idioma principal, nós tentaremos ajudá-lo(a). Assinale o quadrado junto ao idioma que fala, escreva o seu nome, morada e número de telefone e devolva esta folha, juntamente com o documento, para a morada em baixo.</p> <p style="text-align: right;">Portuguese <input type="checkbox"/></p>
<p>لقد أعد المجلس هذه الوثيقة لمساعدة مستخدمى خدمة سيطرة التنمية. وإذا واجهت صعوبة في قراءتها أو فهمها لأن الإنجليزية ليست لغتك الأولى فسنحاول أن نساعدك. الرجاء وضع علامة بالصندوق الذي يبين لغتك وأكمل اسمك وعنوانك ورقم الهاتف وأرسل كامل النموذج مع هذه الوثيقة للعنوان أدناه.</p> <p style="text-align: right;">Arabic <input type="checkbox"/></p>	<p>Dagmada ayaa diyaarisay dukumantigaan si ay ugu caawiso dadka ubbaahan Adeegga Koontaroolka Qorshaynta Dhismaha Magaalada. Haddii aad wax dhib ah kala kulanto in aad fahamto qoraalkaan waayo Ingiriisku maahan luuqaddaada koowaad, waxaan isku dayaynaa in an ku fahamno. Fadlan calaamadi sanduuqa muujinaya luuqadda aad ku hadasho, qor magacaaga, ciwaankaaga, taleefoonkaaga, dabadeedna ku soo celi foomka, oo uu lasocdo qoraalkan, ciwaanka hoos ku qoran.</p> <p style="text-align: right;">Somali <input type="checkbox"/></p>
<p>কাউন্সিল এ ডকুমেন্টটি তৈরী করেছে এর ডেভেলপমেন্ট কন্ট্রোল সার্ভিসের ব্যবহারকারীদেরকে সহায়তা করার জন্য। ইংরেজী আপনার প্রধান ভাষা না হওয়ায় এটি পড়তে অথবা বুঝতে যদি আপনার কোন অসুবিধা হয়, তাহলে আমরা আপনাকে সাহায্য করতে চেষ্টা করবো। দয়াকরে আপনি যে ভাষায় কথা বলেন সেই বাস্তব টিক চিহ্ন দিন, আপনার নাম, ঠিকানা ও টেলিফোন নাম্বার লিখুন এবং এ ফর্মটি ডকুমেন্টটির সাথে নীচের ঠিকানায় ফেরৎ পাঠান।</p> <p style="text-align: right;">Bengali <input type="checkbox"/></p>	<p>El Ayuntamiento ha redactado este documento para ayudar a los usuarios del "Development Control Service [Servicio de Control del Desarrollo]. Si le resulta difícil leer o entenderlo porque el inglés no es su idioma materno, intentaremos ayudarle. Marque la casilla que indica el idioma que habla, rellene el formulario con su nombre, dirección y número de teléfono y devuélvalo, junto con el documento, a la dirección abajo reseñada.</p> <p style="text-align: right;">Spanish <input type="checkbox"/></p>
<p>区议会政府准备了这份文件来介绍我们的发展控制服务。如果因为英文不是您的母语，您不能读懂这篇文章，我们可以帮您忙。请选择中文，填写您的姓名及地址以及电话号码，并将此文件寄回以下给出的地址。</p> <p style="text-align: right;">Chinese <input type="checkbox"/></p>	<p>Belediyemiz bu belgeyi İyमार Kontrol Hizmetlerinden yararlananan kimselere yardımçı olmak amacıyla hazırlamış,tır. Asıl diliniz İyngilizce olmadıygç ý için bunu okumakta veya anlamakta güçlük çekiyorsanız, size yardımçı olmak isteriz. Lütfen hangi dili konus,tugç unuzu belirten kutuyu is,aretleyip adýnýzý-soyadýnýzý, adresinizi ve telefon numaranýzý yazdýktan sonra, bu formu belgeyle birlikte as,agç ýdaki adrese gönderin.</p> <p style="text-align: right;">Turkish <input type="checkbox"/></p>
<p>La Municipalité a publié ce document afin d'aider les utilisateurs de son service de contrôle de développement. Si vous avez des difficultés à le lire ou à le comprendre parce que l'anglais n'est pas votre langue maternelle, nous nous efforcerons de vous aider. Veuillez cocher la case correspondant à la langue que vous parlez, indiquer votre nom, votre adresse et votre numéro de téléphone et renvoyer ce formulaire ainsi que le document à l'adresse figurant ci-après.</p> <p style="text-align: right;">French <input type="checkbox"/></p>	<p>کونسل نے یہ دستاویز اپنی ڈویلپمنٹ کنٹرول سروس استعمال کرنے والوں کی مدد کے لئے تیار کیا ہے۔ اگر آپ کو اسے پڑھنے یا سمجھنے میں کوئی مشکل درپیش ہے کیونکہ انگریزی آپ کی پہلی زبان نہیں ہے تو ہم آپ کی مدد کرنے کی کوشش کریں گے۔ براؤ کرم اس خانے پر نشان لگائیے جو آپ کی زبان کی نشاندہی کرتا ہے اور اپنا نام پتہ اور ٹیلیفون نمبر لکھیں اور اس فارم اور دستاویز کو نیچے دئے گئے ایڈریس پر واپس بھیج دیجئے۔</p> <p style="text-align: right;">Urdu <input type="checkbox"/></p>
<p>Name _____ Address _____ _____ _____ Telephone number _____</p>	<p>Return to: Development Control Group London Borough of Waltham Forest Chingford Municipal Offices The Ridgeway London E4 6PS</p>

Translated by the London Borough of Waltham Forest Interpreting and Translation Service T34902