



## **BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

### **PUBLIC PARTICIPATION AT THE PLANNING COMMITTEE**

#### **Protocol**

This protocol relates only to Decision on Applications on the Planning Committee agenda.

The operation of this protocol shall be entirely at the discretion of the Chair.

- 1 All persons who have commented in writing on an application and who wish to address the Committee must notify the Council's Borough Planning Admin Team by way of written email to [borough.planning@west-norfolk.gov.uk](mailto:borough.planning@west-norfolk.gov.uk) or telephone call (01553) 616818 or 616234 of their intention to do so before 5.00pm two clear working days before the meeting (usually Wednesday) before the Committee meeting. In exceptional circumstances, requests to speak received after the deadline, the individual may be referred to the Chair who will decide whether the individual is allowed to speak.
- 2 From the notifications received, the Borough Planning Admin Team will decide on the list of public speakers on a first come first serve basis subject to consultation with the Chair. The speakers on the list will be notified that they are on the list via email, and we will seek confirmation of whether you will be attending in person or online. We may ask for your telephone number in case we need to contact you on the day of the Committee meeting. The speakers schedule will be published on the Borough Council's website.
- 3 The opportunity to address the Committee shall be restricted to those who have commented in writing in accordance with paragraph (1) (or their representative) in the following way:
  - One representative from those objecting to any particular proposal
  - One representative from the relevant Town/Parish Council(s)
  - One representative (including the applicant or agent) from those supporting any particular proposal
  - Where appropriate, the relevant County Councillor or County Officer
  - Ward Member(s) for the relevant application/item

- Non-Ward Member(s) (subject to two clear working days' notice before the Committee meeting of any intention to speak on an application/item along with a brief summary of what they intent to say and will be at the discretion of the Chair)
  - The relevant Member of Parliament
- 4 For Major Developments, the following be allowed:
- Two representatives from those objecting to any particular proposal
  - One representative from the relevant Town/Parish Council(s)
  - Two representatives (including the applicant or agent) from those supporting any particular proposal
  - Where appropriate, the relevant County Councillor or County Officer
  - Ward Member(s) for the relevant application/item
  - Non-Ward Member(s) (subject to two clear working days notice before the Committee meeting of any intention to speak on an application/item along with a brief summary of what they intent to say and will be at the discretion of the Chair)
  - The relevant Member of Parliament
- 5 The selected representatives will be given the opportunity to address the Committee immediately prior to the Committee considering the relevant item. Applications will generally be considered in the order in which they appear on the agenda unless the Chair exercises the right to change the order.
- 6 Speakers listed at paragraph (3) will be limited to a maximum period of three minutes apart from the Ward Member(s) or any Non-Ward Member(s) who shall have five minutes to address the Committee.
- 7 Speakers listed at paragraph (4) will be limited to a maximum period of five minutes to address the Committee.
- 8 In exceptional circumstances, the relevant Member of Parliament for the area may wish to speak on the item. They will be limited to a maximum period of five minutes to address the Committee.
- 9 The order of speakers shall be:
- Objector
  - Town/Parish Council(s)
  - Supporter
  - Where relevant, the County Councillor or County Officer
  - Ward Member(s)
  - Non-Ward Members (at the discretion of the Chair)
  - Relevant Member of Parliament
- 10 Issues which may be raised by speakers, shall be limited to those that have already been raised in their previous correspondence. If speakers

wish to refer to plans and photographs, they must be submitted to the Council's Borough Planning Admin Team via email to [borough.planning@west-norfolk.gov.uk](mailto:borough.planning@west-norfolk.gov.uk) and received before 5.00pm on the Wednesday (two clear working days) prior to the meeting.

- 11 No person addressing the Committee shall:
  - Enter into any debate on the item under consideration
  - Ask questions of the Members or Officers of the Committee or other representatives present
  - Use any visual aid or other equipment to support their submission other than what they have already submitted
- 12 Members may, at the Chair's discretion, put questions to any speaker which do not significantly extend the time allowed.
- 13 In the case of deferred items to a future Planning Committee, for the avoidance of doubt, this would be treated as a new item and those wishing to speak will need to follow the process again, i.e. re-register to speak.
- 14 In the case of those applications that are adjourned for a site visit (usually on the Thursday) followed by the reconvened meeting, there is no further opportunity for public speaking.
- 15 In accordance with the process at paragraph (3), this protocol applies to Agenda items seeking confirmation of Tree Preservation Orders.