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Taking part in Planning Committees

When planning applications are heard by the Development Control Committee or a [Planning Sub-Committee](#), there is an opportunity for applicants, members of the public and other interested parties to put forward views for or against the application. The information that they provide is considered to be very useful in helping the Committee or Sub-Committee to reach a sound planning decision.

Who can speak

You can request to attend the meeting and address the Committee or Sub-Committee in person. Three minutes is allocated for each of the following groups to address the meeting:

- Those **who have submitted an objection** to the application
- The relevant parish or town council
- Those **who have submitted a supporting comment to** the application, **or i** the applicant/**a representative, e.g. an agent.**
- The ward member(s)

How long you can speak for

The time limit **is three minutes and** will be strictly applied. This means that the total time allocated for all representations on any application is twelve minutes. We ask that you forward a copy of your submission to us prior to the meeting, just in case there are any difficulties on the day and you are unable to attend the meeting.

Registering to speak

Please contact us by 12 noon the Friday before the meeting to request to take part by emailing democratic.services@westoxon.gov.uk.

Alternatively you can call Customer Services on 01993 861000 (please note that you will still need to email your submission to democratic.services@westoxon.gov.uk).

At the meeting

Please arrive 15 minutes before the meeting and make yourself known to a member of the Democratic Services team.

Planning applications for which a speaker or speakers have been registered will, whenever possible, be heard first. This may involve some re-ordering of the applications compared to how they appear on the meeting agenda.

Handouts, visual aids or presentations

Public contributions must be spoken, and so on the day cannot include any additional materials such as, but not limited to:

- Handouts such as Powerpoint presentations
- Letters
- Audio files or videos
- Photographs or illustrations
- Site plans, surveys, written representations or graphs

What you can comment on

Submissions will be allowed on any application on the schedule of planning applications to be considered by the Development Control Committee or Planning Sub-Committees. For example, applications for planning permission, listed building consent, conservation area consent, advertisement consent and applications to fell trees subject to Tree Preservation Orders. Public speaking will also be allowed where confirmation of a previous decision is being sought. Submissions will not be allowed on other items within the agenda, such as potential enforcement action cases where there is no associated retrospective planning application, decisions taken under delegated authority, appeal decisions, or Lawful Development Certificates which are legal determinations based on the facts.

Planning meetings are held in public and no submissions of a personal, slanderous, defamatory, or otherwise offensive or abusive nature should be made.

A maximum of three minutes per submission will be allowed. The time must be strictly adhered to. The Chair may, in exceptional circumstances, use their discretion to extend the time allocated for representations.

Conflict of interests

Submissions must be seen to be truly independent and not have a direct interest in the application or be related to, or a business associate of the applicant. Town and Parish Councillors are reminded of their responsibilities under the agreed Code of Conduct. The Council will not be aware of any interests or conflicts which town or parish councillors have, so the responsibility for complying with this rests with the town or parish councillor concerned.