



Speaking at Meetings of the Development Control Committee

Swanley Town Council's Development Control Committee welcomes members of the public who wish to speak on a particular planning application. **Swanley Town Council is only a consultee** and will submit views to Sevenoaks District Council who will determine the application; **the Town Council does not have the power to grant or refuse planning applications.**

Members of the Committee consider all applications very carefully, mindful of planning law and guidance such as the Sevenoaks District Local Plan, to reach what they consider to be the right response. The Town Council will normally submit one of three responses (a) object to an application (supported by sound planning reasons); (b) have no comment to make on an application or (c) fully support an application.

How to Register your intention to speak

To be able to speak at a Meeting of the Development Control Committee you must register your intention by noon of the day preceding the meeting by telephoning **01322 665855**. Ask for either the Chief Executive or Democratic Services Officer. You will be asked for your name, address and telephone number and which application you wish to speak about.

A maximum of two speakers will be allowed to address the Committee on any one item (one for and one against). If more than one person registers an intention to speak, the first person to register will be the one to speak. The exception to this rule is that the applicant or applicant's agent will be given precedence in speaking in support of an application.

At the Meeting (only those who have registered to speak at a Meeting will be allowed to do so)

If you are to speak at a Development Control Committee meeting you will need to arrive at the Civic Centre by no later than 7:15pm; on arrival please make Officers aware who you are. Meetings are fairly formal and the following protocol has been adopted for those wishing to speak.

Applications will be dealt with in Agenda order, unless the Chairman of the Committee suggests otherwise and the Committee agrees.

When an item on which a Member of the Public wishes to speak is reached he/she will be invited to address the Committee. Please note visual aids/overhead projector slides will not be allowed.

Members of the public eligible to speak will be allowed **two minutes** to put their case. This will be strictly enforced and you may be cut off in mid-sentence. (You are advised to rehearse and time your comments prior to the Meeting).

A further **five minutes** will be allowed to enable Members of the Committee to ask questions or request clarification of points raised. All questions will be addressed through the Chairman.

Once the five minutes are finished you may return to your seat (or leave if you wish). From this point you will not be able to take any further part in the discussion on the application.