

METROPOLITAN BOROUGH OF CALDERDALE
PLANNING COMMITTEE

INFORMATION NOTE 1

This leaflet is published to help you understand how the Planning Committee operates when considering Planning and other related applications.

At each meeting of the Planning Committee Members consider a written report by officers concerning the following:

Applications for Planning Permission, Listed Building Consent, Conservation Area Consent, Local Authority applications, Crown Applications, Consents for works to protected trees and certain categories of Notifications.

The officer's written report contains a summary (the yellow pages) of all applications to be considered by the Planning Committee together with an indication of the time each is likely to be heard. This is followed by individual reports on each application, with recommendations on whether to permit (with conditions) or refuse (with reasons). Copies of the written report which includes details of the officer's recommended decision are available for public inspection at Northgate House, Halifax (Planning Services Reception) between 9.00am to 5.00pm Monday to Friday, from 7 days before the relevant Planning Committee meeting date.

However, the necessity of officer site visits prior to Committee may mean that files are not available on request. Please ensure availability by telephoning 01422 392252. Every effort will be made to obtain files within 24 hours.

To supplement the written report an introduction to each application is given at the meeting by the relevant officer(s) and Councillors have the opportunity to ask questions of the officer(s).

The Council's procedures allow for an opportunity where both applicants and objectors can address the Planning Committee. The way in which this operates is set out in Information Note 2 on the reverse of this leaflet.

Where a Legal Agreement is required by the Planning Committee, the resolution will be "mindful to refuse unless a Legal Agreement is completed", combined with a delegation to the Head of Planning. (This procedure is modified where a departure from the Development Plan is involved.)

Within a few days after the Committee applicants and objectors receive written confirmation of the Committee's decision.

PLANNING COMMITTEE **INFORMATION NOTE 2**

This leaflet is published to explain the Council's public participation policy for applicants and objectors at meetings and the procedure the Committee follows for each application.

THE PROCEDURE

1. Soon after entering the Committee Room the Committee Administrator will speak to you to ascertain if you are attending in order to participate in an application so that your attendance can be drawn to the Planning Committee's attention.
2. The Committee Chairman will introduce each application.
3. The Planning Officer will outline the application covering the key issues.
4. Members of the Committee may question the Planning Officer (questions only, not comments or general discussion).
5. The Ward/Parish/Town Councillor may then be allowed to address the meeting in relation to the planning application being considered.

The speaker will be allowed no more than 5 minutes in which to state the Ward/Parish/Town Councillor's case.

6. Members of the Committee may then question the Ward/Parish/Town Councillor.
7. The objector or a representative of the objectors (if more than one objector is present) is then allowed to address the meeting.

(Note: Normally only one person is allowed to speak for the objectors, but it is open to the Chairman to allow any more parties to speak, to enable further points to be raised.)

The speaker will be allowed no more than 5 minutes in which to state his/her case.

The opportunity afforded to applicants and objectors to speak will be the only opportunity for them to speak.

8. Members of the Committee may then question the objector(s).
9. The applicant or his/her representative (if present) may then be allowed to address the meeting.

The speaker will be allowed no more than 5 minutes in which to state his/her case.

The opportunity afforded to applicants and objectors to speak will be the only opportunity for them to speak.

10. Members of the Committee may then question the applicant or his/her representative.
11. Debate takes place by the Council Members only.
12. The matter is put to the vote.
13. The decision reached is confirmed by the Chairman.

NB: Should there be any reason where information relevant to any report has to be taken in private, eg certain advice from the Legal Officer then the press and public will be asked to leave the room. Everyone is finally asked to return to hear the conclusion of the debate and the Committee's decision.