

Planning Committee

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Attending the Committee [Back To Top](#)

If you decide to attend the Planning Committee, a copy of the agenda is available [online](#) about one week before the meeting.

Some decisions on applications are deferred so that further information can be obtained by the Committee such as a site visit, before making a decision on an application.

When and where is Committee held? [Back To Top](#)

Planning Committee generally meets every 4 weeks, on a Monday starting at 09.30am in the Anglia Room, The Conference Suite, Elizabeth House, Dereham, Norfolk, NR19 1EE.

How can I find out when an application will be heard at committee? [Back To Top](#)

Applications are considered by Planning Committee if:

- The application is called in by a District Councillor and the Chairman agrees, or
- The proposal is of large scale, or
- The proposal conflicts with planning policy but there are other planning reasons to support

Applicants or their agent and the Parish Council (to which the application site relates) are informed by letter of the date of the relevant Planning Committee.

The agenda is also available to view at the Council Offices and local libraries. Alternatively you can contact the [Committee Clerk](#) for further information.

How do I arrange to speak at the meeting? [Back To Top](#)

- In writing, addressed to the Usher, well in advance of the meeting, and to arrive no later than Friday before the Planning Committee meeting. Please include a contact number where possible as applications are sometimes

deferred or withdrawn from the Committee and confirm your interest in the application e.g. applicant, objector, representative of parish council.

- By telephoning or e-mailing the [Committee Clerk](#) before 4 pm on the Friday before the Planning Committee meeting. Please include a contact number or full e-mail address and confirm your interest in the application (see above).

Please arrive and report to the Usher by 9.15 am on the day as the meeting will commence at 9.30 am. If you have any other queries, please contact the Usher.

When and for how long can I speak? [Back To Top](#)

Priority is given to items where a District Councillor is intending to speak. Each speaker will be given a maximum of 3 minutes or in the case of more than one objector or supporter wishing to speak, 3 minutes for each relevant group.

The time will be allocated to a spokesperson or shared between all speakers for each group. Where an applicant and their agent intend to speak the 3 minutes is split between the 2.

Unfortunately, it is not possible to give an exact time when an application will be heard. You should be prepared to be at the meeting for the majority of the day.

What can I say at the meeting? [Back To Top](#)

Please try to be brief and to the point. Limit your comments to the application and relevant planning issues, for example:

- Planning policy (Government guidance and Local Plans)
- Design, appearance, layout and effect on nearby property
- Noise disturbance, smell and residential amenity
- Highway safety and traffic issues
- Impact on trees, conservation areas, listed buildings or nature conservation.

Note: There are issues which are not relevant to planning. We would wish to hear all your views but some may not be able to be taken into account by Committee when the decision is made.

You can bring maps, plans or photographs which can be shown to Committee by the officers as part of your presentation.

Order of presentation at the meeting [Back To Top](#)

The Chairman will announce the particular item to be heard and the planning officer will present the report based on the agenda item, which will be available for you to read.

The Chairman will then invite each speaker to address the Committee. The order of speakers is generally: Ward Representatives – Supporters – Objectors – Parish/Town Council – Applicant/Agent. The Ward Representative may also speak at the end.

When all the speakers have been heard, there will be a discussion amongst the members and a decision will be made. When the particular item you have an interest in has been heard, you may leave the meeting.

If you have any further queries on the day, please speak to the usher.

Are decisions taken at the meeting? [Back To Top](#)

Most applications will be determined at the Committee. Occasionally a decision may be deferred for further information or a site visit.

You have the right to speak at the meeting when the application is re-considered.

Contact the [Committee Clerk](#) to confirm if you will be attending.

Do I have to attend the meeting to make my comments known to Committee?

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No you can:

- Put your comments in writing. Whilst the full text of any letters received in connection with a planning application is not relayed to Committee members, any issues and concerns will be included in the assessment and/or referred to in the officer's presentation.
- Ask your District Councillor to speak for you.
- If the officer's recommendation is the same as your view, you may decide not to attend and speak. However, the officer recommendation is not always agreed by Committee.

Who to Contact [Back To Top](#)

[Committee Clerk](#) - 01362 656873