The Procedure

Summary of the Procedure
This procedure relates only to applications that are decided by the Planning Board, not those decided by the Assistant Director of Planning and Transportation.

The ‘right to speak’ applies equally to the person who is applying for planning permission or their agent, and to the general public.

You may speak only if you have given at least five days’ notice to the council beforehand that you want to do so, and have confirmed this to the Democratic Support Officer before the meeting starts. Otherwise, the chairperson will decide whether you may speak at the meeting.

You are allowed five minutes to put your case, which should be concise and deal with planning matters only.

If ‘both sides’ want to speak, the person making the application will speak first and anyone who objects second.

If there are a few people who want to object, one spokesperson should normally speak for all.

If the objectors fall into two or more groups, a spokesperson for each group will be allowed to speak if the chairperson agrees.

The person applying does not have a ‘right of reply’ to comments by objectors.
Information

We have introduced a revised procedure, to allow members of the public to speak during formal meetings when matters that concern them are discussed and decisions are made. The new procedure applies in meetings of the Planning Regulatory Board (the Board which considers and decides planning and related applications).

Under the new procedure, members of the public who want to speak, either for or against any particular application considered by the Board, (except householder applications which are referred to the Board for example, extensions, garages, fences), are now able to do so. This applies equally to people who want to comment on an application and to the person who sent in the application. As a result both sides can make a valuable contribution to the Board’s consideration of applications.

To make sure there is a fair hearing for the public and the meeting runs efficiently, it is important that the ‘right to speak’ procedure is carefully managed, including the order of speaking and the time allowed. This leaflet describes the arrangements which are followed in meetings of the Board.

Planning Board meeting

Where and when meetings take place
Planning Regulatory Board meetings normally take place once a month in the Council Chamber at the Town Hall, Church Street, Barnsley.

When you arrive

- If you want to speak in the meeting, please try to arrive at the Town Hall 10 minutes before the meeting starts. The reception staff will give you a visitor badge and tell you where to go.
- In the Council Chamber, please give your name to the Democratic Support Officer (who will have a checklist of speakers names from the agenda). The officer will show you to the seating reserved for people who want to speak.
- The officer will give you a copy of the agenda, so you will be able to read the planning officer’s report about the application that concerns you, and see where it comes in the agenda.
- The Council Chamber has microphones, which you can switch on by using a switch on the desk in front of you. When the microphone is ‘on’ a red light shows.
- Take time to look at the layout the chamber and the procedure of the meeting, before ‘your’ application.

Please remember that applications can sometimes be withdrawn or delayed at short notice. We will do our best to let the public know beforehand, but occasionally this may not be possible.

Your application

When it gets to ‘your’ application
The chairperson will announce the application, and will then invite people to speak. When the first person has spoken the chairperson will invite others to speak in turn.

You will be allowed five minutes to put your case. Please stay seated, so the microphone will pick up your voice. When finished you should return to your seat. You may then listen to the debate. However, you cannot take part in it or vote on the proposal.

When everyone who wants to speak has been heard, the planning officer will summarise the information set out in the printed agenda. Officers from other council services (such as highways engineers, environmental health officers or solicitors) may also comment on aspects of the proposal that are relevant to them.

Members of the Board may then ask questions. When these questions have been asked and answered, the members will discuss the application and make their decision by voting on the recommendations in the report to grant or refuse planning permission.

Only the Board can decide on any application, acting on technical advice of officers. However, there are times when, after carefully considering the advice, the board decides not to accept the planning officer’s recommendation.

How the meeting is run

Order of business in the meeting
Any applications where people have asked for the right to speak are dealt with first at the Planning Board meeting to allow anyone with an interest to leave promptly after speaking if they want to do so.

Keeping order in the meeting
It is vital, if the meeting is to be carried out efficiently, that everyone keeps to the rules described in this leaflet and fully respects the authority of the chairperson.

The chairperson of the Planning Board can govern the business of the meeting so they achieve good order and satisfactory progress. In some circumstances, this may include excluding people from the Chamber, or ending a debate.