

What is the procedure at the meeting?

- The Convener (chairperson) will announce each application, normally in the order that they appear in the agenda.
- Any member may ask for slides or plans of the proposals to be shown. These will be displayed on two large screens, and the Planning Officer will give details of the application.
- At this point, members of the committee may want the Service Manager (Planning) or the Planning Officer to explain points of fact.
- The Convener will then invite anyone who has asked to be heard to speak to the committee.
- As a guideline, we would expect speakers to speak for no more than five minutes.
- The committee may then ask the speaker any questions.
- After that, the applicant (or the applicant's agents) will be invited to speak to the committee.
- Again, we would expect speakers to speak for no more than five minutes.
- Members of the committee have the opportunity to ask the applicant any questions.
- The committee will not consider any plans or written material that the applicant or another speaker brings to the meeting.
- If someone is putting forward photographs, there should be enough

copies for all of the committee (that is, 20 copies).

- The committee will then consider the application and may make a decision they all agree on or debate the application.
- If there is to be a debate, the Convener will ask for proposals (known as 'motions') from members of the committee (for example, support for granting or refusing the application).
- Once the debate among committee members has started, applicants, objectors and so on will not be allowed to speak to the committee again.
- If there is more than one proposal (that is, a proposal and an amendment to it), the Convener will call for a vote to be taken. The Clerk will call out the names of each member of the committee, to which the member will say 'motion', 'amendment' or 'no vote'. The Clerk will then call out the total votes for the motion and for the amendment.
- The decision of the committee will then be confirmed by the Clerk.

This procedure will also apply to meetings for considering enforcement actions and so on.

Comments

If you have any comments on this leaflet, please phone Sheona Hunter, Head of Legal and Democratic Services, on 01307 476262.

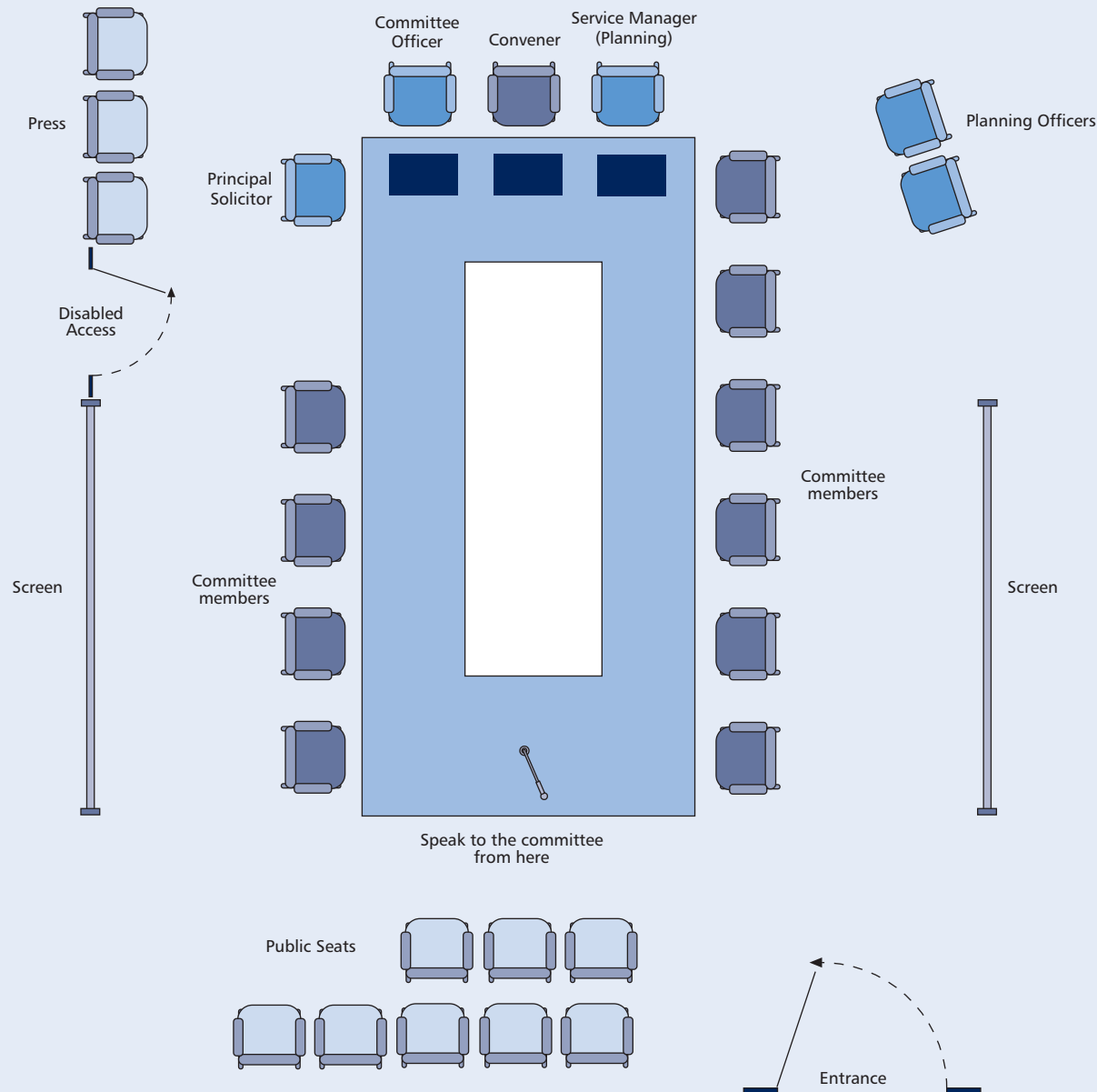


Development Standards Committee

Procedures and Guidance



DEVELOPMENT STANDARDS COMMITTEE - Who sits where?



General

This leaflet aims to give you information on the procedure for dealing with planning applications at a meeting of our Development Standards Committee. However, if at any stage you are not sure about any aspect of the proceedings, phone Sarah Forsyth, Committee Officer (Legal and Democratic Services), on 01307 476269, or email her at forsythsl@angus.gov.uk.

Where does the committee meet?

Development Standards Committee meetings normally take place in the Council Chambers within the Town and County Hall, The Cross, Forfar, at 10am. The layout of the Chamber is shown over the page. There is a disabled access to the chambers.

What do I do if I want to be heard at the Development Standards Committee meeting?

- Our standing orders allow people applying for development approval (applicants), people objecting to applications (objectors) and other people to be heard at the committee meeting.
- If you want to be heard at the meeting, you must contact Sarah Forsyth, Committee Officer, by 5pm on the day before the date of the meeting.
- If the meeting takes place on a Tuesday (which is normal practice), you should make sure Sarah Forsyth receives your request by 5pm on the Monday.