

### Further Information

Planning is a complicated process so please don't be afraid to ask for clarification or any further information.

### General Enquiries, all details and current applications

Broads Authority Planning Office Mon - Fri 9 am to 5 pm

Telephone: 01603 610734 / Fax: 01603 765710

Contact us via the website: [www.broads-authority.gov.uk](http://www.broads-authority.gov.uk)

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Mark King - Planning Technical Support Officer	01603 756028 <a href="mailto:mark.king@broads-authority.gov.uk">mark.king@broads-authority.gov.uk</a>
Sandra Beckett - Planning Committee Secretary Mon, Tues, Thurs, Fri day	01603 756062 <a href="mailto:sandra.beckett@broads-authority.gov.uk">sandra.beckett@broads-authority.gov.uk</a>

The Broads Authority is looking for ways of improving its services. Your ideas will be considered so please write to: Planning Office, Broads Authority, Yare House, 62-64 Thorpe Road, Norwich NR1 1RY or email us at: [planning@broads-authority.gov.uk](mailto:planning@broads-authority.gov.uk)

# Welcome to the Broads Authority

## Speaking at Planning Committee

The Broads Authority has in operation a scheme to allow people with an interest in a planning application in the Broads to speak directly to the Planning Committee.

This leaflet is for individuals, local community groups, interest groups and applicants. It explains how public speaking at Planning Committee works.

The scheme is designed to ensure both objectors and applicants have the opportunity to have their views taken into account.

District and County Council ward members and Parish Councils are also able to address the Planning Committee as part of the process.

Any member of the Broads Authority may attend and speak in accordance with the Code of Conduct for members and officers.

The public speaking scheme does not apply to enforcement matters as these do not involve any public consideration as such, or if the proposal is dealt with under delegated powers. The scheme also does not apply to policy matters or consultations eg: *The Development Plan*

### Location of Meetings

Planning Committee is usually held at the Authority's Offices at Yare House, 62-64 Thorpe Road Norwich NR1 1RY at 10.00am on a Friday usually every 4 weeks. The Authority aims to encourage use of more sustainable means of transport to its office. There is no parking available at the offices except parking for disabled people and limited short-stay spaces (for visits of under 2 hours). The meetings are accessible by wheelchair users but please telephone the Committee Secretary if you have any special needs or concerns. The location of our offices and suggested walking and cycling routes, park and ride sites around Norwich and the nearest car parking are shown on our website: [www.broads-authority.gov.uk](http://www.broads-authority.gov.uk)

## Are you concerned about a proposed development in the Broads?

As soon as you hear about the planning application look at all the details on the Broads Authority's website or get in touch with the Planning Officer who will tell you where to see the plans.

If you wish to object to an application you must first object in writing. There is a deadline for responses so please make sure you send your written reply in time.

## Do you want to speak directly to the Broads Authority?

Not all applications are considered in front of the Planning Committee. That is why it is important you put your objection in writing within the 21 day consultation period. If objections are received, the application will usually be considered by the committee.

It would be helpful if a request to speak is made to the Committee Secretary as soon as possible (preferably at the latest by 3pm the day before the meeting.) who will convey your wish to the chairman. If you intend to provide any additional material when you speak, this should be received a minimum of three days in advance of the committee meeting; this will enable the Authority to circulate any new information to members and/or include it within the officer presentation and provide a considered response.

Please arrive up to 30 minutes before the start of the meeting. The Committee Secretary will take your name and explain how the meeting will run.

Applicants and objectors may speak on matters where the Broads Authority is the decision maker.

## Must I speak at the Planning Committee meeting?

All respondents views will be reported to the Committee and taken into consideration. You may also attend any Planning Committee meeting as an observer.

## Are you the applicant?

You will want to ensure the committee have all the facts. So please let the Planning Officer have sufficient information about your proposal in order to report all the facts to the Committee.

You as the applicant or the agent will have the opportunity to speak in support of your application on the committee agenda, particularly if you can clarify issues raised, or you wish to reply to an objector. Other supporters will be requested to share with you your allotted time.

## When is the Planning Committee meeting?

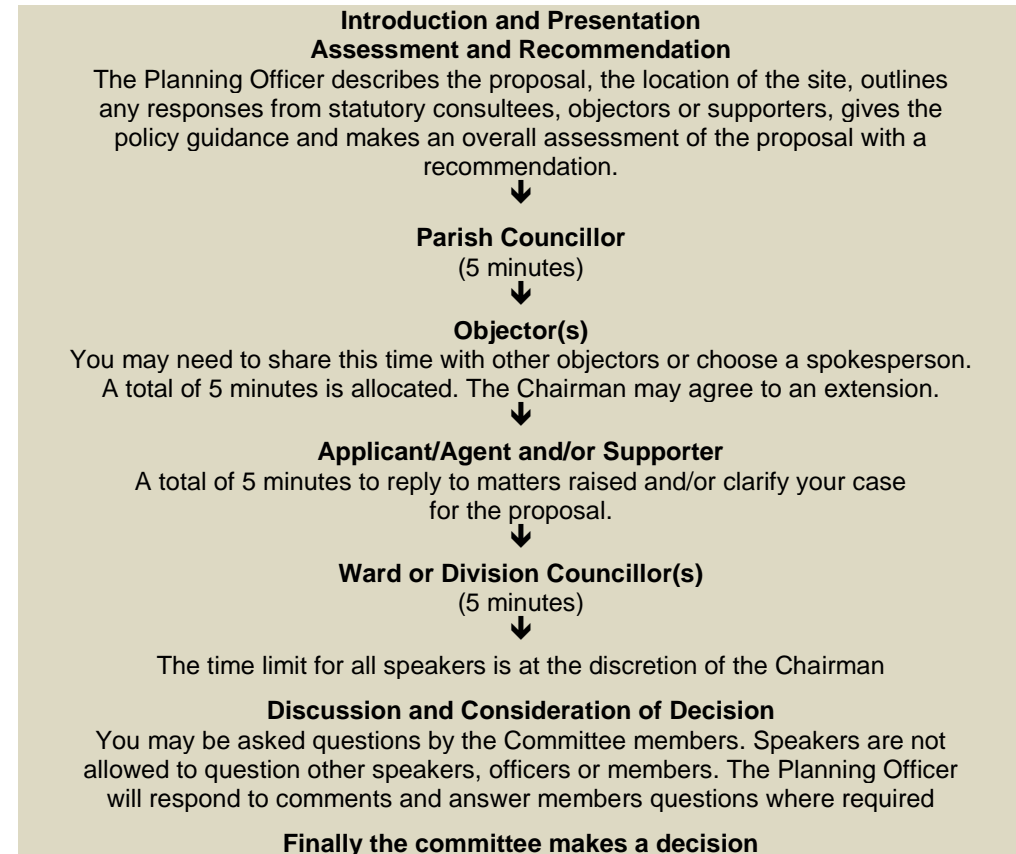
Some applications take longer to process than others. So whether you are the applicant or the objector, you will need to keep in touch with the Planning Officer in order to find out the date of the relevant meeting.

Even when you have been given a date, always ring the Planning Committee Secretary up to 5 days before a meeting to check the application is on the agenda. This is because sometimes applications are delayed or withdrawn. We do not want you to have a wasted journey.

Progress on applications together with the agendas and reports to the Authority's Committees can be viewed from our website [www.broads-authority.gov.uk](http://www.broads-authority.gov.uk)

## What happens at the meeting?

Applications may be considered in an order different to that listed on the agenda. This means it is not possible to tell you when a particular application will be heard. You may need to stay at the meeting for about 2 hours.



Most decisions will be made on the day. Occasionally members may defer a decision to allow time to get further information or to visit the site or to negotiate improvements

If any new evidence is brought to the committee which could significantly influence a decision, the application will be deferred to the next meeting for officers/members to make a full assessment of the case.