

# Planning Committee – Public Speaking Scheme

## Introduction

The Planning Committee is an independent body of people appointed to make decisions on many of the development proposals made to the Isle of Man Government's Department of Environment, Food and Agriculture.

This leaflet sets out how you can address the Committee on a particular application.

Please note that you do not have to speak to make your views known, you can still write to the Department about any planning application and your views will be taken into account.

## Who Can Speak?

Normally only those objectors and supporters who have previously made written comments on an application or the applicant (or their representative) will be allowed to speak about that application. A representative of the Local Authority within which the site is located will also be allowed to address the Committee, whether they have responded to the planning application or not.

**Only those who have registered beforehand in accordance with the procedures below will be permitted to speak.**

## How Long Can I Speak For?

If the Local Authority has requested to speak, they will be allocated one three-minute time slot. In addition there will be one three-minute time slot for a representative of those who are in opposition to the application, and one three-minute time slot for the applicant, or the applicant's agent. If the applicant or agent elect not to speak, another person may speak in support of the application, provided they have registered to do so.

If an individual fails to turn up, the Chairman may, at their discretion reallocate the time to another speaker. The time allocated shall be strictly adhered to and the Chairman will stop the address if the speaker goes over time or strays outside of planning matters.

## How Do I Register to Speak?

Once the agenda for each Planning Committee Meeting is finalised, at least three working days prior to the Committee Meeting (Meetings are usually on a Monday), it will be published on the Department's website at this address <https://www.gov.im/categories/planning-and-building-control/planning-building-control-decisions-and-performance/committee-agendas-and-minutes/>

You can then contact the Department to register your wish to speak.

If you do not have access to the internet to view the agenda, you can contact the Planning Administration team on 01624 685950 to see if your item is on the agenda. **It is your responsibility to find out if the planning application in which you have an interest is on the agenda; the Department will not be able to contact parties to let them know.**

In order to register you must **telephone** Planning Administration on 01624 685911. You must register by 4.30pm on the working day prior to the Committee meeting. If the meeting is on a Monday, for example, this means you must register by 4.30pm on the Friday before.

Please note that you will not be able to register by e-mail or letter.

When you register to speak you will be asked to confirm whether you wish to speak for or against the application. If you wish to speak against an application, you will be asked if you are willing for your details to be given to anyone else who may also wish to register to speak against the application.



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If there are multiple requests on the same application, you will be asked to co-ordinate with the others to appoint a speaker who will represent all your views. If you do not do this, the speaker who registered first will be the one allowed to address the Committee.

## What Happens at the Committee Meeting?

Committee meetings are usually held once every two weeks on a Monday, starting at 10am. They are held at the Ground Floor Meeting Room, Murray House, Mount Havelock. Make sure you check when and where the meeting is taking place when you register to speak. Please arrive in good time to be there for the start of the meeting in order to reaffirm your wish to speak (at least 10 minutes beforehand). Please note that items may be taken out of order of the agenda and the Committee will not wait for you if you are not there.

The Chairman introduces each item. There will be a short explanation by the Planning Officer, whose report will contain a recommendation to approve or refuse the application. The Committee does not have to follow the recommendation.

The Chairman will call you when it is your turn to speak. The Local Authority is given the opportunity to go first, then the objectors, then the applicant or supporter. The Committee will discuss the matter and may have questions for the Planning Officer. Speakers may respond to questions from the Committee to provide factual clarification of any matter relevant to the planning application.

A copy of any document, photograph or other source of information you refer to whilst speaking must have been received as part of a duly made representation. You cannot circulate new documents, photographs or other information of the Committee.

Whilst not a requirement it is helpful for the minute taker to be provided with a copy of any notes which you may refer to when making your presentation, however such notes may not be handed to the Committee members and only points made verbally at the meeting (or in the duly made representation) will be considered.

## What Can I Speak About?

You can only speak about the merits of the planning application in which you have registered an interest. You cannot speak about enforcement matters. Try to limit your views to relevant planning matters. There is guidance note on how applications are determined that sets out what constitutes genuine planning considerations, this is available to view on our website <https://www.gov.im/categories/planning-and-building-control/planning-applications/how-we-decide/material-planning-considerations/>

The best presentations deal clearly with the planning impacts of any proposal. It is also important to be clear on whether what you are saying is opinion or fact. If you wish to raise questions these are best dealt with before the day of the Committee by talking to a Planning Officer. You will only get one opportunity at the meeting to address the Committee. The minutes of the meeting will only reflect the topics and issues raised and will not be recorded verbatim.

If the item is deferred for consideration at a future Planning Committee, you will get another opportunity to speak, but you will need to register beforehand in the same way.

The Chairman retains the right to refuse any speaker to continue if he feels that they are acting in a manner which is inappropriate.

## Further help and advice:

Phone: 01624 685950

E-mail: [planning@gov.im](mailto:planning@gov.im)

Website: [www.gov.im/categories/planning-and-building-control/](https://www.gov.im/categories/planning-and-building-control/)

