



Having your say at Bristol City Council's Development Control Committees

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Listening to local people's views is a vital part of Bristol City Council's work. The Development Control Committees welcome statements and/or petitions from local people about planning applications that affect them.

Speaking at the DC Committee

The Development Control Committees decide the larger, complex or very controversial planning applications in the city.

The committee meetings usually take place on Wednesdays at 2.00 pm (but please check beforehand as occasionally times will vary) in a committee room at the Council House, College Green and are open to the public.

The public have a right to attend the meeting and may present a statement to the committee (subject to advance notice being received) if they so wish.

Copies of statements are sent to committee members prior to the meeting so that they have all of the information to hand when making the decision and will have read all the statements.

It should be noted that comments and objections made in advance of the meeting carry just as much weight as those made during the meeting.

Who can speak

Any member of the public, provided they give proper notice (see below) may speak directly at one of the Development Control Committees.

Registering your request to speak

If you are thinking of speaking, please contact us as soon as possible. You can write to us, e-mail or fax and you **must**:

- Supply a copy of your statement (ie what you wish the Committee to see) or petition in writing (along with your request to speak) by **no later than 12.00 noon of the working day before the meeting**.
Following this deadline the Clerk to the Committee will circulate all statements to the committee members in order that they have an opportunity to read them before the meeting.
- Give your name and address (which, along with your statement or petition, will be publicly available unless there are particular reasons for confidentiality). Your statement will also be made available via the website.
- Try to keep your statement short (about one side of A4 paper maximum) and the use of bullet points can be an effective way of getting your points across.

Contact details can be found at the end of this leaflet.

What can I say to the Committee?

Under planning law, we can only take into account comments on planning issues. For example, these include loss of light or privacy, highway safety, traffic and parking issues, noise, amenity, pollution, conservation, wildlife, design and appearance of the development.

applications Having your say at Bristol City Council's Development Control Committees

Issues, which cannot be taken into account, include loss of view, effect on property values, private rights, covenants, construction noise and boundary disputes.

The city council has also to take into account national and local policies and Government guidance, and you may wish to refer to these as well.

The written statement can be an opportunity to ask questions that you would like the committee members to consider.

You should not make statements that are personal, slanderous or abusive.

What happens at the meeting

Statements or petitions are considered prior to the relevant item, and depending on the number of statements that are received you will have the chance to address the Committee.

Immediately before the item is to be considered, the Chair will call you to speak to the Committee.

As time for public forum is limited and others may also wish to speak, and as the Committee members will have already seen your statement, you should **not** read out your statement in its entirety.

Instead focus on the key points that you wish to get across to members or set out questions you would like members to consider.

The Committee Chair always has a discretion as to whether or not a person speaks and for how long. However, as a guide, Committee Chairs have stated clearly that statements should not be longer than a maximum of three minutes per person speaking and you should not expect that someone else could read your statement on your behalf.

Late statements or petitions will not normally be accepted, although, in exceptional circumstances, they may be taken with the specific agreement of the Committee.

There would need to be significant justification to move away from these principles.

The Chair will then ask the Planning Officer to introduce the application and respond to any points raised. The Committee will then discuss the application and make a decision.

At the meeting you should not interrupt another speaker or the Committee debate.

After the meeting

To find out what happened at the committee meeting, you could telephone customer services on 0117 922 3000 from mid-day on the day following the meeting or you may visit the council's web site www.bristol.gov.uk/publicaccess.

Contact details

If you wish to make a statement or present a petition, please address it to:

Democratic Services Team

Tel: 0117 922 2362

And send it either:

By Post:

Democratic Services Team (Room 220),
Bristol City Council,
The Council House,
College Green,
Bristol BS1 5TR

By Fax to Democratic Services on: 0117 922 2146

By e-mail: democratic.services@bristol.gov.uk

If you have any questions about the procedures above or would like a copy of the full scheme please contact the Democratic Services Team.

Translation/Special Requirements

If you would like this information in a different format, for example Braille, audiotape, large print or computer disc or community languages, please contact: Customer Services on 0117 922 3000.