

## **How to have your say at Development Control Committees**

This document explains the way Bristol City Council's Public Forum process operates for Development Control Committees.

### **Public Forum Statements**

Public Forum Statements allow any interested party (applicant, objectors, councillors, other members of the public) to submit a written statement.

**We must get your statement in writing, by no later than 12noon before the day of the meeting.**

This statement should be no longer than one page of A4 wherever possible.

All statements received by this deadline are sent in advance of the meeting to:

- councillors on the relevant Development Control Committee
- key officers involved with the application

The complete list of statements becomes available to the public one hour before the meeting.

### **Late statements**

If your statement is received after this deadline, it **will not** be accepted unless there is clear evidence that it has been sent to Bristol City Council in advance of it but was not picked up by the Democratic Services Team at the time it was originally sent.

## **Speaking at the committee when you've submitted a written statement**

Under Bristol City Council's Standing Orders for Committees, there's a total of 30 minutes for all people who have submitted Public Forum Statements to speak at the meeting.

Since frequently there are 30 or more statements received for each meeting, councillors have agreed that only **one minute will usually be allowed for each speaker**. If you submit multiple statements for one application, you'll still only be allowed one minute to speak.

The Chair of the meeting will ask each Public Forum speaker to come forward in the order their statement has been received and at the beginning of the discussion for each Planning Application that their statement relates to. You should then speak into a fixed microphone for your allocated time. Speakers are requested to assist in the process by sticking to their allotted time as closely as possible.

## **After the Public Forum Speakers**

Development Control Committees are not interactive.

Once all speakers have been heard for each application:

- you may remain and listen to the debate but **you will not be able to play any further part in the meeting**
- the Committee will receive a presentation from officers
- councillors can ask questions to officers about the application and the Committee can debate it.

At the end of this process, the Committee will make their decision.

## **Further information**

If you have any further queries about:

- the Public Forum process, email [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk)

- the Planning process itself, you should contact the Development Control Team or the case officer handling the application.