

If you require this information
in another version e.g. large print,
or an alternative language,
please telephone 0116 305 6037
or email: chiefexecs@leics.gov.uk

আপনি যদি বাংলা ভাষায় এই ধরনের কোন একটি
তথ্য বা খবরা খবর চান, তাহলে আরো বিস্তারিতে
জন্য 0116 305 6037 নম্বরে ফোন করুন।

ਜੇ ਤੁਸੀਂ ਇਸ ਵਿੱਚੋਂ ਕਿਸੇ ਵੀ ਜਾਣਕਾਰੀ ਨੂੰ ਪੰਜਾਬੀ ਵਿੱਚ ਚਾਹੁੰਦੇ
ਹੋ ਤਾਂ ਹੋਰ ਵੇਰਵੇ ਦੇ ਲਈ ਕ੍ਰਿਪਾ ਕਰਕੇ 0116 305 6037
ਉੱਪਰ ਫੋਨ ਕਰੋ।

यदि आपको इसमें से कोई भी जानकारी की आवश्यकता हो तो
(आपको चाहिए वो भाषा दर्ज करें) अधिक विवरण के लिए
0116 305 6037 टेलीफोन करें।

अगर तमने आमांथी कोर पण जाणकारी ज़ोरती होय तो
मडेरआनी करीने (तमने ज़ोरती भाषा अर्डी ज़हावो) विगतवार
जाणकारी माटे 0116 305 6037 टेलिफोन करो.

اگر آپ ان میں سے کوئی معلومات اُردو میں حاصل کرنا چاہتے
ہیں تو مزید معلومات کیلئے براہ کرم 0116 305 6037
پر ٹیلی فون کریں۔

Making Representations
on Planning Applications,
Tree Preservation Orders,
and Public Rights of Way



www.leics.gov.uk

Making Representations on Planning Applications, Tree Preservation Orders, and Public Rights of Way

The County Council determines planning applications for mineral extraction, waste treatment and disposal, and its own development proposals. It also decides on matters concerned with Tree Preservation Orders made by the County Council, and Public Rights of Way. These are usually dealt with by the Development Control and Regulatory Board (the Board) on the Council's behalf.

If you live in Leicestershire and feel strongly about an issue which is to be determined by the Board you can arrange to make representations on the matter.

How do I submit comments on matters before the Board?

- People may make representations in writing about matters that are being determined. These are referred to in the reports to the Board and the documents are made available for inspection.
- Sometimes people may feel that by being able to speak at the Board their views will be expressed more clearly - or they may wish to raise issues which have arisen since they submitted written comments. The applicant may wish to respond to comments from objectors or to a recommendation to refuse the application.
- The County Council has a procedure for members of the public to speak at meetings of the Board.

When does the Board meet?

- Meetings usually take place at County Hall, Glenfield, and are held at monthly intervals on a Thursday, starting at 2.00 pm. The meetings are open to the public. Dates of meetings can be provided on request and are also available on the County Council's website.



How do I arrange to speak at a Board meeting?

- You must notify the appropriate Committee Officer (contact details at the back of this leaflet) in advance of the meeting, **and no later than 10.00am on the day before.**
- The list of people wishing to speak is compiled on a first-come first-served basis. We will ask for your name, address, and a contact telephone number. We also need to know whether you will be speaking for or against the proposals.
- To find out when the item that you are interested in is to be considered please keep in touch with the relevant case officer (if this leaflet is accompanied by a letter from the case officer their details will be on that letter).

It is stressed that the onus is on people wishing to speak to find out the date and time of the relevant Board meeting.

- Each speaker has up to 5 minutes to present their case. Sometimes the time limit may have to be reduced and/or the number of people speaking limited because of the length of the agenda and the number of requests received. This will be decided by the Chairman of the meeting.
- Where a number of people wish to speak on the same matter they may be asked to nominate a representative to speak on their behalf, eg: for a Residents Group. The Chairman has discretion to give additional speaking time to that person.



Written submissions and other evidence

- The Board will not accept any written submissions or other evidence brought forward by speakers to the meetings. Any such submissions must be sent to the Director of Community Services well before the meeting so that Members can take officer advice on issues raised.

What can I say?

- Keep to matters relevant to the decision the Board is being asked to take - focus on the effects of the proposals in terms of Structure Plan and Development Plan policies, Government guidance and Orders, case law, highway safety, disturbance to the environment or to local residents.
- Avoid matters that the Board cannot take into consideration - generally speaking - reduction in property values, loss of private view over land, personal remarks (e.g. motives of the applicant), matters covered by other laws (e.g. licensing, health and safety), possible future development or preferable alternative development (the Board must consider an application on its own merits).

The case officer can give further guidance on this if required.

- Please note that this procedure for making representations does not include matters on which the County Council is a consultee.



What happens at the Board meeting?

- Items are usually dealt with in the order they are listed on the agenda. If there are many people attending with regard to any items the Board may take those earlier.
- Reports are dealt with as follows:-
 1. A County Council officer presents the report.
 2. Speakers address the Board in the following order:
 - Objectors
 - Supporters
 - the Applicant

Members of the Board may not question speakers except to raise points of clarification.

3. Debate (after all the speakers have been heard).

Please note that speakers may not join in the debate at the meeting.

Any Members who wish to speak under the County Council's Sensitive Issues Procedure will be called upon to speak for up to 5 minutes at an early stage in the debate.

4. The Board may receive further advice from officers.

5. A decision is taken.

After the meeting

- After the meeting you can inspect a list of the decisions taken (these are usually available the following day), and minutes of the meeting. These, along with the agenda and reports for the meeting are also published on the County Council's website.



How to contact us

For advice about making representations or any other matters relating to meetings of the County Council, please speak to any of the Committee Officers in the Chief Executive's Department. They will be pleased to assist you.

Notes

Telephone: 0116 305 6225
(making representations to the Board)

Telephone: 0116 305 6037
(other matters relating to meetings)

Fax: 0116 305 6260

Minicom: 0116 305 6160

Email: chiefexecs@leics.gov.uk

Democratic Services

Chief Executive's Department

County Hall

Glenfield

Leicestershire

LE3 8RA

If you have any queries or comments about the procedure please get in touch.

