

## Introduction

We are committed to improving, extending and simplifying public involvement in the planning process.

This leaflet sets out how applicants, contributors, Community Councils and other organisations can make a verbal representation on applications which are presented to the Planning & Access Committee Meetings. This is in addition to previously submitted written representations on planning applications.

## Which applications go to the Planning & Access Committee?

Applications to be decided by Members are any applications not covered by the Delegation Scheme, such as when:

- complex issues are raised
- there is significant local concern
- the Community Council lodges an objection on planning grounds and the recommendation is to approve.

In some circumstances a site visit or Hearing may be held. Please see our separate leaflets on Hearings and site visits.

## Where and when does the Committee meet?

Committee meetings take place monthly. The venue is usually the National Park Authority Headquarters in Balloch, however on some occasions a decision will be taken to conduct the meeting at a venue close to the location of an application being considered at the meeting.

## How do I make a request to speak to the Committee?

If you have made a written representation, prior to the publication of the agenda, you will be notified in writing that the application is to be considered by the Committee. A participation form will be enclosed with this notification.

**Return the completed form (to the address below) with any additional documentation to arrive leaving two and a half clear working days before the meeting** (*for example, if the meeting is on a Monday, requests must be received by 12 noon on the previous Wednesday*) to Sharon McIntyre, Committee Clerk.

You may also download a copy of the form from our website and e-mail it to [committeeclerk@lochlomond-trossachs.org](mailto:committeeclerk@lochlomond-trossachs.org)

**You may only submit a request if you have already made a written representation.**

**You are not able to speak on matters relating to enforcement cases.**

## The Agenda and the reports

Full details of the venue and agenda are published seven clear working days before the meeting and are on our website at:

<http://www.lochlomond-trossachs.org/looking-after/planning-and-access-committee-meetings/menu-id-423.html>

## What happens if there are too many speakers?

The applicant or their agent will be allowed to speak in support of the application. A maximum of two speakers who object to an application will be allowed to speak. If more than two objectors request to speak, the Committee Clerk will ask them to choose which individual will speak on behalf of the group.

If the Community Council request to speak in objection to the application then this will be permitted as one of the two speakers. If the Community Council request to speak in support of the application then this will be in addition to the applicant.

## What happens at the Committee meeting?

- If you have requested to speak you must arrive early at the venue. We recommend ten minutes before the meeting starts.
- Make contact on arrival with the Committee Clerk, who will ensure that you fully understand the procedures at the meeting.
- During the meeting, the Chairman will announce each application, normally in the order they appear on the agenda.
- One of the Authority's Planning Officers (*normally the case officer*) will introduce the background to the application.
- The Chairman will invite each speaker to talk for a maximum of four minutes normally, in the following order:
  1. The applicant or their agent
  2. Community Council
  3. Objectors/Supporters to the proposal

*(Note: you will be asked to move to the designated area and speak into a microphone)*

- You must restrict your comments to planning matters relevant to the proposal and the site.

*(Note: guidance is included in the Participation Form)*

- You may not use slides or overhead transparencies.
- If you wish to refer to additional material it must be submitted with your completed participation form 2.5 working days before the Meeting.
- At the end of your presentation, the members may ask you questions. However, you will not be able to question other speakers directly or speak again to comment on the contributions of others.
- After the speakers have finished, the case officer will present the planning assessment and the recommendation of the proposal. They may also respond to points raised by the speakers.
- Members of the Committee will debate the proposal and may ask questions of the case officer, the Director of Planning and/or the NPA Internal Advisors (Trees, Landscape, Ecologist, Access).
- The Members will then make the decision. This can be in agreement with the case officer or they can overturn or amend the recommendation.
- The Committee Clerk will then confirm the final decision of the Committee.

## What if I have special needs?

If you need assistance, please contact the Committee Clerk at least three clear working days in advance of the meeting to discuss your requirements.

### Further Information

For further information on any aspect of this guidance note please contact:

Sharon McIntyre  
Tel: 01389 722017  
Email:

[committeeclerk@lochlomond-trossachs.org](mailto:committeeclerk@lochlomond-trossachs.org)