



The Process

This document outlines the key dates and processes concerned in the lead up to, and the determination of this planning application for planning permission in principle for major development.

Key Dates - Indicative

Monday 17th October 2022: Publication of the report and recommendation

The report containing the Planning Officer's recommendation to the Board is expected to be published on our website at www.lochlomond-trossachs.org/board

The time and starting location of the Site Visit will also be advised on Monday 17th October 2022.

Anyone, or any organisation, that has submitted formal comments on the application, will be notified and given details on how they can request to speak at the Hearing. *For comments received on the application via a third party website; the author of that site will be notified on your behalf and you should urgently contact that author in relation to any request to speak at the Hearing.*

Monday 17th October 2022 – Monday 24th October 2022 at 12 noon: Submission of Speaker Participation Forms

Only if you have made a written representation to the application before the date that the report and recommendation is published are you entitled to submit a speaker participation form to request to speak at the Hearing. Completed forms must be received by the National Park Authority no later than Monday 24th October 2022 at 12 noon.

Thursday 27th October 2022: Confirmation of speaker list

The National Park Authority will collate the speaker participation forms received before the deadline, of Monday 24th October 2022 at 12 noon, to produce the speaker list for the Hearing. Depending on the number of speakers, as is normal practice, a limit may have to be applied. The National Park Authority will, where appropriate, encourage speakers to appoint a spokesperson to represent their collective views, particularly where there are a large number of people raising the same issues. Confirmation of those speaking at the Hearing is then expected to be advised on Thursday 27th October 2022.

Monday 31st October 2022: Site Visit

The **Site Visit** will take place. The time and starting location of the Site Visit will be advised on Monday 17th October 2022.

The **Hearing and Meeting** to determine the application will take place at:

Three Villages Hall, Shore Road, Arrochar, G83 7AB

The time of the Hearing and Meeting will be advised on Monday 17th October 2022.

The Determination Process

The determination process reflects our normal operating procedures for planning applications although where changes have been made this has been to ensure clarity on this specific case.

**Monday 17th October 2022:
Publication of the report and
recommendation**

The Planning Officer's report on the application with the recommendation to the Board will be published on our website here: www.lochlomond-trossachs.org/board

Anyone, or any organisation, that has submitted formal comments on the application, will be notified and given details on how they can request to speak at the Hearing. A hyperlink to the speaker participation form will be provided in this documentation.

For comments received on the application via a third party website; the author of that site will be notified on your behalf and you should urgently contact that author in relation to any request to speak at the Hearing.

You may only submit a request to speak if you have already made a written representation prior to the report and recommendation being published.

Monday 17th October 2022 – Monday 24th October 2022 at 12 noon: Submission of Speaker Participation Forms

Should you wish to be considered to speak at the Hearing, please return your completed speaker participation form to:
committeclerk@lochlomond-trossachs.org

You must highlight clearly on the form, the topics you wish to cover in your presentation.

If you do not have access to email, you may also post your form to:
Committee Clerk
National Park Headquarters
Carrochan, Carrochan Road
Balloch
G83 8EG

**Thursday 27th October 2022:
Confirmation of speaker list**

From Monday 17th October 2022 to Monday 24th October 2022 the National Park Authority will collate the speaker participation forms received to produce the final speaker list for the Hearing.

Confirmation of those speaking at the Hearing is then expected to be advised on Thursday 27th October 2022.

**Monday 31st October 2022:
Site Visit**

The **Site Visit** will take place. The time and starting location of the Site Visit will be advised on Monday 17th October 2022.

Why do Members visit the site?

The sole purpose of the Site Visit is for Members to gain information relating to the land or buildings relative to the proposed development; thus allowing them to gain a greater understanding of the site and its surroundings.

No discussion on the merits of a proposal will take place, and no decision on the application will be made, whilst at the site.

Who can attend?

Anyone with an interest in the application is welcome to attend the Site Visit to observe the proceedings, but only Board Members, in the presence of National Park Authority staff and individuals requested to be in attendance by the National Park Authority, may participate in the visit. A record of Members attending the visit will be kept by the Committee Clerk, as only those Members who have attended the visit are eligible to determine the application.

Prior notification of the visit will be given to the applicant and anyone who has submitted comments in writing.

Members of the Board have no legal powers of entry and can only enter land, or a building with the agreement of the owner/occupier. Whilst members of the public are welcome to observe the Site Visit, at their own risk, they have no legal right to accompany Members visiting a site, and likewise may only enter with the permission of the owner/occupant. Access to the site is via very uneven forestry tracks. Please note that **the site visit will require walking on uneven ground with wet and muddy underfoot conditions for an extended period** – please wear appropriate waterproof footwear with ankle support..

What will happen at the Site Visit?

The Convener will explain the purpose of the Site Visit and the procedures to be followed. The Planning Officer handling the case and/or the Director will conduct the Site Visit, pointing out the relevant aspects of the site, the proposed development and the surrounding land.

Occasionally it may be of benefit for the applicant, their agent or an objector to point out a factual matter relating to features of the site or its surroundings. Discretion in this respect will remain with the Convener.

Whilst on Site Visits, Members will keep together as a group at all times and will not engage in any discussions regarding the proposal with either the applicant/agent or supporters or objectors.

No oral representations will be permitted at the Site Visit. All interested parties, including members of the public, may observe the Site Visit, but may not participate other than if invited by the Convener to provide clarification.

No lobbying by applicants or objectors of Board Members will be permitted. If anyone attempts to lobby Members, or to disrupt the proceedings in any way, the Convener has the authority to request that the parties leave the Site Visit. The Convener is also entitled to instruct the Site Visit to be abandoned.

Monday 31st October 2022: Hearing and Meeting

The **Hearing and Meeting** to determine the application will take place at

Three Villages Hall
Shore Road
Arrochar
G83 7AB

The time of the Hearing and Meeting will be advised on Monday 17th October 2022.

Why a Hearing?

Holding a Hearing for this application was approved by the National Park Authority Board on 26th September 2022. This will allow enhanced scrutiny of the planning issues, as well as providing openness and transparency in the planning decision. Hearings are aimed at making the planning system more inclusive, allowing the views of applicants and those who have made representations to be heard before a planning decision is taken. Each planning authority has discretion over how hearings will operate in its area.

How many people can speak?

The applicant or their agent will be allowed to speak in support of the application as will those who wish to speak in objection or support. Depending on the number of speakers a limit may have to be applied. This is normal practice. The National Park Authority will, where appropriate, encourage speakers to appoint a spokesperson to represent their collective views, particularly where there are a large number of people raising the same issues.

What happens at the Hearing?

- If you are a confirmed speaker at the meeting you must arrive early at the venue. We recommend 15 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.
- The Authority's Planning staff will present the planning assessment of the proposal and their recommendation.

- Board Members are entitled to ask questions from the Authority's planning staff or any specialist advisors to clarify any matter in regard to the application.
- The Convener will invite each speaker to talk for a maximum of five minutes, normally in the following order:
 1. The applicant or their agent
 2. Consultees – if they request to speak - including SEPA, Scottish Natural Heritage, Historic Scotland etc.
 3. The Community Council
 4. Confirmed Objectors/Supporters to the proposal.

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

- Speakers must restrict their comments to planning matters relevant to the proposal and the site.

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

- Speakers may not use slides or distribute handouts at the Meeting.
- If you are confirmed as a speaker, Board Members may ask you questions at the end of your allocated time to speak. However, you will not be able to question other speakers directly or speak again to comment on the contributions of others, unless requested to do so by the Convener.
- After all speakers have finished, the Convener may ask a speaker to return if there are any supplementary questions.
- The Convener may direct questions to Planning Staff and any National Park Authority specialist advisors at any time during the process.
- At the end of the questioning, the Convener will close the Hearing and re-convene the formal Meeting.
- Board Members will debate the proposal and may ask questions of the Case Officer, the Director of Place and any National Park Authority specialist advisors (these include although are not limited to Trees, Landscape, Ecologist and Access Advisors).

- Board Members will then be entitled to take the decision to approve or refuse the application. The procedure will be guided by the [Standing Orders](#). Members will confirm their position by a show of hands.
- The Proper Officer/Legal Clerk will then confirm the final decision of the National Park Board.

No filming or recording of the proceedings will be permitted.

For anyone planning to attend the Hearing and/or Meeting:

Do you have any special requirements we should be aware of, for example a sensory impairment or accessibility needs?

If you need assistance, please contact the Committee Clerk committeeclerk@lochlomond-trossachs.org (or call 01389 722600) at least seven clear working days in advance of the meeting to discuss your requirements.