

## APPENDIX 1

### Procedure Note on representations at Planning Development Management Committee

This note accompanies the report recommending the introduction of a procedure for representations to be made at the Planning Development Management Committee in respect of planning applications by Elected Members, applicants and their agents, objectors/other interested parties who have submitted a representation during the application process.

To comply with the requirements of the Councillors' Code of Conduct all interested parties must have equal opportunity to make a representation.

Any party who wishes to make a representation at Planning Development Management Committee in respect of a planning application will require to submit a request to Committee Services (email to [lymcbain@aberdeencity.gov.uk](mailto:lymcbain@aberdeencity.gov.uk)) no later than the Monday before the day of the Committee meeting. Planning Development Management Committee meetings are held at the Town House, Aberdeen and are also live streamed. Those who are eligible to make a representation and have registered with Committee Services in time will be allowed to either appear in person at the Town House or virtually via MS Teams. Parties should make clear in their request to Committee Services whether they intend to appear personally or virtually.

Each party will be allowed a maximum of 3 minutes to address the Committee.

A Guidance Note providing further information on this procedure is available. Parties should not seek to repeat their written statements submitted as part of the planning process and should focus on the main points of their submission or representation. The applicant or their agent should summarise their application during their representation. No new information can be introduced at this stage. Parties can read from a prepared statement and are advised to check how long it takes to read to ensure that their representation is no longer than 3 minutes.

The Convenor will ask the Planning Officer to give their presentation on the application and the Committee may then ask questions of the Planning Officer. Any parties wishing to make a representation will thereafter be asked to present their representation to the Committee in the following order:

- Community Council
- External Consultees
- Objectors
- Supporters
- Elected Members of Aberdeen City Council for the associated Ward where the application is, who are not members of the Planning Development Management Committee (such Elected Members should withdraw from the meeting after making their presentation)
- Applicant/Agent

The Committee will be able to ask questions of the spokesperson for each group on conclusion of each respective representation, however no cross-examination between parties will be allowed. The Committee will also be able to ask questions of the Planning Officer on conclusion of each respective representation if necessary to address any queries arising as a result of matters raised in the representations. No questions may be asked of Committee Members or Council Officers by eligible parties. Members of PDMC will then debate the application before making a decision.

## **Guidance on making representations at Planning Development Management Committee**

### **Introduction**

This Guidance Note tells you how the Council will deal with representations at the Planning Development Management Committee (PDMC).

### **Who Can Attend and Speak at Committee?**

Applicants/their agents and/or objectors/other interested parties who have submitted a representation during the application process will be eligible to speak at PDMC provided they have registered their intent to do so in line with this guidance note.

PDMC will be conducted as a hybrid meeting. The meeting will take place in the Council Chamber, Town House, Aberdeen. The meeting will also be live streamed. Those wishing to make representations at PDMC and who are eligible to speak and have registered their intent to do so in line with this guidance note are welcome to either attend at the Town House to do so or to appear virtually via MS Teams.

Whilst there is no obligation to speak if you do not wish to, any eligible party wishing to make verbal representations to PDMC, **must confirm their intention to do so by sending an email to the following address [lymcbain@aberdeencity.gov.uk](mailto:lymcbain@aberdeencity.gov.uk) no later than the Monday prior to the date of the Committee meeting; parties who do not do so will not be permitted to speak.** Agents or proxies may read prepared statements on behalf of people eligible to speak who are unable to attend the meeting – the normal time limits (below) will apply. However, people who are unable to attend in person cannot transfer the time which they would have been allotted to other parties for their own use.

E-mails to the Council requesting the opportunity to speak should clearly specify:-

- (i) the planning application reference number;
- (ii) the proposed development and its location;
- (iii) name and address of the person making the request to address the Committee and on whose behalf;
- (iv) a daytime contact telephone number and reserve number if possible;
- (v) the date; &
- (vi) whether the person who will speak at the Committee will appear personally at the Town House or via MS Teams.

No cross-examination between parties will be allowed but any speaker must be prepared to answer any relevant questions from Committee Members.

No materials (e.g. letters, documents, photos, etc) may be circulated by prospective speakers either at the Committee meeting or in advance of it as they cannot be legally taken into account by the Committee in reaching a decision.

No new matters shall be raised through addressing Committee, points should be limited to matters already raised in formal representations or the application submission.

Instructions or requests from the Convenor of the Committee must be adhered to by all eligible parties; failure to do so may result in the opportunity for public speaking being withdrawn for that item. All speakers should be respectful and polite and the Convenor can exercise discretion in this regard in terms of whether to allow speakers to continue.

The right to speak applies only in relation to statutory applications (eg planning permission, listed building consent, conservation area consent etc) and there is no opportunity for public speaking for reports on other matters eg. masterplans, planning briefs, planning guidance or policy etc or where the Council is not the decision-making authority (e.g. responses to consultation documents).

Please note that meetings will be publicly live streamed as well as recorded and made available online. Accordingly, by indicating you wish to speak at the meeting, please be aware that you are also agreeing to your representation being streamed, recorded and made available online.

### ***What Will Happen at the Meeting?***

At the beginning of the meeting, the Committee Officer will outline the procedures to be followed. The Committee will consider each application in turn. The case officer or appointed officer will make a presentation addressing the determining issues accompanied by PowerPoint slides. Any late information, amendments or corrections will be reported at this time. Committee Members may ask questions of officers following the presentation.

Following the officer's presentation the order of registered eligible parties being heard will be as follows:-

- The Community Council for the relevant application;
- External Consultees;
- Third parties objecting to an application;
- Third parties supporting an application;
- Elected Members of Aberdeen City Council for the associated Ward where the application is, who are not members of the PDMC (such Elected Members should withdraw from the meeting after making their presentation); &
- Applicants or their agents.

The Convenor will individually invite those who have confirmed in advance that they wish to speak in respect of the application to make their presentation, after which they may be questioned by Committee Members (no questions may be asked of Committee Members or Council Officers by eligible parties). The Committee will also be able to ask questions of the Planning Officer and any other relevant officers on conclusion of each respective representation if necessary to address any queries arising as a result of matters raised in the representations.

After all the representations have been heard, the members of the Committee will then proceed to consider and determine the application and no further representation may be made by members of the public to the Committee.

### ***What Can I Say and How Long Can I Speak?***

Representations on planning applications must be made on the basis of valid planning matters only. Certain matters are **not** normally material planning considerations and will not be taken into account by the Council when deciding on a planning application. These include:-

- Devaluation of property;
- Loss of view;
- Hours of construction;
- Commercial / Business competition;

- Moral and religious issues;
- Matters which relate to other regulatory regimes;
- Matters which relate to safety or disruption during construction;
- Civil matters such as a right of access;
- Perceived Health and Safety risks.

It is not possible to list all the matters with which planning is legitimately concerned. The following are the kind of matters the Committee can take into account before it makes a decision:-

- Council's development plan and guidance;
- Scottish Government policy and advice;
- Views of statutory and other consultees;
- Planning site history;
- Impact on residential amenity (loss of natural light, loss of privacy, overdevelopment, etc.);
- Quality of the design;
- Impact on the built and natural environment;
- Accessibility, parking and road safety issues;
- Sustainable drainage, flood impact and contaminated land issues;
- Compatibility with other land uses in the area;
- Operational characteristics of the proposals (noise, hours of operation, odour, etc.);
- Loss of trees and landscaping issues; and
- Degree to which an unacceptable proposal can be made acceptable by imposing conditions.

If you speak, you are encouraged to use the time allotted to clarify any points you consider material and address the determining issues. You should not raise any new matters. **Please do not repeat what is in the report. Committee Members should have read it beforehand.**

Presentations will be strictly limited to **3 minutes each for local applications<sup>2</sup> or other non-planning applications (eg listed building consents) and 5 minutes each for major applications<sup>2</sup>**. This should allow sufficient time for interested parties to make relevant points. Where an applicant is employing an agent but also wishes to speak themselves, that is acceptable but only 1 time slot is allocated (i.e. 3 or 5 minutes in total). Where there are multiple supporters / objectors to an application, in order to prevent unnecessary repetition, parties should consider grouping together and use a spokesperson to make a collective presentation.

1. Only representation submitted before the expiry of the formal specified neighbour notification period or the advertisement period (if applicable) – whichever is the later - will be counted as timeous representations
2. Local and Major applications are defined in the Hierarchy of Development [Regulations](#) as explained in the relevant [Circular](#)