



**HYNDBURN**  
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# Deciding Planning Applications

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## Have Your Say

### Introduction

The Council deals with between 500 and 700 planning and other applications each year. Most are decided by Planning Officers under the Council's "Delegated Powers" arrangements and will not be considered by the committee. **Only the following applications will be considered by the Planning Committee:**

1. The Chief Planning & Transportation Officer considers that the application should be considered by the Planning Committee.
2. The application would constitute a significant departure from the policies of the statutory development plan and it is intended to approve the application.
3. The application is for a significant proposal by the Council or the County Council and is not of a minor nature.
4. The applicant is a member of the Council.
5. The applicant is an employee of the Planning and Transportation Department or is a senior manager of the Council.
6. The planning application is recommended for approval subject to a planning obligation under section 106 of the Town and Country Planning Act 1990 (although planning applications for renewals/time extensions do not need to be referred to Planning Committee if there is a Section 106 Agreement).
7. A local Councillor has requested in writing that a planning application is referred to Planning Committee within 14 days of such a planning application first being included on the weekly list of planning applications and subject to the local Councillor giving planning reasons for the referral to the Planning Committee.

This leaflet explains how the process will work and how you register your request to speak. If you wish to speak at the meeting it is essential that you also set out your reasons to the Planning Department in writing as only valid planning reasons may be taken into account when the application is considered. Even if you do not wish to speak at the meeting but you have concerns

about an application it is important that you write (by letter or email) to the Council about them.

### The Committee

The Planning Committee consists of a number of elected councillors who meet in order to decide planning applications.

### Registering to speak

The Council has decided, so that meetings are not too long, that on most applications only one speaker opposing an application and one (usually the applicant) in favour of the proposal can speak at the meeting. For Major applications up to two speakers from each side will be allowed. **Objectors who wish to speak on a particular application must Register before 12 noon on the day preceding the Planning Committee by completing and returning this form or by contacting the Council's Member Services Department by telephone or email.**

The right to speak at the committee meeting will be allocated on a first come first served basis. The person selected to speak will be notified of the date of the meeting. A list of speakers will be available to the public and, if you are the selected speaker, it is possible that you may be approached by other objectors. **Applicants can register their wish to speak by telephoning the Member Services Department. (01254 380 109)**

### Attending the meeting

It is essential that those speaking about applications must arrive at least 15 minutes before the start of the meeting and make themselves known to the Member Services Officer. Those who arrive late cannot be guaranteed to be able to speak at the meeting. The Planning Officer's Report on all applications will be available at the meeting.

### Procedure at the meeting

- The Chair of the Planning Committee will control the meeting.
- Each application on the agenda will be introduced by a Development Control Officer or Chief Planning and Transportation Manager who will highlight the main issues.
- Each speaker will then be invited by the Chair to make their contribution in the following order:
  - Speaker opposing the application
  - Altham Parish Council, if appropriate,
  - The applicant/agent,
  - Other councillors.

The speakers (other than councillors) will have no more than 3 minutes to put their views to the committee. Speakers do not have the right to question councillors or officers but should simply state their views. Members of the committee will then discuss the application, requesting any information or clarification from officers, and then proceed to make the decision on the application.

### Other speakers

The Council's procedures also allow a representative of Altham Parish Council to speak at the meeting on applications within Altham and other councillors, who are not members of the Planning Committee, can also speak.

### Conduct at the meeting

From time to time planning applications will result in strong opinions for and against developments. Members of the public may listen to the debate on applications but can only speak as has been explained above. Anyone who interrupts the proceedings or is otherwise disruptive will be asked to leave the meeting.

### Decision

The Committee's decision on the application, together with details of any conditions imposed, will be sent to all those who have made written comments on an application or who have spoken at the meeting

### Appeals

If planning permission is refused or unacceptable conditions are imposed the applicant has the right of appeal to the Planning Inspectorate. If an appeal arises then anyone objecting to the original application will be informed. If applications are approved those opposing the proposal have no right of appeal.

### Further information

Further information on the procedures involved can be obtained from Member Services on 01254 380 109.

Email [memberservices@hyndburnbc.gov.uk](mailto:memberservices@hyndburnbc.gov.uk)

Use this QR code to go to the Planning Committee home page:



Return this section to the Council if you wish to speak at the Planning Committee meeting. (PLEASE NOTE THAT YOU WILL ONLY BE ABLE TO SPEAK AT PLANNING COMMITTEE IF THE PLANNING APPLICATION DOES NOT FALL TO BE DETERMINED AT OFFICER LEVEL)

Application Number: 11/ /  
Application address

I object  I support  (**select one**) the above planning application and wish to speak at the Planning Committee meeting in connection with the planning application.

Name:

Address:

Telephone:

Email:

*To see more about how we record and store your information please see the [Council's privacy notice](#).*

**The completed form can either be submitted electronically by clicking here SUBMIT FORM or by attaching to an email, OR by printing and then posting to:**

**Hyndburn Borough Council,  
Member Services Officer, Scaitcliffe  
House, Ormerod Street, Accrington,  
BB5 0PF.**

Remember, you also need to write to the Council setting out your reasons for objection/support. The Planning Officer will be named on any accompanying notification letter. Email your comments to: [planning@hyndburnbc.gov.uk](mailto:planning@hyndburnbc.gov.uk)