

Advice to Public and Speakers at the Council's Planning Committees – A and B

Are the meetings open to the public?

Yes, all our meetings are open for you to attend. Only in special circumstances are the public excluded. You can attend in person and will be seated in the public gallery of the Council Chamber located on the 2nd floor of the Civic Offices. Alternatively, you can watch meetings live and [view the webcast](#) on the Council's website. After the meeting has finished the webcast is available on the [EFDC You Tube channel](#)

When and where is the meeting?

Details of the location, date and time of the meeting are shown at the top of the front page of the agenda along with the details of the contact officer and Members of the Committee. Each [planning committee agenda](#) is published on the Council's website.

Can I speak?

If you wish to speak **you must register with Democratic Services by 4.00 p.m. on the day before the meeting**, by emailing democraticservices@eppingforestdc.gov.uk Alternatively, please telephone 01992 564243 as shown on the front page of the agenda. **Only one objector may be registered to speak on each application.**

You can speak at the planning committee meetings either virtually via MS Teams or in person at the Civic Offices. Speaking to a Planning Officer will **not** register you to speak; you must register with Democratic Services. Speakers are not permitted on Planning Enforcement or legal issues.

Who can speak?

Three classes of speakers are generally allowed: Only one objector (maybe on behalf of a group), the local Parish or Town Council and the applicant or his/her agent. In some cases, a representative of another authority consulted on the application may also be allowed to speak.

Local Ward Members can also speak.

What can I say?

You will be allowed to have your say about the application, but you must bear in mind that you are limited to **3 minutes**. At the discretion of the Chairman, speakers may clarify matters relating to their presentation and answer questions from Committee members.

If you are not present by the time your item is considered, the Committee will determine the application in your absence.

If you have registered to speak on a planning application to be considered by Planning Committee A or B you will either address the Committee from within the Council Chamber at the Civic Offices or will be admitted to the meeting virtually via MS Teams. Speakers must NOT forward the MS Teams invite to anyone else under any circumstances. If attending virtually, you may email your statement to democraticservices@eppingforestdc.gov.uk in advance of the meeting, so this can be read out by an officer on your behalf should there be a technical problem.

Can I give the Councillors more information about my application or my objection?

Yes, you can but it must not be presented at the meeting. If you wish to send further information to Councillors, their contact details are available on [our website](#). Any information sent to Councillors should be copied to the Planning Officer dealing with the application and a copy of that email sent to contactplanning@eppingforestdc.gov.uk

How are the applications considered?

The Committee will consider applications in the agenda order. On each case they will listen to an outline of the application by the Planning Officer. They will then hear any speakers presentations.

The order of speaking will be (1) Objector, (2) Parish/Town Council, then (3) Applicant or his/her agent. Local Ward Members will also have an opportunity to speak (if desired). The Committee will then debate the application and vote on either the recommendations of officers in the agenda or a proposal made by the Committee. Should the Committee propose to follow a course of action different to the officer recommendation, it is required to give its reasons for doing so.

Further Information

Further information can be obtained from Democratic Services.

Email democraticservices@eppingforestdc.gov.uk