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**Democratic Services Section
Chief Executive's Department
Belfast City Council
City Hall
Belfast
BT1 5GS**

4th April, 2019

MEETING OF PLANNING COMMITTEE

Dear Alderman/Councillor,

In addition to those matters previously notified to you, the following item(s) will also be considered at the meeting to be held at 4.00 pm on Tuesday, 9th April, 2019.

Yours faithfully,

SUZANNE WYLIE

Chief Executive

AGENDA:

2. **Pre Determination Hearing Procedure Guidance (Pages 1 - 2)**

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Pre Determination Hearing

The Pre Determination Hearing will be used simply to hear the interested parties views and statutory consultees, and for Members of the Committee to seek clarification from these parties on the facts surrounding the development.

The objective of the meeting will be to focus on the material planning considerations and explore these to facilitate the planning committee in making its determination of the application.

No decision may be reached at that hearing as Committee Members and planners may wish to consider the views made prior to making a determination at the scheduled committee meeting later that day (5pm, Tuesday, 9th April).

Planning officers will also be present, along with representatives of consultees to present their conclusions and answer any points of clarification Members may have. In the interests of expediency and efficiency, there will be a limit to the number of speakers and the time each speaker has. Where a group wishes to have its views expressed they should agree a spokesperson to make their representation with the Council beforehand. A time limit of ten minutes has been agreed for each representation.

Procedure at the Hearing

1. If possible and practicable to do so the clerk or administrator will identify those parties present who wish to participate in the hearing. Copies of the hearing procedures should be given to those wishing to participate. A list of participants shall be passed to the chair.
2. The Chair will open the hearing by welcoming those parties present and will ask for confirmation of:
 - 1) the identity of those involved
 - 2) that all persons wishing to participate in the hearing procedure
 - 3) that all participants understand the procedure.
3. The Chair will remind parties to focus their comments on the views which they have already expressed in writing. New information should only be presented for the purposes of clarification and if this happens the other parties to the hearing will be allowed to respond to this new information.
4. The planning officer will introduce the application, giving a brief description of the proposed development and the application site, the planning policies against which the application is to be assessed and any other material considerations relevant to the application.
5. The applicant(s) will have the opportunity to present their case (in no more than 10 minutes). After the applicant(s) presentation, Members of the Committee may ask questions of the applicant(s).
6. Third parties who have submitted written objections within the appropriate time frame will have the opportunity to make their representations (i.e. objectors will have ten

minutes and supporters will have ten minutes). After the third parties presentation, Members of the Committee may ask questions of the third parties.

7. The Committee Chair will ask whether there are any other members of the public who have made objections to the application within the appropriate time frame and have given notice that they wish to speak for such a period as the Committee Chair permits and the Committee will have the opportunity to ask questions.
8. At the Committee's request, any other relevant officer of the Council or statutory consultee present will have an opportunity to identify any concerns they wish to raise.
9. The applicants will be given the opportunity to respond to issues raised by members, officers or third parties which were not originally covered in the applicant's original presentation.
10. After all the parties have concluded their presentations the Chair will establish if the Committee has had its requirements for information met. The Chair will also ask if the parties are satisfied with the way in which the hearing has been conducted and their responses will be included in the minutes of the meeting.
11. The Chair will indicate that the hearing has been completed and all parties will return to the public gallery. The planning officer will detail the appraisal of, and present the recommendation on, the application, after which the Committee will consider and determine the application.

Guidance Notes

- Applicants and objectors are permitted a maximum of ten minutes to make their presentations – this timeslot being divided among those wishing to speak for each party. If any party wishes to speak for longer then they should indicate this prior to the presentations commencing. The Committee shall decide whether to allow a longer period. Any extension of time should not exceed five minutes.
- Electronic submissions must notify the clerk at least two clear working days prior to the hearing so that arrangements can be made. (Deadline – 5pm, Sunday, 7th April).
- It should be noted that if a hearing has been arranged and all the interested parties (i.e. applicant, objector(s) and any third parties) have been invited to attend or be represented, then the hearing will proceed irrespective of the absence of any of the invited parties when the application comes to be considered. Should a party invited to attend or be represented be unable to be present, then a third party may submit a short written statement summarising their views, which will be read to the meeting by the clerk on their behalf at the appropriate stage in the proceedings. The Committee will hear the parties present and then determine the application.
- All parties who have made representations on an application will be advised by the Council of the decision on the application.