



Planning Applications

Having your say at City & County of Swansea Council's Planning Committee

Listening to the people's views is an important part of City & County of Swansea Council's work. The Planning Committee welcome statements and petitions from local people about planning applications that affect them.

The Planning Committee decide the larger, complex or more controversial planning applications in the City.

The Committee meetings usually take place on Tuesdays at 2.00pm (but please check beforehand as occasionally times will vary) in the Council Chamber, Civic Centre, Oystermouth Road, Swansea, SA1 3SN and are open to the public.

The public have a right to attend the meeting and may make a statement to the Committee (subject to advance notice being given) if they so wish.

- **Who can speak**
- **Registering your request to speak**
- **What you can say to the Committee**
- **What happens at the meeting**

Who Can Speak

If you wish to speak directly to Planning Committee you should be:

- Someone who lives in Swansea and/or
- Someone who has a genuine interest in expressing a view on development control matters for example someone who:
 - i Is an applicant (or applicant's agent) for planning permission
 - ii Is an individual objector/supporter of a planning application
 - iii Represents a group of objectors/supporters of a planning application

Registering your request to speak

If you are thinking of speaking, please contact us as soon as possible. You can write, email or fax us and you **must**:

- Send your request to speak by **no later than 12.00 noon on the working day before the meeting, clearly indicating the item number or application number on which you wish to speak.**
- Give your name and address which will be publicly available unless there are particular reasons for confidentiality.

Contact details can be found at the end of this leaflet.

What can I say to the Committee?

Under planning law, we can only take into account comments on planning issues. For example, these include loss of light or privacy, highway safety, traffic and parking issues, noise, amenity, pollution, conservation, wildlife, design and appearance of the development.

Issues which cannot be taking into account include loss of view, effect on property values, private rights, covenants and construction noise and boundary disputes.

The City & County of Swansea Council has also to take into account Welsh Government policies and guidance, together with its own planning policies and you may wish to refer to these as well.

You should not make statements that are personal, slanderous or abusive.

Keep your address short.

What happens at the meeting?

Statements are heard prior to the relevant item.

Immediately before the item is to be considered, the Chair will call you to speak to the Committee.

However, the Council Constitution provides for a total time of ten minutes for representations (a maximum of 5 minutes each for objectors and applicants and supporters). So if there is more than one person wishing to address the Committee, either as an objector or applicant or supporter, you are advised to discuss the presentation before hand, perhaps nominating one person to make the statement, to ensure that the five minute limit is not exceeded.

The Committee Chair always has discretion as to whether or not a person speaks and has discretion to allow longer speaking times if appropriate.

Late requests to speak will not normally be accepted, although, in exceptional circumstances, they may be taken with the specific agreement of the Chair and Committee.

What happens at the meeting? (continued)

The Chair will then ask the Planning Officer to introduce the application and respond to any points raised. The Committee will then discuss the application and make a decision.

At the meeting you should not interrupt another speaker or the Committee debate.

Should objectors/applicants wish to submit photographs/images for display at Committee, this has to be done by Noon the previous working day.

Any materials/literature objectors/applicants may wish to distribute to Members, they must do this themselves.

If a matter is deferred/withdrawn/deferred for site visit you will not be able to speak until it comes back to Committee.

After the meeting

A letter will be sent to you notifying you of the decision made on that application.

Contact details

If you wish to make a statement or present a petition, please address it to:

Democratic Services - Tel: 01792 636820

and send it either

By post: Democratic Services, City & County of Swansea, Room 2.2.3, Civic Centre, Oystermouth Road, Swansea, SA1 3SN

By fax: 01792 637261

By email:

democratic.services@swansea.gov.uk

If you have any questions about the procedures above or would like a copy of the full scheme please contact the Democratic Services Team.

Translation/Special Requirements

If you would like this information in a different format, for example in Welsh, large print, computer disc or community languages, please contact: Planning Services, City & County of Swansea, Oystermouth Road, Swansea, SA1 3SN.