

Guidance notes for members of the public for Planning Committee meetings

Introduction:

The ODA Planning Committee is committed to the highest standards in decision-making to provide confidence in its decisions as a planning authority. It has a Planning Code of Practice which applies to all members of the Planning Committee, the principle of which is that its decision-making is open, objective and fair, and is based strictly in accordance with planning principles. You can [read the Code](#) on the London 2012 website

Meeting:

A number of people sit at the top table. These are members of the Planning Committee, ODA Planning staff who are there to present reports, the Committee Secretary who takes minutes, and the Committee's legal adviser.

Public Speaking Process:

The ODA's usual practice will be that objectors and supporters who have written in to comment on a planning application will be contacted by the ODA no less than six working days before the committee meeting due to determine the application to ask whether they wish to speak at the meeting and to give details of how to make such a request. The applicant will be similarly informed and told the recommendation. If anyone has requested to speak, applicants or their representatives will be asked whether they wish to speak. If the application is recommended for refusal and the applicant has requested to speak, supporters of the recommendation (that is, objectors to the application) will be notified. Applicants or their representatives will not normally be asked to speak where the application is recommended for approval and there are no requests from objectors to speak, though the Committee Chair has discretion.

Unless otherwise agreed by the Committee Chair, the maximum total times allowed for speakers will be five minutes for objectors and five minutes for supporters. If several objectors wish to speak they will share the five minute period and be encouraged to nominate one speaker where possible. The same process will apply to supporters.

Contacting the Committee Secretary:

The Planning Committee normally meets on a Tuesday evening. If you wish to speak at the meeting you should contact the Committee Secretary no later than 5pm two working days before the date of the Planning Committee meeting, that is, normally by 5pm on the previous Friday evening (see contact details at the end of this note).

You should provide your contact details, to say whether you wish to speak for or against the recommendation, and to give some idea of what points you wish to cover. The Committee Secretary will, insofar as possible, notify the other parties of your request to speak at the meeting.

Decision-taking at the Committee:

Where items are uncontroversial, the Planning Committee may sometimes make a decision based on the report of the planning officer without extensive presentation and discussion. It is expected that normally planning applications will be determined as follows:

- the Chair takes the item as it appears on the agenda
- the planning officer will present the report
- committee members may ask questions
- the objector(s) to the recommendation speak as detailed above
- the supporters to the recommendation speak as detailed above
- committee members may ask questions of those who have spoken and ask the planning officer to respond
- committee members will discuss and then determine the application or make other such recommendation as is appropriate

When decisions are taken that are contrary to the planning officer's recommendation, the committee will give reasons for its decision based on planning grounds, and a detailed minute will be made of the reasons.

Contact details for Planning Committee Secretary:

Via [email](#)

Postal Address

The Planning Committee Secretary, Olympic Delivery Authority, 23rd Floor, 1 Churchill Place, London E14 5LN

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