

Appendix 4 – Extract Part 5 Codes and protocols.

PROCEDURE FOR PARISH/TOWN COUNCIL REPRESENTATIVES/ MEMBERS OF THE PUBLIC ATTENDING MEETINGS OF THE PLANNING COMMITTEE

1. **Attendance by Parish/Town Councillors and Members of the Public**
 - 1.1 Town/parish councils and applicants/agents, objectors and supporters may make representations on all applications.
If an application is recommended for approval and there are no registered speakers against the application the applicant/agent will not have the right to make representations.
 - 1.2 Two representatives of the town or parish council may also attend site visits. (see Procedure for Members' Site Visits above).
 - 2.3. The Town or parish council representative and members of the public may attend the meeting and speak on any application. They must register with the Democratic Services Officer at Uttlesford District Council (telephone 01799 510410) or email: committee@uttlesford.gov.uk by 2pm on the day before the meeting. The order of speaking for each application will be as follows
 1. Non-committee member
 2. Supporters
 3. Objectors
 4. Town or parish council
 5. Applicant or Agent
 - 2.4 The town/parish council representative may speak for up to 5 minutes, members of the public may speak for up to minutes. Applicants and their representatives may speak for up to 15 minutes
 - 2.5 At the meeting those making representations should sit in the public area until the relevant item is to be considered.
 - 2.6 Those making representations should sit at the allotted desk alongside members to make their statement and having made their statement should then return to the public area (or leave the meeting).