1. In order to speak you must have submitted written representations on the relevant planning application at least 14 days before the committee meeting.

2. There will be a maximum of 20 minutes’ public speaking time allotted to each planning application. This time is divided between the following categories:
   (a) Objectors – 10 minutes in total
   (b) Applicants, agents or supporters – 10 minutes in total

3. No person may speak for more than 5 minutes each. If there are more than two persons wishing to speak from category (a) or (b) they will need to organise themselves by appointing up to two spokespersons or agreeing to share the allotted 10 minutes in shorter slots between more people to enable more speakers to participate from that category within the allotted 10 minutes. In rare circumstances where there is considered to be an exceptionally wide range of different issues the Chairman may, in his discretion, allow limited additional time.

4. Anyone wishing to speak at Committee must register a request to do so with the Chief Planning Officer at least five working days before the meeting (unless this is not practicable, for example due to delayed publication or receipt of the committee report). This is to allow time for the Chief Planning Officer to alert those wishing to speak if it is necessary to organise themselves as set out in paragraph 3, and to allow time for such organisation.

5. All parties on registering a request to address the Committee must submit a written statement of their case in order that any factual or new points can be investigated prior to the meeting and to facilitate the organisation of speakers in accordance with paragraph 4 above. This should include any material to which they wish to refer in order to ensure that it can be appropriately displayed.

6. Persons will address the Committee after the Chief Planning Officer has presented the application to the Committee and Members have obtained any necessary information in respect of that presentation and the relevant Committee report.

7. Persons addressing the Committee will not be given the opportunity to question Members or officers of the Committee.

8. Persons addressing the Committee are expected to be available to answer questions in order to clarify points which they have made to Committee.

9. Committee cases will be taken in the order in which they are set out in the agenda unless it is felt expedient by the Chairman to do otherwise (e.g. if there were a high level of public interest in a particular case).
10. The Committee will not accept additional written representations in lieu of a person addressing the Committee unless they convey new points that had not been included in the original representation, which will already have been taken into account.

11. If there is any dispute as to whether it is appropriate for someone to address the Committee, the final decision rests with the Chairman or Deputy Chairman.

12. Representations on matters other than planning applications will be at the discretion of the Chairman.
Additional Information for members of the public addressing the Committee

1. The Committee is usually held in the Livery Hall (formally known as the Old Museum), which can be reached through the main public entrance off Aldermanbury/Guildhall Yard, which is shown as A on the attached map. However, the Basinghall Street entrance (H on the map, facing Mason's Avenue) is nearer and will be opened on the morning of the meeting. There are steps leading into the room but a member of staff will direct you to the nearby lift should you require it.

2. The commencement time of the meeting varies depending on the amount of business on the agenda and will usually be between 10am and 11.30am. The exact time and venue will appear on the Committee agenda, which can be viewed about a week before the meeting online at [http://democracy.cityoflondon.gov.uk/ieDocSearch.aspx?bcr=1](http://democracy.cityoflondon.gov.uk/ieDocSearch.aspx?bcr=1). Alternatively, the start time and any other details can be confirmed with the Committee administrator on (020) 7332 3414.

3. At the meeting, the front row of the public seating area (near the entrance to the Hall) will be reserved for those who have previously advised the Chief Planning Officer in accordance with the procedure that they would like to speak. A list of those speaking at the meeting will be placed on these chairs with a set of Committee papers for each of the speakers.

4. The Chairman or Town Clerk’s representative will ask you to address the Committee by calling your name once the Chief Planning Officer has finished presenting the application and Members have obtained any necessary information in respect of that presentation and relevant report. Your name will be called in the order set out in the list outlined in point 3 above.

5. A lectern and microphone will be arranged on a table facing the Committee, and you are asked to make your way to the lectern when your name is called and to speak into the microphone to ensure that everyone can hear your case clearly.

6. The time for you to make your case will start when you begin speaking, indicated by a green light on the lectern table. Thirty (30) seconds before the end of your time, a red light will light up along with the green light. When only the red light is left on, your time will have finished, although the Chairman may allow you to finish the point you are making if you do so very quickly.

7. Members may wish to ask you questions, but usually the Chairman or Town Clerk will simply thank you and you may return to your seat whilst the next speaker is called.