

**BURNLEY BOROUGH COUNCIL**

**REQUEST TO SPEAK AT DEVELOPMENT CONTROL COMMITTEE**

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>CONTACT NUMBER:</b>	
<b>EMAIL ADDRESS:</b>	
<b>I WOULD LIKE TO SPEAK AT THE DEVELOPMENT CONTROL MEETING ON (insert date)</b>	
<b>ON THE FOLLOWING ISSUE (Please insert Planning Application number if relevant)</b>	
<b>A SUMMARY OF THE POINTS I WISH TO RAISE ARE:</b>	

SIGNED:

DATE:

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The completed form should be emailed to [democracy@burnley.gov.uk](mailto:democracy@burnley.gov.uk) or returned to the Town Hall, Manchester Road, Burnley, no later than 5pm three days before the meeting.

You should assume your request has been accepted unless you hear from us

All meetings of the Council and its Committees start at 6.30pm

**GUIDANCE OVER THE PAGE**

## **PUBLIC QUESTION TIME AT DEVELOPMENT CONTROL COMMITTEE**

### **WHAT YOU NEED TO DO IF YOU WISH TO HAVE YOUR SAY AT A MEETING**

- Notice (on this form) must be given by no later than 5.00 pm three days before the day of the meeting.
- The notice must include a summary of the points to be raised.
- A person who has given the required notice on any matter within the remit of the Committee will normally be heard at the beginning of the meeting (after the signing of the Minutes of the previous meeting) or at the discretion of the Chair, immediately prior to the discussion of the item on which the representation is being made.
- If the agenda item is listed for consideration after the exclusion of the public the person will be heard at an appropriate point in the public part of the meeting at the discretion of the Chair.
- Where there is more than one speaker on the same issue the chair may, in the interests of the efficient conduct of the meeting, restrict those speaking to one speaker for and one speaker against a proposal or a reduced period of time so that not more than 10 minutes is taken up by speakers on that issue.
- If the number of requests to make representations on a number of issues is so large that the business of the meeting is not likely to be completed in the time available, the Chair may restrict the total time available for representations to not more than 30 minutes.
- A person making representations will be allowed to speak for no more than 5 minutes.