



Protocol for Operation of Pre-Determination Hearing

Re: LA06/2020/0097/F – Queen’s Parade

Arrangement for Public Speaking at the Pre-Determination Hearing of 20 July 2022

Further to the Department for Infrastructure notifying the Council that it does not intend to call-in the above planning application for determination, the Council is required to hold a Pre-Determination Hearing, the purpose of which is to give the applicant, those people who have submitted representations, and any other interested party, an opportunity of appearing before and being heard by the Planning Committee, prior to the Planning Committee holding a Special Meeting to debate and determine the application.

See joining instructions at end of document.

The following procedures will apply to Ards and North Down Borough Council Pre-Determination Hearing (PDH).

- Requests to speak should be received by the Planning Department (in writing or by Email) at least 5 working days prior to the scheduled Planning Committee meeting;
- Late requests will not be accommodated;
- The request must set out the material planning issues that the speaker wishes to raise;
- Written requests should be addressed to Ards and North Down Borough Council Planning Department and highlighted “Request to Speak”;
- Email requests should be sent to planning@ardsandnorthdown.gov.uk and specify “Request to Speak” in the subject line;
- Members of the Committee will have the ability to ask questions of any speakers;
- It may be useful for third parties seeking to speak to organise themselves in advance of the PDH to optimise the use of time available to set out views to the Committee;
- Speakers should advise Planning Service of details of those individuals intending to share the time or of an appointed speaker in advance of the PDH;
- The Planning Committee can seek clarification from those who have spoken but will not enter into a debate on any issue raised (such matters to be discussed and debated at the subsequent Special Planning Committee meeting at 7pm on 20 July 2022);
- No documentation should be circulated at the PDH to any Members by speakers;
- Audio/visual presentations will not be permitted.

Running Order for Pre-Determination Hearing

1.	Apologies	Chairperson
2.	<p>Chair opens hearing by welcoming those parties present and will ask for confirmation of:</p> <ul style="list-style-type: none"> a) The identity of those involved b) That all persons wish to participate in the hearing procedure c) That all participants understand the procedure 	
3.	<p>Chair will remind parties to focus their comments on the views they have already expressed in writing (via representation to the planning application) and for those who have not made representations, to focus only on material planning considerations</p> <p>Material planning consideration are those relating to planning matters, e.g. appearance of the proposed development, effect on the amenity of the area or your property, access, landscaping, materials, etc. Matters relating to the applicant's personal motives or financial status, views over the site, boundary disputes, etc., are not relevant.</p> <p>No new information will be accepted at the hearing. Any such information should be submitted to the Planning Service at least five days in advance of the date of the meeting to enable officers to prepare any addendum for Planning Committee as required.</p>	
4. Presentation of Application LA06/2020/0097/F		
a.	Oral update if required to report any updates since agenda was issued	Planning Officer
b.	<p>Presentation of application Officers' reports will have been available on the NI Planning Portal and have been circulated to Planning Committee Members in advance.</p> <p>The officer will introduce the application, giving a brief description of the proposed development and the application site, the planning policies against which the application requires to be assessed and any other material considerations relevant to the application.</p>	Planning Officer
5. Speaking Arrangements		
a.	The Applicant has the opportunity to present their case. 10 minute allocation	Chairperson
b.	Planning Committee Members may ask questions of the Applicant	Chairperson
c.	Third parties who have registered to speak within the appropriate timeframe have opportunity to make their representations 10 minute allocation	Chairperson
d.	Planning Committee Members may ask questions of the Third Parties	Chairperson
e.	Applicant has the opportunity to respond to any issues raised by Members, officers or third parties (which were not originally covered	Chairperson

	in the Applicant's original presentation)	
f.	After all parties have concluded their presentations, the Chair will establish if the Committee has had its requirements for information met.	Chairperson
g.	The Chair will ask the Applicant and Third Parties if they are satisfied with the way in which the Pre-Determination Hearing has been conducted. Issues raised will be presented to the Planning Committee at its meeting to discuss and determine the application	Chairperson
h.	All speakers returned to Virtual Public Gallery	Director
i.	The Planning Officer will detail the appraisal of, and present the recommendation on, the application	
6.	Closure of Pre-Determination Hearing	Chairperson
<p>The same procedure will be used for each speaker:</p> <ul style="list-style-type: none"> • Welcome by the Chairperson, including reminder to keep to material planning issues and stating time limit. • Clarification questions from Planning Committee Members through the Chairperson – these should be points of fact, policy or other technical aspects and only refer to issues raised by the speakers. 		

Guidance Notes

It should be noted that if a hearing has been arranged and all the interested parties (i.e. applicant, objector(s) and any third parties) have been invited to attend or be represented, then the hearing will proceed irrespective of the absence of any of the invited parties.

Should a party invited to attend or be represented be unable to be present, then a third party may submit a short-written statement summarising their views, which will be read to the meeting by the Head of Planning on their behalf at the appropriate stage in the proceedings. Such statements should be submitted to planning@ardsandnorthdown.gov.uk

The Committee will hear the parties present and then discuss and determine the application at its Special Meeting taking place at 7pm on 20 July 2022.

Please click the link below to join the webinar on 20 July 2022 at 6pm:

<https://us06web.zoom.us/j/87637498674?pwd=ejhGREdzWk5ZckFQKzJab085M3I5dz09>
Passcode: 243293