

DELEGATED PLANNING COMMITTEE

Guidelines for Public Submissions

Council provides the opportunity for members of the public to address the Delegated Planning Committee.

The following guidelines have been prepared to assist members of the public in presenting submissions at the Delegated Planning Committee meeting:

- Prior to the meeting the three sitting Councilors will familiarise themselves with the concerns that have been raised in each of the submissions that have been lodged.
- Once the meeting commences, the people who have indicated a desire to speak are invited by the Chairperson to address the Committee.
- Public submissions are limited to a maximum of five minutes. These presentations are intended as an opportunity to emphasise the main issues of concern, not to read an objection verbatim.
- A bell will be rung four minutes into the presentation and a second bell will sound at the five-minute mark, at which time the presentation should be brought to a conclusion.
- Where there is a group of people wishing to make a submission on the same matter, it is recommended that a representative speaker be nominated to present the views of the group.
- Any person accepting the Chairperson's invitation to address the meeting should confine themselves to matters that are relevant to the application under consideration.
- Questions may be asked by Committee members at the conclusion of the submission, through the Chairperson.
- People making submissions must address the meeting as a whole and any discussion that takes place will be conducted at the conclusion of submission, through the Chairperson.
- On occasions the Committee make their decision on the spot and other times they retire to the Councillor's room to discuss conditions or to formulate grounds of refusal. They then return to the Chamber to vote on the application and to explain the reasons for their decision.



**HOBSONS BAY
LANGUAGE LINE**

9932 1212

INTERPRETER SERVICE FOR ALL LANGUAGES

AND RECORDED COUNCIL INFORMATION IN:

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Italiano	ကဏ္ဍိန်	Tiếng Việt
粵語	Македонски	普通话

Your Council in your language

