

Useful telephone numbers and addresses

Individual planning officers will normally ask you to write to them personally.

The address for general enquiries is

Head of the Planning Applications Unit,
Kent County Council,
Invicta House, County Hall,
Maidstone ME14 1XX
Tel:(01622) 221061

To get in touch with the committee section you should write to

Andrew Tait/Mary Cooper,
Legal and Secretariat,
Kent County Council,
Room 1.99, Sessions House,
County Hall, Maidstone ME14 1XQ
Tel: (01622) 694342/694354
Fax:(01622) 694383

e-mail: andrew.tait@kent.gov.uk
www.kent.gov.uk

Directions to County Hall HQ

By bus and coach

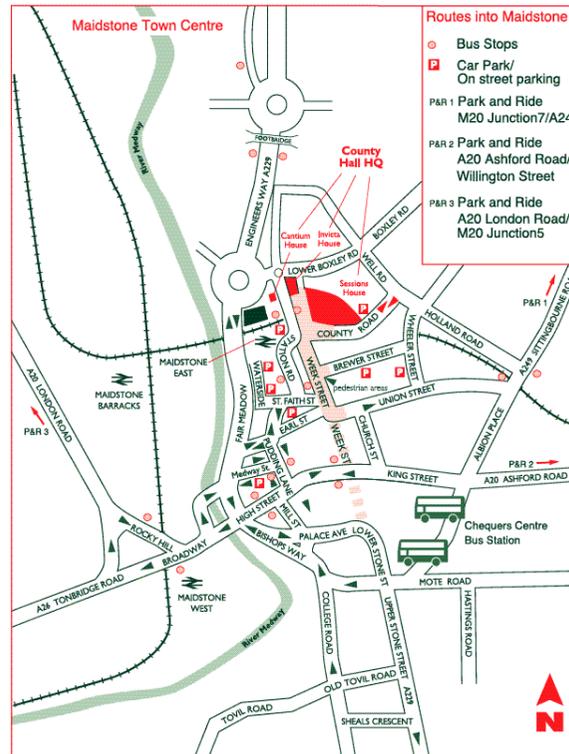
- 150 bus from the Medway Towns, Tonbridge and Tunbridge Wells, and 101 bus from Medway Towns, both stop at County Hall HQ
- Travel Enquires call 08457 696996 (lo-call).

By rail

- To Maidstone East from London Victoria or Ashford, Canterbury West and the Kent coast.
- To Maidstone Barracks station on the Strood to Paddock Wood line (for services from Chatham, Gravesend, Dartford, London Bridge and Charing Cross, change at Strood).
- To Maidstone West Station from Gatwick, Redhill and Tonbridge.

By car

County Hall HQ is located on the A229 Maidstone to Chatham Road. Leave the M20 or M2 at the junction with the A229 for Maidstone. Follow the direction signs towards the town centre and continue for just over a mile along the A229 cross the first roundabout and at the next roundabout, take the first turning into Lower Boxley Road. At the mini roundabout at the top of Lower Boxley Road turn right into Well Road. Take the next turning right into County Road and you will see County Hall HQ on your right. Car parking for County Hall HQ is severely limited. Some meter parking is available outside Sessions House. Pay and Display Car Parks are also shown. For long term car parking, the station car park is recommended.



This leaflet is also available in alternative formats. Call 01622 694342.

Produced by the Corporate Communication Unit, KCC.

Speaking to the Planning Applications Committee



countyhall@kent.gov.uk

www.kent.gov.uk



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Members of the public can speak to KCC's Planning Applications Committee to satisfy themselves that members have all the information they need to decide planning applications.

This leaflet explains the process.

Who can speak to the committee?

If you wish to speak to the committee you **must** already have sent in a written comment about the application.

If that condition has been met, then residents, parish and town councils, residents' associations, local businesses and other people who live in the county can ask the committee section for the opportunity to speak to the committee. Contact them as soon as you know you want to speak so that they can tell you when the application will be considered.

You will not normally be allowed to be represented by solicitors or other professional agents.

How will I know when the committee is meeting?

The committee meets once a month, usually on a Tuesday at 10.a.m.

If you have told the committee section that you may wish to speak, then they will write to you or contact you by e-mail when we publish the report on the planning application you are interested in. This normally happens six working days before the committee meets to determine it. Copies of the report will be on the web-site or can be obtained from the committee section.

Please read the report carefully before deciding whether or not you want to speak. The committee members will have read the report. What you can add

is information that may be missing from the report or a particular emphasis you feel is not being made.

If after reading the report, you decide you do want to speak to the meeting, then contact the committee section by noon on the Friday before the meeting.

How many people can speak?

Normally up to four people can speak on each application.

They are –

two individuals or group representatives;

one parish council representative; and

the applicant, who has the right of reply to any points made.

If more than two individuals or representatives wish to raise similar points, then the committee section will ask them to agree amongst themselves who should speak for them. If necessary, the chairman of the committee will decide which members of the public may speak on the issue.



What happens on the day?

If you are invited to speak to the committee then you should aim to arrive at County Hall, Maidstone, at least a quarter of an hour before the meeting begins (i.e. normally by 9.45 am). A member of staff will meet you and explain the procedures.

What will happen in the meeting?

The chairman will ask the planning officer to introduce the report and explain the reason for any recommendations.

Each speaker will be allowed up to five minutes to address the committee about the application. It is, of course, up to you what you decide to say, but it might be useful to bear in mind the following: -

- The committee will listen to what you say but will not debate the merit of your opinions with you.
- The chairman will let you know when you have one more minute left to speak and will also tell you when your time is over.
- Concentrate on explaining the points that you (or the group you are representing) have already made in writing. You should not attempt to surprise the committee with new information. Any such information should already have been given to the planning officers in time for them to evaluate it professionally.
- The committee can only consider the application on planning grounds. You should not discuss the applicant's past behaviour nor speculate about what you think their possible future intentions may be.

What happens after I have spoken?

After the speeches by the public and applicants, the committee will consider the application. Although this will be done in public, there will be no further opportunities for non-committee members to speak.