



How can I make a representation (“deputation”) to a meeting of the Council’s Planning Committee?

These procedures apply to an “involved party”, meaning any person, group or body directly involved with the relevant item to be discussed by the Planning Committee (eg applicant, objector) or any other party with a direct planning related interest in the matter.

Any involved party wishing to make a representation to the Planning Committee may do so, either in writing or verbally, provided the procedures set out below are followed.

How to request a deputation to the Planning Committee

All requests for a deputation to the Planning Committee must be submitted in writing (letter, fax or email) to:

Planning Committee Secretary, Governance Team
Finance and Corporate Resources Department
PO Box 50, 1st Floor, Civic Centre
Silver Street
Enfield, Middlesex
EN1 3XA

Fax No: 020 8379 4455
Email: Jane.creer@enfield.gov.uk

We need to have your request at the latest by 12:00 noon on the working day before the meeting that you wish to speak at. Your letter should state which matter it relates to and the nature of the deputation, name and contact details.

How the deputation procedure works

- Only deputations opposing the recommendation in the report will be received.
- A maximum of two deputations will be received on any one agenda item.
- An opportunity to respond to deputations is made available.
- No new matters outside the original submission may be raised in response.
- Deputations and responses are limited to five minutes.
- Where there is more than one request to speak on a matter, the deputees will be invited to make a joint deputation with a single speaker for a total of five minutes, or to share the five minute time allocation between them.

- Should the Chairman be of the opinion that a deputee is simply repeating points previously made by another deputee on the same matter, the Chairman may at any time call for an end to the speech.
- Representations must deal with the planning issues only.
- Representations will be in the public domain as the planning process is a public one.
- A petition may be presented as part of the address of the deputation, provided the petition relates to the subject matter of the deputation.

Involved parties may also ask a ward councillor to speak on their behalf.

Planning Committee will only agree to accept representations made outside these procedures where there are exceptional circumstances, for example if someone can show they have been prejudiced by a failure to follow procedures.

Members of the public at the meeting must not speak to or lobby members of the Planning Committee during the course of the meeting, except by way of a deputation address. Documents must not be passed to members.

Written Representations

Any involved party concerned with any matter on the agenda for a meeting of the Planning Committee may make written representations to that committee. Such written representations will be circulated to members of the Planning Committee (as well as officers and ward councillors if appropriate) if received by noon on the working day before the day of the meeting.

How to find out the dates of Planning Committee meetings, what's on the agenda, and who your ward Councillors are

The dates of all Planning Committee meetings, the current agenda and details of your ward councillors are available on the democracy pages of the Council's website (www.enfield.gov.uk) or you can telephone the Governance Team on Tel: 020 8379 4093 or 020 8379 4041.

Petitions

Petitions received at any time prior to noon on the day of the Planning Committee meeting will, at the discretion of the Chairman, either:

- (i) be received at the meeting, or
- (ii) be reported at the meeting by an officer when the relevant item on the agenda is reached, in which case the original document shall be available for inspection by members of the committee.

Petitions may also be presented as part of a deputation address as mentioned above.

If you have any questions regarding the above please contact the Governance Team on 020 8379 4093 or 020 8379 4041.