

Development Control Committee

Public Forum FAQ



Before The Meeting

Q1: What is the difference between commenting on a Planning Application and submitting a Public Forum Statement or Public Forum question?

A1: Any comment on a Planning Application can be made through Bristol City Council's Planning Portal on the Bristol City Council website. These comments will form part of the summary made by Planning officers in the report that is submitted to Committee.

Please see the portal link below for access to make a comment on a Planning Application
[Comment on a planning application \(bristol.gov.uk\)](https://www.bristol.gov.uk/planning-portal)

Public Forum Statements and Public Forum Questions (together with formal written answers) are submitted directly to either Development Control Committee A or B and are published on the Bristol City Council website.

Q2: Is there any difference between Development Control Committee A and B?

A2: The only difference between each Development Control Committee is the membership. There are two committees to ensure that the volume of work is spread between a reasonable number of Councillors due to the number of Planning Applications which are considered at Committee each year.

Q3: How do I submit a written Public Forum Statement to a Development Control Committee?

A3: You should submit your written statement to the following e-mail address by no later than 12 noon two working days before the meeting: democratic.services@bristol.gov.uk

Q4: What should the written statement contain?

A4: It should be as short as possible and preferably no more than one side of A4 paper. Statements should be factually based and should not contain anything that could be construed as being defamatory, libellous, or vexatious. Anyone including such information will be requested to remove it before it is published.

Q5: Will my statement be sent to the Committee?

A5: All Public Forum Statements are published on the Bristol City Council Committee website in advance of the meeting and are seen by Committee Members in advance of it.

Q6: Can I send photos with my statement?

A6: You are requested to limit the number of photos that you provide to accompany statements as these are frequently included by officers as part of the presentations that they give to committees.

However, if you feel you need to do include them, please keep these to a minimum of key photos and where possible provide them in a PDF or Microsoft Word document.

Q7: Can I send supporting documents with my statement?

A7: Supporting documents should not be included with Public Forum Statements. If you would like the



Committee to see additional information that is not contained within the Committee report, you should directly contact members of the Development Control Committee which is considering that planning application using the following links:

[Development Control A Committee](#)

[Development Control B Committee](#)

Q8: What if I also want to speak at the Development Control Committee?

A8: You must submit your request to speak, together with a written statement, by 12pm two working days before the meeting at which the Planning Application it relates to is to be considered.

Q9: Do I have an automatic right to speak at Development Control Committees?

A9: Since 30 minutes in total is set aside under Standing Orders for all Public Forum at each Development Control Committee, it cannot be guaranteed that you will be able to speak at the meeting. By convention, the time for each speaker is limited to 1 minute to enable the maximum possible of people to speak (30 people – 1 minute each). Therefore, if there are more than 30 requests to speak for all applications being considered at the meeting, you may not be able to speak.

If the number of requests to speak exceeds 30, the Chair will exercise discretion in ensuring the number of speakers per application is as fair as possible, considering the differing points of view in each case.

Q10: What if I wish to submit a formal Public Forum Question to a Development Control Committee? Can I submit more than one question? Can I ask any further questions at the meeting?

A10: You may submit no more than three Public Forum Question(s) by no later than 5pm on 3 clear working days before the meeting at which your Planning Application is to be considered. The specific day for each meeting is identified under the Public Forum Agenda Item in the agenda sheet at the front of the paperwork. You should submit all Public Forum Questions to democratic.services@bristol.gov.uk
At the meeting, you may ask a total of two supplementary questions.

Q11: How will answers be provided to my questions?

A11: Answers will be provided to your questions in advance of the meeting and will be included within the Public Forum paperwork published on the Bristol City Council website.

Q12: Can I submit a petition to a Development Control Committee?

A12: You can present a petition to a Development Control Committee via the following e-mail address: democratic.services@bristol.gov.uk. Please supply your name, address, the name of the lead petitioner (if it is different), Petition wording and signatures collected. Subject to the time constraints mentioned in A9, you will be able to speak for 1 minute to your petition.

Q13: Do you need my name and address?

A13: We will publish your name in the Public Forum paperwork if you provide it unless you specifically request to remain anonymous. Your postal address, e-mail addresses and phone number(s) will not be published for data protection reasons.



During The Meeting

Q14: Where is the meeting held?

A14: All Development Control Committee meetings are held in the Council Chamber, City Hall, College Green, Bristol.

Q15: If I wish to view the meeting but not read out a statement, will I need to attend?

A15: No. All Development Control Committees are webcast so you can see them remotely if you have access to the Bristol City council website.

Q16: When I arrive at the meeting, where should I sit?

A16: You should sit in the Public Gallery at the back of the Council Chamber.

Q17: When does the Public Forum process operate during the meeting?

A17: In accordance with Development Control Committee Standing Orders, Public Forum is heard at the beginning of each Planning Application.

Q18: If I am listed to speak at the meeting, how do I make my Public Forum Statement?

A18: As indicated in A16, you should sit in the Public Gallery at the back of the Council Chamber. You will be provided with a microphone by a member of staff to make your statement. Please speak clearly into the microphone and not too far away to ensure your voice will be picked up by the webcast.

Q19: How long do I have to speak for?

A19: As mentioned in A9, all Public Forum speakers will only have 1 minute to speak. The Chair is likely to enforce this strictly and may use the timer to do so.

Q20: How should I behave during my statement?

A20: Speakers are expected to be courteous and respectful of other participants of the meeting. Comments which could be seen as defamatory, libellous, or vexatious will not be tolerated. In such instances a warning may be issued, and people asked to leave the meeting by the Chair of the Committee if they continue to breach Bristol City Council's core values of respect.

Q21: Once I have made my statement, will I be able to participate any further in the meeting?

A21: No. The Public Forum participation process is the only stage of the meeting at which members of the public can address the Committee. For the remainder of the meeting, you are free to observe the meeting but must not interrupt or otherwise intervene in the meeting.

Q22: Is there a formal process that I can follow for the rest of the discussion concerning each Planning Application?

A22: Yes. At the back of each agenda sheet, there is a flow chart which shows each of the stages involved for each Planning Application:

[Public Forum](#)> [Officer presentation](#)> [Councillor questions for officers](#)> [Councillor debate](#)> [The voting process](#).

Q23: Is there a break at any point during the meeting?



A23: The Chair, in consultation with the rest of the Committee as appropriate, will decide whether a break is required during the meeting. The Chair will indicate if a break is taking place and for how long before the meeting resumes.

After The Meeting

Q24: If I wish to view the meeting after it ends, can I do so?

A24: Yes. The meeting will be available on the Bristol City Council website within 24 hours where it can be viewed by a link to YouTube.

Q25: If I want further detail about a decision made at the Committee, who do I speak to about it?

A25: Minutes for the meeting will be published in due course. If you still have a query, please contact Bristol City Council's Press Team at newsdesk@bristol.gov.uk who will contact the appropriate officers and provide you with further information concerning any decision made.

Q26: How long is it before Development Control Committee decisions are implemented?

A26: All Development Control Committee decisions are formally confirmed when the minutes are approved as a correct record at the following meeting. The Development Control Committee team will contact the applicant and/or agent following the meeting to advise them of the decision.

