**REGISTRATION FORM TO BE HEARD AT REGULATORY PANEL**

**County Buildings**

**Wellington Square**

**AYR**

**KA7 1DR**

Dear Sir or Madam,

I/we wish to be heard at the next meeting of the **Regulatory Panel**:

|  |  |
| --- | --- |
| Meeting Date: |  |
| Applicant’s Name(s) |  |
| Applicant’s Address: |  |
| Applicant’s Telephone Number: |  |
| Applicant’s Email Address |  |
| Representing: |  |
| Spokesperson(s) at meeting: |  |
| My / Our representation relates to | Agenda Item:  Relating to: |

I / we will be speaking in support of the officer recommendation  
 I / we will be speaking in opposition of the officer recommendation   
 I / we wish to request an extension of up to 10minutes to present the submission for the  
 following reason(s):(Please refer to extract from the Procedure Notes overleaf).

|  |
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|  |

**Please note that the deadline for the submission of this completed form is 12 noon the day before the meeting. In the event of the day before the meeting being a Public Holiday, the deadline is 12 noon the last working day prior to the meeting.**

|  |
| --- |
| **Office Use Only**  Form Completed Deputation assessed and accepted / not accepted Extension of time accepted/not accepted  **On behalf of Planning Services:**   **Date:** **Chair of Regulatory Panel** **Date** |

Before completing this form, please refer to the Procedures for the Handling of Planning Applications which can be found [here](https://www.south-ayrshire.gov.uk/documents/proceduresplanningapplications.pdf)

**Guidance note to aid the completion of the Registration Form**

* Your representation must relate to an agenda item listed for consideration at the Regulatory Panel you wish to address.
* Only one subject per application form is permissible. If you wish to speak in relation to more than one item listed for consideration at any meeting, separate forms need to be completed and submitted before you present your first representation.
* You must clearly state on your application form if you intend to make a PowerPoint presentation as part of your representation. PowerPoint presentations will not be allowed without the prior consent of the Presiding Chair.
* Persons requesting an extension of time will be notified prior to the meeting.
* Once you have completed this form, please return by:

Emailing it to: [planning.development@south-ayrshire.gov.uk](mailto:planning.development@south-ayrshire.gov.uk) ; or

Hand delivering it to: Planning Services, Burns House, Burns Statue Square, Ayr. KA7 1UT

**Extract from the Procedure for the Handling of Planning Applications**

8.2 ***Duration of Submissions***

8.2.1 Applicants and objectors will both be required to limit their submissions to no more than 5 minutes. This limit may be extended, with the prior agreement of the Chairperson of the Panel, to up to 10 minutes where a group of two or more objectors/ supporters have appointed a spokesperson or representative to make the submission on behalf of the group.

8.2.2 Applicants (or their representatives) shall have 5 minutes in total to present their case, including any summing-up. **This time limit will be strictly enforced** such that applicants (or their representative) who take their full allotted 5 minutes to present their case at the beginning of the hearing will not be permitted to sum-up. National or major applications usually involve planning proposals that are complex and take some time to be explained and presented. For such proposals, the Chairperson may at his/ her discretion afford more than 5 minutes. Where agreed by the Chair, in respect of applications for national, major developments and significant local development, an applicant or objector can make to reference to multi-media submission (already lodged with the planning application).

8.3 ***Protocol for Submissions***

8.3.1 Presenting parties must adhere to the following rules:

(i) oral submissions shall relate to the written submissions already lodged by the person making the oral submission;

(ii) no new information shall be submitted in the form of new lines of argument, nor in the form of any maps, diagrams, photographs, physical objects or any other documentary material;

(iii) no witnesses shall be called;

(iv) the submission of clearly frivolous or vexatious points, and of plainly repetitious material will not be accepted;

(v) abusive behaviour or the making of abusive personal comments about other parties will not be accepted.