

ABERDEENSHIRE COUNCIL

PRE-DETERMINATION HEARING PROCEDURES

A. At the Hearing

- (1) The Chair welcomes the parties, explains the purpose and format of the Hearing and clarifies that no decision will be made. The Chair will advise that a Note on the Hearing and an Officer's report with recommendations will be presented to a subsequent meeting of the Buchan Area Committee, at which time the Committee will be asked to form a view. The application will then go before Full Council for determination.
- (2) The Chair explains that the Hearing has been arranged to allow third parties (not necessarily objectors) to give their views with the benefit of an oral statement from a Planning Officer and description of the proposal from the applicant.
- (3) The Chair explains that third parties should focus their comments on their views already expressed in writing, although if any new information is presented by the applicant or the Planning Official or any previous misunderstanding is clarified, comment is allowed.
- (4) The Planning Officer will identify (in no more than 10 minutes) the planning policies against which the application is to be assessed and draw attention to any other key material considerations.
- (5) Any other relevant Officer(s) will identify their concern(s).
- (6) The applicant (in no more than 10 minutes) shall outline the application and address the written representations.
- (7) Those wishing to make representation (in no more than 10 minutes) will be heard, with precedence being given to representatives of the Community Council and other community bodies, followed by those who are speaking on behalf of several parties and then by individuals.
- (8) If any party wishes longer than the recommended 10 minutes, the Chair should seek the views of other parties present and make a decision following discussion with other members of the Hearing in the light of the current circumstances.
- (9) Councillors appointed to hold the Hearing are allowed to ask questions of any of the parties to clarify points raised and, if necessary, may recall a previous participant to give a view to clarify a point.
- (10) After all parties have concluded their presentations, the Chair will ascertain that other members of the Hearing have had all their requirements for information met.

- (11) The Chair will ask if the parties are satisfied with the way in which the Hearing has been conducted, such agreement to be recorded in the note of the meeting and, if dissatisfied, advises any objector to write to the Council.
- (12) The Chair will indicate that a report of the Hearing and an Officer's report will be considered at a Committee meeting in the near future.
- (13) The Chair will close the meeting.

B. After the Hearing

- (1) A note of the main points made at the Hearing will be prepared, including any matters on which the members of the Hearing wish additional information to be included in the Officer's report.
- (2) The Planning Officer will prepare a report with recommendations on the planning application for the Committee, dealing with any outstanding points raised at the Hearing. The report will have the note of the Hearing attached to it.