

Arun District Council  
Bognor Regis Town Hall  
Clarence Road  
Bognor Regis  
West Sussex  
PO21 1LD

21st August 2020

Please ask for: Management Support Officer  
Telephone: 01903 737512

Dear Mrs Liu,

**Notification of a Development Control Committee Meeting at 2.30 pm on the 2nd September 2020**

**Application Number:** LU/149/20/PL

**Site Address:** Littlehampton Wave Sea Road Littlehampton BN16 2NA

I write to advise you as the applicant/agent that the above application is expected to be determined by the Development Control Committee on the above date.

The Council has recently adopted new procedure rules in line with the Coronavirus Act 2020 to allow for this meeting to be held 'virtually'. The meeting will not be held at Council Chamber. These procedures are for a temporary period and allow for meetings to take place virtually with members and officers attending via a video link and for the meeting to be broadcast live.

Public participation in these meetings will be retained. This will either be through attending virtually via Zoom or through a written submission that will be read out at the meeting depending upon your preference. The written submissions must be made a minimum of 24 hrs in advance of the meeting.

**Those wishing to make such submissions must formally register their wish to do so by no later than 10.00am on Friday 28 August by telephoning 01903 737512.** A list of those wishing to make submissions will be prepared on a first come, first served basis up to the maximum allowed by the procedure (attached). Please note that if you do register to make submissions, your name will be in the public domain.

**Attendance at the meeting**

If you wish to attend virtually then an invite will be sent 24 hours prior to the meeting to enable those who have registered to speak to log in and be present at the meeting. This will contain the meeting ID and Password. Once logged in, you will enter a waiting area and you will be invited to join the meeting at the commencement of the item on which you have registered only. The meeting is live broadcast so that the remainder of the meeting can be viewed.

At the meeting, the Chairman will invite the speaker to present their statement of no more than 3 minutes at

the relevant point in the meeting. It is recognised that, in some instances, a member of the public may be unable to speak in 'person' or there may be difficulties with internet connectivity **so all speakers must provide their written statement**, to not exceed 3 minutes, 24 hours prior to the meeting so that, if necessary, this can be read out by a member of the Committees Team to ensure that no-one is disadvantaged

### Written Submissions

All written submissions from those who are recorded as having registered to make them must be submitted to [planning@arun.gov.uk](mailto:planning@arun.gov.uk) and marked 'written submission for Development Control Committee 2 September 2020' by 2.30pm on the day before the meeting where the application you are making a representation on will be considered. These will be read out on your behalf at the meeting.

A copy of the committee agenda, containing the officer's report and recommendation, are published on the website :<https://democracy.arun.gov.uk/mgCommitteeDetails.aspx?ID=137> at least 5 working days before the meeting.

For further information on the Development Control Committee please go to the website:

<https://www.arun.gov.uk/planning-decision-process>

To avoid possible confusion, the Council regrets that it cannot accept the registration of submissions in any other manner (by letter or e-mail) and the Committee will not be able to hear any party who has not formally registered.

Yours sincerely



Neil Crowther  
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website [www.arun.gov.uk/planning-privacy-statements](http://www.arun.gov.uk/planning-privacy-statements)

**Please Note:** If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

## **Written Submissions at Development Control Committee.**

The Committee welcomes public submissions on agenda items, but Committee Meetings often have agendas that run to 150 pages and take more than three hours to complete. It is important to ensure that decisions on applications are taken at a reasonable pace and it is therefore necessary to limit the number of people who can make a submission on any one item and how long they can be read for.

### ***Who can submit a written submission?***

Any person who has made a written submission in support of or in opposition to the proposal, including the applicant or agent, can make a submission to a Committee meeting but only if:-

- \* They have formally registered to do so before 10am on Friday 28 August; and
- \* There is a vacant slot for a submission to be read out.
- \* They have submitted their written submission by 2.30 pm on the day before the Development Control Committee meeting.

### ***How many people can make submissions?***

There are restrictions on how many people can make submissions on an individual item:

- \* Two people may make submissions in support (inclusive of the applicant/agent);
- \* Two people may make submissions in opposition; and
- \* A representative of the relevant Town or Parish Council is also permitted to make a submission.

Note: Only one person per household or official postal address may make a submission on a particular side of the debate. Arun District Council Members and Officers are the only ones allowed to speak at Committee.

### ***How long can the written submission be?***

The maximum time allowed for a written submission from the public and the Parish Councillors is three minutes, and this is rigorously enforced. The submissions will be read out at the meeting but will, in the interests of fairness, be strictly limited to 3 minutes.

### ***When can't I make a written submission?***

The public are not allowed to make submissions on any item that is to be considered in private session or where an application has been considered at an earlier Committee and been deferred.

### ***Can I display material, PowerPoint slides, hand-out notes, petitions, or photographs?***

No. Your written submission forms part of the application file, and it is therefore a matter of public record, and is reported on by the Planning Officers. Petitions will not be accepted at Committee meetings.

### ***What is the procedure at Committee?***

Your written submission will be read out at the meeting.

### **Process for virtual attendance at the meeting**

- \* Anyone trying to join the meeting who is not on the list of registered speakers will not be allowed into the meeting
- \* If you join early - you will remain in the virtual meeting room until your item
- \* That until you speak you must have your microphone muted and their camera turned off
- \* You will be invited to speak by the Chairman
- \* You will then have your 3 minutes to speak - no extra time will be allowed

- \* If you run over the time you will be advised that you will be muted
- \* After you have spoken you are to mute your microphone and turn off your camera.
- \* You can remain in the meeting for the debate and the vote and then leave the meeting.