

Planning Committee Protocol Deadline and Procedure for Late Representations

For applications which will go to the Planning Committee for decision there is a procedure for handling representations received following publication of the Agenda, as set out below:

- An updates sheet will be produced on Friday afternoon prior to the meeting following the 1.00 p.m. deadline for late representations. The update sheet will include a summary of late information and representations made to the planning officer since publication of the agenda.
- The deadline for late representations is 12 noon the Friday prior to the Committee meeting.
- The updates sheet will be included on the website, alongside the agenda, usually on the afternoon of the Friday, or if not the Monday, prior to the meeting, so that it is available before the meeting for councillors, applicants, objectors, consultees, the press and members of the public.
- Representations which are received after the deadline will not normally be reported to the Committee. Representations made after this deadline will be placed on the on-line planning file on the Council's website at www.teignbridge.gov.uk/planningonline. However, it cannot be guaranteed that items received after the deadline will be added to the on-line system before committee on the Monday.
- A paper copy of the updates sheet will be available at the Planning Committee meeting.
- Copies of representations received the morning of the Committee for Members' attention will be placed on the table located on the inside of the main doors to the meeting room for Councillors to collect when they arrive for the meeting.
- Any representations received are public documents and will therefore not be treated as confidential. The representations will be published on the internet. Signatures, personal telephone numbers and e-mail addresses are omitted but names and addresses may not be removed.