

PROTOCOL FOR THE REQUESTING AND CONDUCT OF SITE INSPECTIONS

PART 1: REQUESTING OF SITE INSPECTIONS

1. Members will request a site inspection as early as possible in the application process – and preferably at the same time it is 'called in' to the Committee (where applicable). A site inspection will only be requested at the Committee itself if a physical aspect of the application is not already addressed by the report is raised.
2. Members will explain why a site inspection is considered to be necessary. The reasons might be:
 - (a) To ensure an understanding of the details of the application in respect of other buildings (e.g. window-window relationships).
 - (b) To acquaint the Committee with the proposals prominence in the landscape.
 - (c) To ensure that the Committee is familiar with the context within which an application is proposed (e.g. the surroundings of an 'infill' plot in a Conservation Area).

PART 2: CONDUCT OF THE SITE INSPECTION

- ~~1. The applicant (or his/her agent), the appropriate Parish Council and all persons making representations about the application will be notified as soon as possible about the site inspection, and the procedures that will apply.~~
- ~~2. Only the applicant or his/her agent, a maximum of two representatives of the appropriate Parish Council and a representative of the objectors will be permitted to be involved in the site inspection.~~
1. Site visits will be carried out prior to the Committee Meeting and will not constitute a part of the meeting.
2. The site visit will consist of an inspection by Members of the Planning Committee only, accompanied by the Head of Regulatory Services (or their representative) . The inspection should be unaccompanied (ie. without the applicant/agent and or objectors/supporters or any representatives of the local community)
3. The Chairman will invite the Head of Regulatory Services (or ~~his~~ their representative) to describe the proposal. She/he will explain:
 - What is proposed
 - Where it will be positioned on the site (including details of access, windows)
 - What physical features that will be affected by the proposal (e.g. any trees or hedges requiring removal, any demolition etc.)
- ~~4. The Chairman will then invite any attending parties to address the Committee in the following order:~~
 - ~~• A single representative of people objecting to/supporting the application~~
 - ~~• A representative of the Parish Council~~
 - ~~• The applicant (or his agent).~~

45. Members of the Committee will be invited to ask any questions of clarification of the Head of Regulatory Services (or theirhis representative) ~~or any other party, but should not express their opinion on the merits of the application, nor enter into any debate on the merits of the application with other Members.~~
5. For particularly contentious applications objectors/supporters may be at the site (or gathered on public land nearby) and will be looking to make representations verbally to Members or to hand out material to support their case. In these instances Members (supported as necessary by officers) should explain that the purpose of their visit is to view the site and its surroundings and that they cannot enter into any discussion in respect of the merits of the application ,and cannot accept any written or other material.
6. If the applicant/agent needs to be present to provide access to the site,they should be requested to allow Members to view unaccompanied. An exception to this would be where the applicant/agent is required to show the the Members around – for instance for security purposes or where the inspection involves looking inside an occupied building. In such cases the applicant/agent will be asked not to speak on any issues concerning the merits of the application .
67. The Chairman will ask the Committee if they wish to view the site from any other vantage points.