



Guide to pre-application presentations at the Plans Panel meetings

Current government guidance is clear that the pre-application stage is a valuable part of the planning process where applicants should be encouraged to take up pre-applications services offered by the Local Planning Authority.

Leeds City Council welcomes pre-application involvement and certain major, significant or sensitive proposals may be accepted for pre-application presentations to the Plans Panels. Applications subject to Planning Performance Agreements will almost certainly be presented at the Plans Panel meeting at the pre-application stage.

A pre-application presentation to the Plans Panel is an opportunity for Members to learn about an emerging proposal and to help identify issues to be dealt by the developer prior to a formal submission.

Leeds City Council takes a transparent and open approach to pre-application presentations and includes them on the Plans Panel's formal agenda, normally after any planning application items on the agenda have been considered. The information is therefore in the public domain, unless a developer can demonstrate to the satisfaction of the Plans Panel that some or all of the presentation (or information provided) should be exempt from publication and the public should be excluded from that part of the meeting in accordance with the Council's Access to Information Procedure Rules. Pre-application presentations may only be treated as confidential if there are clear demonstrable issues of commercial sensitivity or other significant

reasons why information may not be disclosed and a public interest test may be applied.

Plans Panel meetings may be filmed or recorded.

Format of pre-application presentations

Presentations will take place at the Civic Hall, or any other venue at an appropriate time to the Plans Panel meeting.

The format of the pre-application presentations shall be:

- Officer introduction to the site and key points
- Applicant presentation limited to a maximum of 10 minutes unless a longer period is permitted by the Chair
- Ward member or their nominated representative address, limited to a maximum of 10 minutes (at Chair's discretion)
- Questions on the emerging proposals as set out in the officer report asked of Members
- Member questions to officers and or applicant
- Consideration by Members to ensure clear guidance is given
- Summing up by Chair

The role of the applicant

The applicant presentation will be limited to a maximum of 10 minutes, followed by questions and answers.

The presentation should only provide relevant summary of the scheme and provide background information to give context to the proposal. Applicants should also provide information on any community and ward member engagement which has taken place or is planned.

A good practice guide to pre-application engagement with Ward Members and Communities is availableⁱ.

Role of ward members or a community representative

Subject to the provisions in the Council's Public Speaking Protocol, a Ward Member or their nominated community representative has the opportunity to address the Plans Panel.

Ward Members will be notified by letter and should contact planning@leeds.gov.uk or telephone 0113 2224409 by 5pm on the Tuesday before the Plans Panel meeting stating their, or their community representative's intention to address the Plans Panel.

This address will follow the developer/ applicant presentation and Ward Members or their nominated community representative has a maximum of 10 minutes to present their information.

At the discretion of the Chair of the Panel, the time may be shared by more than one speaker.

Information must focus on matters that are relevant to the planning process. Members of the

Panel may ask questions to seek clarification on any issues they may have.

Role of plans panel members

Plans Panel Members will give an informal response to the presentation but will not give advice that indicates a pre-determination of the proposals.

Plans Panel Members may ask questions to clarify aspects of a proposal or policy concerns, but the discussion will not develop into negotiation. All views expressed by the Panel or by Officers prior to the formal determination of an application are without prejudice. Members will only make their decision on any subsequent application after having received the officer's report and heard all the relevant evidence, representations and views at the meeting of the Plans Panel when the application is presented for determination.

For further details contact:

Planning Services
Merrion House
110 Merrion Centre
Leeds
LS2 8BB
planning@leeds.gov.uk

ⁱ *Leeds City Council Pre-application engagement - a guide to best practice 2018*