

Speaking at a Wealden District Council Planning Committee Meeting and submitting comments

You can attend in person at the planning meeting or join online using Microsoft Teams

If you'd like to speak at a Wealden District Council Planning Committee meeting about a planning application, here's how the process works.

Where and when

Meetings are held at the **Civic Community Hall, Wealden District Council Offices, Vicarage Lane, Hailsham, BN27 2AX.**

How to register to speak

Registration opens once the meeting agenda is published on the Wealden District Council website (usually **midday on the Wednesday before the meeting**) and closes at **midday on the Tuesday of the meeting week.**

Speaking slots are offered on a **first-come, first-served** basis.

To register, contact Wealden's Democratic Services team:

 **01892 602720**

 **democraticservices@wealden.gov.uk**

When you get in touch, please include:

- Your **name, address, and contact number**
 - The **application number and development address**
 - Whether you're **speaking for or against** the proposal
 - Your **relationship to the site** (e.g. neighbour, applicant, parish councillor)
 - Whether you'll attend **in person or online**
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Speaking arrangements

For major applications, up to **six people** can speak - **three in support** and **three against**. Each speaker is allowed **three minutes** to make their statement. (*2 minutes for minor applications*)

Committee members **will not take questions**, so your comments should be prepared as a short statement rather than a discussion.

If all speaking slots are filled, a **reserve list** is created. If someone who has registered cannot attend, those on the reserve list may be invited to speak. Reserve speakers will have **24 hours to confirm** their attendance once contacted.

Please note that **aggressive or abusive language will not be tolerated**. The Chair has the right to remove anyone from the meeting who breaches this rule or does not follow the public speaking protocol.

Written comments

You do **not have to speak** at the meeting - any written comments you've already submitted will still be considered.

If you wish to send additional written comments, these must reach the planning team by **10am the day before the meeting** via:

 **planning@wealden.gov.uk**

or uploaded directly to the **planning application's online case file** (*normally only available during the consultation period*).

(Please do not send planning comments to Democratic Services - that inbox is for speaking requests only.)

Be aware that sometimes an application may be **withdrawn** before the meeting. In such cases, you might not be notified in advance.

The portal can be searched with the specific planning application reference number (beginning with "WD"), or an address, here: <https://planning.wealden.gov.uk/>

You can also submit written comments by letter to the planning department at the postal address above. Always make sure that you include the application reference number and your personal details. You must ensure that any representation is received within the required timeframes.

Learn more about speaking at the committee meeting

You can watch a short video explaining the process here:

 [How to speak at a Wealden Planning Committee meeting](#)