

# **PLANNING COMMITTEE SITE VISIT PROTOCOL**

## **LONDON THAMES GATEWAY DEVELOPMENT CORPORATION**

### **Introduction**

- 1 The following protocol is to be followed when Members of the London Thames Gateway Development Corporation Planning Committee undertake a site visit as part of determining a planning application.

### **Purpose of visit**

- 2 The purpose of a Members' site visit is for Members to be able to familiarise themselves with the site itself and its surroundings, in order to understand the issues more clearly in considering the application at committee. No decision may be made on site.
- 3 Site visits will be attended by Planning Committee Members and LTGDC Officers. Applicants or owners will only be present if they are required to give access to a site.
- 4 Should applicants or owners be present at a site visit, members should not accept representations or be subject to lobbying - either as a Committee or as individual Members - during the visit. Members will not take any decision during the site visit, but may ask questions or seek clarification, particularly about the layout of the site, or the development and its surroundings, but not in relation to the merits of the application. The officers accompanying the group will record the date of the visit, Members present and any other relevant information.

### **Conduct at the site**

- 5 Members should all arrive at the site either together in the arranged transport or in any event at the same time to receive a briefing from the accompanying officer. Any Member arriving late should arrange to have a pre-briefing.
- 6 The accompanying officer or the lead Member (as agreed) should introduce Members to whoever is ensuring access to the site.
- 7 The accompanying officer or the lead Member should make clear the following matters to those at the site:
  - a. No lobbying or representations are allowed;
  - b. No decision will be made at the site;
  - c. Members are there to view the site and its surroundings so that they better understand the issues.

- 8 Members should avoid being separated; it is essential that they should not allow themselves to be lobbied or enter into a debate about the application.
- 9 Members should ensure that they have seen all aspects of the site suggested by the accompanying officer or the lead Member during the briefing.

**After the visit and at Committee**

- 10 A lead Member should be selected from those Members attending the site visit. That lead Member should give a short report about Members' observations/conclusions about the site when the relevant application is being considered and following the officer's presentation of the report.