

PROTOCOL

Bydd yr awdurdod yn rhoi gwybod i aelodau'r cyhoedd a'r Cynghorau Tref a Chymuned (y gohebydd) bod hawl iddynt annerch y Pwyllgor Cynllunio pan dderbynnir gwrthwynebiad neu sylwadau, ac wrth gydnabod bod gohebiaeth wedi'i dderbyn.

Cynghorir y gohebydd i gysylltu â'r swyddog sy'n gyfrifol am y cais (darperir enw'r swyddog perthnasol) er mwyn trafod y protocol, dyddiad a lleoliad tebygol y cyfarfod pan fydd y Pwyllgor yn trafod y cais.

Bydd adroddiad y swyddog ar gael tridiau cyn dyddiad y cyfarfod i bawb sydd â diddordeb ac sydd wedi gofyn am gopi; bydd yr adroddiad hefyd ar gael ar wefan yr awdurdod ar www.sirga.gov.uk dridiau cyn dyddiad y cyfarfod.

Bydd gan wrthwynebydd sy'n codi mater cynllunio perthnasol, yr hawl i annerch y Pwyllgor. Bydd y Pennaeth Cynllunio yn penderfynu a yw'r mater a godir yn ystyriaeth gynllunio berthnasol. Oni ellir cytuno ar y pwynt hwn, bydd y Pennaeth Gweinyddiaeth a'r Gyfraith, Cadeirydd ac Is-gadeirydd y Pwyllgor yn penderfynu a oes gan y gohebydd yr hawl i annerch y Pwyllgor.

Bydd dau wrthwynebydd am bob cais cynllunio yn cael annerch y Pwyllgor a rhaid iddynt ysgrifennu llythyr cais at y Pennaeth Cynllunio i gyrraedd cyn hanner dydd o leiaf dri diwrnod gwaith cyn cyfarfod y Pwyllgor.

Mae gan Gynghorau Tref a Chymuned yr hawl i annerch y Pwyllgor, cyn belled â'u bod yn ysgrifennu llythyr cais at y Pennaeth Cynllunio, i gyrraedd cyn hanner dydd o leiaf dri diwrnod cyn cyfarfod y Pwyllgor.

Mae gan yr ymgeisydd neu ei gynrychiolydd yr hawl i ymateb i'r gwrthwynebiad a godir ond ni chaiff siarad yn unswydd er mwyn hyrwyddo'r cynllun. Oni chodir gwrthwynebiad, ni fydd gan yr ymgeisydd yr hawl i annerch y Pwyllgor. Bydd yr ymgeisydd yn cael gwybod sut mae apelio os gwrthodir y cais.

Bydd yr ymgeisydd yn cael gwybod o leiaf 24 awr cyn y cyfarfod bod gwrthwynebydd am annerch y cyfarfod.

Bydd yr Aelodau Lleol yn cael gwybod bod aelod o'r cyhoedd neu Gyngor Tref a Chymuned yn dymuno annerch y Pwyllgor.

TREFN Y CYFLWYNIAD GER BRON Y PWYLLGOR:

- ◆ Sylwadau agoriadol, cefndir ac adroddiad y swyddog;
- ◆ Gwrthwynebydd/cynrychiolydd – dau siaradwr am bob cais cynllunio (pum munud yr un, ar y mwyaf);
- ◆ Ymgeisydd/asiant;
- ◆ Aelod Lleol – aelod(au) lleol y cyngor ac un cynrychiolydd o'r cyngor tref/cymuned leol (pum munud yr un, ar y mwyaf);
- ◆ Cwestiynau a sylwadau gan aelodau'r Pwyllgor;
- ◆ Crynodeb gan y swyddog;
- ◆ Penderfyniad.

NODIADAU

Bydd modd i'r cyhoedd weld y protocol ym mhob cyfarfod a bydd y Cadeirydd yn amlinellu'r broses ar ddechrau'r cyfarfod.

Os bydd y cyhoedd a/neu'r Cynghorau Tref a Chymuned yn dymuno annerch y Pwyllgor ar rai eitemau, yna bydd yr eitemau hynny yn cael eu trafod ar ddechrau'r Agenda mewn trefn a bennir gan y Cadeirydd.

Bydd sylwadau hwyr yn cael eu hystyried gan y Cadeirydd, y Pennaeth Cynllunio a'r cynrychiolydd cyfreithiol cyn cael eu dosbarthu. Bydd sylwadau hwyr yn cael eu cofnodi yn y cofnodion a'u dosbarthu os ydynt yn briodol i'r mater dan sylw.

Os wnaiff yr ymgeisydd gynnig i ohirio penderfyniad ar ei gais, ystyrir ei ddymuniad onid yw'r wybodaeth a dderbynnir yn ymwneud â materion perthnasol neu ychwanegol nad ydynt yn cael sylw yn adroddiad y swyddog.

REPRESENTATIONS TO THE COUNTY COUNCIL ON PLANNING APPLICATIONS

PROTOCOL

The authority advise members of the public and Town and Community Councils (the correspondent) of the entitlement to address the Planning Committee when objections or comments are received, and when acknowledging correspondence.

The correspondent is advised to contact the case officer (the name of which will be provided) to discuss the protocol and the likely date and venue of the Committee meeting at which the application will be discussed.

The officer's report will be made available three days before the date of the meeting to all interested parties who request a copy. The officer's report will also be available via the authority's internet pages at www.carmarthenshire.gov.uk three days before the date of the meeting.

Any objector who raises a material planning consideration will be entitled to address the Committee. The Head of Planning will determine whether the issue raised is a material planning consideration.

In the event of a disagreement on this point, the Head of Administration and Law, the Chair and Vice-Chair of the Committee will determine whether the correspondent has a right to address the Committee.

Two objectors per planning application may address the Committee, and the request is to be received in writing by the Head of Planning by mid-day three clear working days before the Committee meeting.

Requests by the Town and Community Councils to address the Committee must be received in writing by the Head of Planning by mid-day three clear working days before the Committee meeting.

The applicant or his/her representative has the right to respond to objections; but may not speak simply to promote the scheme. In the absence of any objection the applicant shall not have the right to address the Committee. The applicant will be advised of the method and means of appeal if a refusal notice is issued.

The applicant shall be advised at least 24 hours before the meeting that an objector wishes to speak.

The Local Members shall be advised that a member of the public or Town and Community Council wish to address the Committee.

THE ORDER OF PRESENTATION TO THE COMMITTEE SHALL BE:

- ◆ Opening remarks, background and report by the officer
- ◆ Objector/representative - two speakers per planning application (maximum of 5 minutes each)
- ◆ Applicant/agent
- ◆ Local member(s) - local county councillor(s) and one representative from the local town/community council (maximum of 5 minutes each)
- ◆ Committee member question and comment
- ◆ Summary by officer
- ◆ Decision

NOTES

The protocol shall be available for the public to view at all meetings and the Chair shall outline the process at the beginning of the meeting.

Items on which the public and/or Town and Community Council wish to address the Committee shall be brought forward on the Agenda in an order determined by the Chair.

The Chair, Head of Planning, and legal representative prior to circulation shall vet any late representations. All late material considerations shall be recorded in the minutes and circulated if relevant to the issues being discussed.

Deferral of the proposal on request of the applicant will only occur if the information received relates to material/additional issues not covered in the report.