

# How to register to speak at Swale Borough Council Planning Committee meetings

This guide provides a step-by-step process for members of the public to register to speak at Swale Borough Council Planning Committee meetings.

## Step-by-Step Procedure

### Step 1: Access the Registration Link

On our website ([Swale Borough Council Calendar of Meetings weblink](#)), locate the agenda item you wish to speak on and click on the agenda title. Next click on the link "Register to Speak about Item" beneath the relevant agenda item.

## Who has registered to speak

H02-5682-19

- [Register to speak about this item](#)
- [Find out more about this issue](#)
- [View meeting of Planning Committee, 26/06/2019](#)

### People Registered to Speak

No one has registered to speak about this item.

### Step 2: Register as a New User

Click on the "Register as a New User" link to begin the process.

## Logon

- [Register as a new user](#)
- [Forgotten your password?](#)

Please enter username, or email address, and password to log in

Username

Password

### Step 3: Complete the Registration Form

Fill out the "Register as a New User" form with your details and click "Register."

## Register as a new user

To register please fill in this form and click Register

Your password must contain eight or more characters, including at least one digit. Fields marked with an '\*' are mandatory.

\*First name:

\*Last name:

\*Your email:

Your password must contain eight or more characters, including at least one digit and at least one upper case character.

\*Your password:

\*Confirm password:

Tick here if you would like to receive emails in plain text.



### Step 4: Continue

Once registered, click "Continue" to proceed to the next step.

## Register confirmation

Your registration was successful. You can now log on as pparker@email.com

Please keep a safe note of your password for future access to the system.



### Step 5: Receive Email Notification

You will receive an email notification containing your logon details.

Thank you for registering on the your local council website.

Your logon details are:

Username = pparker@email.com  
Password is as set during registration

Please click the link below to log on as pparker@email.com:

[Log on](#)

Regards

your local council

## Step 6: Complete the Registration to Speak Form

Fill out the "Register to Speak" form as required, please ensure you leave your email address and phone number so you are easily contactable, and click "Submit."

# Register to speak

## H02-5682-19

I, Peter Parker, wish to speak at the meeting of Planning Committee on 26/06/2019 at 6.00 pm

- For this item
- Against this item
- Ask a query about this item

I wish to register to speak because:

I am a neighbour of the property. I object due to the negative impact it will have on my family.

I can be quickly contacted prior to the meeting by:

Mobile: 01234 123456  
Email: [pparker@email.com](mailto:pparker@email.com)

Cancel

Submit

Press the Register button to request to speak

## Step 7: Confirmation Email

After submitting the form, you will receive an email notification confirming your submission.

Thank you for registering to speak Register to Speak Item: H02-5682-19 I, Peter Parker, wish to speak at the meeting of Planning Committee on 26/06/2019 at 06:00 PM I am against this item because: I am a neighbour of the property. I object due to the negative impact it will have on my family. I can be quickly contacted prior to the meeting by: Mobile: 01234 123456 Email: [pparker@email.com](mailto:pparker@email.com) on the Wednesday 26th June 2019.

Regards

your local council

We appreciate your participation in the Planning Committee meetings and value your input. By following these steps, you can ensure your voice is heard. Should you encounter any issues, please do not hesitate to contact [democraticservices@swale.gov.uk](mailto:democraticservices@swale.gov.uk) for assistance.

A Member of the Democratic Services Team will be in contact with you once you have registered to speak to confirm we have received your request.

If you do not hear from a Democratic Services officer by noon on the Wednesday before the Committee meeting, please email [democraticservices@swale.gov.uk](mailto:democraticservices@swale.gov.uk).

Thank you.