

# **Public Question/Statement Time**

## **Prior Notification of Question/Statement**

All questions are required to reach the Democratic Services Unit by noon on the working day prior to the Committee meeting at which you wish to raise your question/statement.

### **About You**

**Full Name:**

**Address:**

  
  
  

**Postcode:**

**Daytime Telephone Number (including STD):**

### **Details of Committee/Panel**

**Committee or Panel Name:**

**Date of Meeting:**

**Person to whom your  
question/statement is directed:**  
(if applicable)

### **Your Question/Statement**

**Subject:**

**Summary  
of Question/  
Statement:**

  
  
  

Please remember that the law of defamation applies to any statement made in public, so it is important that speakers do not make personal comments about any individual.

**Signature:**

**Date:**

### **Completed forms must be returned to:**

Democratic Services Unit at Salisbury District Council,  
The Council House, Bourne Hill, Salisbury. SP5 3UZ.

Or by e-mail to:  
DSU@salisbury.gov.uk

### **Data Protection Act 1998**

The Council, as a data controller, is obliged to adhere to the provisions set out under the Data Protection Act 1998. Therefore, we must inform you that the information you enter onto this form is for use at the relevant Salisbury District Council committee meeting, and will only be recorded, stored or used for that purpose.

If you wish to know more about the Data Protection Act 1998, ask reception for a leaflet, or contact the Data Controller at Salisbury District Council, The Council House, Bourne Hill, Salisbury SP1 3UZ.

# Salisbury District Council

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## Public Question Time

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### Guidance Notes

As part of its commitment to the concept of community governance, Salisbury District Council encourages public attendance at meetings of the Council and its committees.

To allow members of the public an opportunity to express their views, 15 minutes at the beginning of every meeting has been designated as *Public Question Time*.

To ensure that the Public Question Time runs as smoothly as possible, please note the following guidelines:

- As time is limited, speakers will be taken strictly on a “*first come, first served*” basis, so if you wish to ask a question it is in your interest to notify the Democratic Services Unit well in advance of the meeting.
- Speakers will be allowed 3 minutes, and no longer, to put their question or statement to the meeting, followed by the Chairman’s reply, until the 15 minutes has elapsed. Only one question per person may be asked during Public Question Time, however, 1 supplemental question may be asked which must relate to the original question/statement, or the answer given to it.
- You are required to submit your question (a pro forma Public Question Time form is attached for convenience) to the Democratic Services Unit by noon on the working day prior to the meeting you wish to address. If you require an immediate answer at the meeting to a specific question, we will endeavour to do so, but you are advised to submit your question at least 2 working days prior to the meeting. Obviously, the more detail of your question you can give beforehand, the greater the chance of an immediate answer being available. Otherwise, any appropriate answer, if not immediately available, will be made in writing within 10 working days.
- All questions or statements should be addressed to the Chairman of the meeting.
- You must clearly identify yourself to the meeting before making your question or statement.
- Your question or statement may relate to any subject within the remit of the body to which it is presented with the exception of planning applications or public entertainment licences for which there are separate speaking arrangements. If you wish to speak relating to a specific planning application or public entertainment licence, please contact the relevant committee contact officer (as per the agenda) for advice.
- No discussion may take place on the answer given by the Chairman.
- The Chairman has the discretion not to answer your question.

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If you wish to e-mail your Public Question Time form, please get in touch with the relevant contact officer (as indicated on the agenda for the meeting) for an electronic version.

This list is not exhaustive; for a full explanation of the Public Question Time rules and procedures, please contact the Democratic Services Unit.