

**SECTION 5-THE TOWN AND COUNTRY PLANNING
(PLANNING AUTHORITY PROCEDURE)
REGULATIONS**

*Government
Notice
418 of 1963*

Regulations by the Minister

1. These Regulations may be cited as the Town and Country Planning (Planning Authority Procedure) Regulations. Title

2. These Regulations shall apply to all planning authorities appointed under the provisions of subsection (2) of section *five* of the Act. Application

3. In these Regulations, unless the context otherwise requires- Interpretation

"appointed person" means the chairman, members and alternate members of the authority;

"authority" means a planning authority appointed under the provisions of subsection (2) of section *five* of the Act;

"chairman" means the person appointed to be chairman of the planning authority, and shall include the appointed person elected to preside at a meeting in his absence;

"executive officer" means the executive officer and secretary of an authority.

4. (1) An authority shall meet as often as occasion may require but at intervals of not more than three months. Meetings

(2) The chairman shall convene a meeting of an authority on request by the Minister or person authorised to act on his behalf.

5. Three appointed persons shall form a quorum of a meeting of an authority: Quorum

Provided that, in the case of the Copperbelt Planning Authority, four appointed persons shall be required to form a quorum.

(As amended by S.I. no 29 of 1991)

6. The chairman shall preside at all meetings of an authority. In the absence of the chairman from a meeting at any time, the appointed persons present at that meeting shall elect one of their number to preside thereat. Chairman

7. (1) All matters coming or arising before a meeting of an authority shall be decided by a majority of the appointed persons present and voting at the meeting. Voting

(2) The chairman shall have a deliberative vote, and in addition, in the event of an equality of votes, a casting vote.

8. The public may attend meetings of an authority, but no person may be heard or otherwise take part in any proceedings save by invitation of the authority. Attendance by the public

9. An authority may at any time resolve into committee, whereupon the public shall withdraw and the proceedings and records of any matter thereof shall be confidential to the authority and such other persons as the Minister may decide from time to time. Committee

10. (1) No appointed person shall vote upon or take part in any discussion at a meeting of an authority of any matter in which he has a direct or indirect financial interest, save that he may provide information on the matter by specific invitation of the other appointed persons. Pecuniary interest of chairman and members in matters coming before the meeting

(2) Any appointed person having such an interest as aforesaid shall declare the same to the authority as soon as the discussion starts and shall thereupon retire and remain absent from the meeting while the matter is under discussion unless he is invited to provide information.

(3) Any invitation to give information or any declaration of interest and retirement shall be recorded in the minutes.

(4) The provisions of this regulation shall not apply to such person or persons who may be appointed to the Copperbelt Planning Authority by virtue of their employment with the Roan Selection Trust Limited and any of its subsidiary Mining Companies or the Anglo American Corporation Limited or any of its subsidiary Mining Companies in respect of any matters concerning any of the aforesaid companies.

11. An authority may authorise an appointed person or its executive officer or any other person authorised so to do to undertake matters on Persons to be authorised

its behalf.

12. Minutes of the proceedings of every meeting of an authority shall be regularly entered in a book to be kept for that purpose and shall be signed by the chairman at the subsequent meeting.

Minutes of meetings

13. Every notice, plan or other document requiring authentication by an authority shall be sufficiently authenticated if signed by the person authorised so to do by a resolution of that authority.

Authentication of documents

14. Copies of all agendas and minutes of an authority shall be transmitted within one month of the meeting to the Minister and to any local or township authority concerned.

Minutes