

In our aim to unravel the red tape of the town planning system we've produced this handy guide to show the basics of a planning application process...

1 SUBMIT APPLICATION

- Once you've prepared your application submit it, you can use the Planning Portal to do this: www.PlanningPortal.co.uk The Council will collect the application once payment has been made
- The application is validated by the Council, this is generally carried out within 5-7 days of submission but can take longer

3 DETERMINATION

- Planning applications are determined in accordance with the development plan unless material considerations indicate otherwise
- Local Planning Authority (LPA) has 8 weeks to make a decision on minor applications and 13 weeks for major applications

5 APPEAL (if necessary)

- Applicant has a right to appeal to the Secretary of State, via the Planning Inspectorate, if the LPA refuses to give planning permission, grants it subject to unacceptable conditions or fails to deal with an application within the statutory time limit
- Planning appeals can also be 'recovered' by the Secretary of State i.e. so that they make the ultimate decision rather than the Council

2 CONSULTATION

- The Council notification and consultation process with community and statutory consultees is carried out
- Statutory consultation is required for not less than 21 days
- Specific publicity requirements depend on the application

4 DECISION

- Planning officers usually decide non-controversial developments under delegated decision-taking powers
- Large or more controversial developments are decided by planning committee made up by Councillors. They can agree or disagree with the Planning Officer's recommendation

6 IMPLEMENTATION

- Discharge planning conditions attached to an approved application/allowed appeal. If you don't you could invalidate your permission!
- This process can take up to 8 weeks and there is a fee payable to the Council
- Adhere to conditions and implement planning permission within the relevant timeframe

If you have any questions drop an email to info@planninghouse.co.uk