

## PRE-APPLICATION DISCUSSIONS

You are welcome to discuss what you are proposing to do with us before you submit your application and we encourage this. Please see our 'Pre-application Discussions' pages.

## SUBMIT APPLICATION

You can make the application online or post it to our offices. Your application will then be checked to see if it is complete. This is what we call the validation process. For example, we will check to see if all the required drawings have been supplied and your fee is correct. If your application is incomplete or 'invalid', we will write to you requesting the required information, plans or fee/additional monies.

If (and when) the application is complete, it will be 'validated' and an acknowledgement letter sent to you or your agent if you have one. Please read this letter carefully. Sometimes, we use this letter to clarify descriptions or plans. The target date for decision is also detailed in this letter.

## PROCESSING THE APPLICATION

We will consult other bodies, such as the Parish Council, Highway Authority and notify those that may be affected by your proposals – this will include those who adjoin the boundary of the application site. Whilst we are processing your application you can use our public access facility online. Here you can view comments and consultations submitted online.

## SITE VISIT

A planning officer will visit the site to assess the impact of your proposal on your property, neighbouring properties and the surrounding area. They will usually place a notice on/near your property to publicise the application. This notice as it is a legal requirement and should not be removed until after the expiry date.

## NEGOTIATE CHANGES WITHIN THE APPLICATION PERIOD

All significant issues should have been resolved at the pre-application stage. However, if we require very minor changes we will contact you or your agent if you have one. If we do request changes they will need to be made quickly and you can use our 'Submission of amended details form'.

**SIGNIFICANT AMENDMENTS WILL NOT NORMALLY BE REQUESTED AS A FRESH APPLICATION WOULD BE REQUIRED.**

## REPORT PREPARED

This report will be written by the planning officer dealing with your application. The report will be considered by the Head of Planning Services and in most cases they will make the decision on your application. In a small number of cases, normally the most contentious, the report will be placed before the Planning Committee for a decision.

### COMMITTEE DECISION

There are many reasons why an application may need to be put forward for decision by the Planning Committee who will determine the application.

### DELEGATED DECISION

The application will be approved, approved with conditions, or refused.

## A DECISION NOTICE WILL BE ISSUED TO YOU OR YOUR AGENT IF YOU HAVE ONE

The majority of applications, over 90%, have up to 8 weeks to be determined from the date the application is 'valid'.

### REFUSED

#### NEGOTIATE AND RE-SUBMIT

If you think that the reasons for refusal can be overcome, we suggest pre-application discussions to help achieve this. This will enable you to make a fresh planning application that will have the best chance of success.

### OR APPEAL

If your application is refused you have the right to appeal to the Secretary of State. The decision notice will contain guidance about how you can appeal. We must make you aware of the implications of appealing.

### APPROVED OR APPROVED WITH CONDITIONS

#### DISCHARGE CONDITIONS

Some conditions may require further details to be submitted and agreed by us before you start work. Please do not start work without agreeing such matters. It could be very expensive if you then find you have to change things you have already built.

### OR APPEAL

If your application is approved with conditions attached which you do not agree with, you have the right to appeal to the Secretary of State. The decision notice will contain guidance about how you can appeal. We must make you aware of the implications of appealing.