

What does the planning permission process involve?

The process can be broken down into four main phases which we will outline chronologically, to provide an easy to follow overview of what you may need to do:

- Research
- Pre-application
- Submitting application
- Decisions of applications

RESEARCH:

Preparation:

- Understand the Local Authority your property sits within!
 - Understand the Local Authorities core policies and Local Plans, as they set out the conditions and parameters in which they will make their decision on any planning application;
 - Documents to look out for:
 - District Council's Local Plan
 - Supplementary Guidance Documents (SPD's)
 - County Council Structure Plan
 - Community and Parish Councils Manifesto's and Proposed Work Reports

TYPE OF APPLICATION:

- You must decide whether you wish to submit an outline or detailed full planning application:
 - Outline – generally used to seek at an early stage whether or not a proposal is likely to be approved before any substantial costs are incurred
 - Outline applications do not include details, and usually only state the proposal with information associated with the size and outline plan
 - Full – These are full planning applications which are submitted to the Planning Authority with associated documents listed below.

PRE APPLICATION:

Getting it right early:

- The overall objective of engaging with the Local Planning Authority prior to the submission of your application is to put yourself and your proposed application in the best possible position for an approval
- How do you do this?
 - Understand the local policies and plans as stated above
 - Discuss options with your Planning agent
 - Meet with the Local Planning Authority and start 'pre-application advice' this is an opportunity for you to understand the key issues that you will have to deal with in order to get planning permission
- We would recommend you to enter into pre application advice discussions at an early stage, to help seek out (or tailor your proposal to see) whether planning permission is likely.

SUBMITTING AN APPLICATION:

What you will need to prepare and submit:

- 5 copies of application forms
- Signed ownership certificate
- Site plan
- Block plan
- Elevations of both the existing dwelling and the proposed dwelling
- Design and Access Statement
- Fee (circa £300-400)

Normally your planning agent would be able to accumulate all the above for you in association with an architect who would develop the plans and elevation drawings.

At EPM UK we provide a planning team with planners and architects that can undertake all the above and will accompany you to the pre-application meetings with the Local Planning Authority, and also assist and guide you in the submission of your application.

EPM UK Planning Team Benefits:

EXPERTISE	ALL IN INCLUSIVE	QUALITY & EFFICIENCY
Our Planning Team have over 25 years' experience working in both the private and public sector allowing us to be in prime position to deliver our planning services on both major and minor projects	EPM UK has an all-inclusive approach to property management. Our planning team is made up of planners, architects and other specialists. We also have our planning solicitors available if required	Having a firm provide all the experts in one place allows our clients to have immediate access to a range of professionals, saving time and costs by delivering a quality service with all the experts at hand

DECISIONS OF APPLICATIONS:

How are applications decided?

- The Local Authority will make its decision based on 'material considerations', some of the main considerations are listed below:
 - Overlooking/loss of privacy for neighbouring dwellings
 - Parking and access
 - Disruptions (noise/traffic/safety)
 - Impact on local character and area of dwelling
 - Design and appearance
 - Government policy
 - Previous planning decisions in local and wider area

When the Local Authority is making its decisions, they are bound by an 8 week time period (13 weeks for major apps) after which they must determine all planning applications submitted. The reason why it takes 8 weeks is because the Local Authority must undertake a process of consultation whereby they will invite comments from:

- Parish Councils
- Environmental Agency (flood risks)
- Highway engineers (access)
- Neighbours (via site notices)
- Additional County and District Council officers may be required for comment if the location is sensitive for the following reasons:
 - Archaeology, land, trees and historic aspects

TIP: Discuss your proposals with those who are going to be consulted prior to them receiving letters from the Local Authority dealing with your application!

The Local Planning Authority will determine your application:

REFUSAL

APPROVAL

The Local Planning Authority has deemed your application unacceptable after considering their 'material considerations' and adhering to their local plans and consultees. You may appeal this decision however it will likely take over a year to resolve

The Local Planning Authority has granted planning permission for your application, and will often attach a list of conditions to that approval. These are called planning conditions which you must adhere to

Failure to comply with these conditions can result in what is called a 'breach of condition notice' to which there is no right of appeal and which can be enforced through legal courts by prosecution.

Planning permissions expire after 3 years from the date of the permission

You may make minor alterations by applying for a non-material amendment, however if these alterations are considered major, a further application would be required

ADDITIONAL NOTE:

You may not require planning permission for your proposal if your proposal falls within what is called 'permitted development'. This refers to the range of alterations and extensions that you can carry out without planning permission from the Local Planning Authority.

Click here to see our guidance documents on permitted developments for [single storey](#) and [two storey](#) extensions.

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