

## **APPLYING FOR PLANNING PERMISSION**

### **Step 1**

Begin by contacting the planning department/council. An informal chat with the local planner will give you a chance to discuss your ideas and receive feedback without committing to anything.

### **Step 2**

If the planning department/council think you need to apply for planning permission, ask them for an application form. They will advise how many copies of the form you will need to return and how much the application fee will be. Ask if they anticipate any difficulties that could be overcome by amending your proposal. It can save much time and trouble at a later date if your proposals also reflect what the council would like to see.

### **Step 3**

Decide what type of application you are required to make. In the majority cases this will be a full application but there are some circumstances it could be worthwhile to make an outline application - for example, if you want to see what the council feels about the building work you intend to carry out, before you go to the trouble of making detailed drawings. If you submit an outline application you will still be required to submit full details at a later stage.

### **Step 4**

Send the completed application forms to your council, together with the appropriate fee. A plan of the site and a copy of the drawings showing the work you propose to carry out must accompany each form. (The council will advise you on what drawings are required.)

### **Planning Considerations**

The Councillors or council officers who decide your application must consider whether there are any good planning reasons for refusing planning permission or for granting permission subject to conditions. The council are not permitted to reject a proposal simply because people oppose it. They will look at whether your proposal is consistent with the development plan for the area.

The types of planning issues it can additionally consider include the effect on amenity, impact upon the appearance of surrounding areas and potential traffic problems. Personal circumstances of the applicant, moral issues or the effect the development may have on nearby property prices are not relevant to planning and will not usually be taken into consideration by the council.

### **How long will the council take?**

The council should make a decision on your application within eight weeks. If it cannot meet

that deadline, they should obtain your written consent to extend the period. If they have not done so, you can appeal to the National Assembly for Wales. Appeals can take up to several months to decide and it may be quicker to reach an agreement directly with the council.