

ADVISORY NOTES ON THE PROCESSING OF PLANNING APPLICATIONS

THESE NOTES ARE PROVIDED TO HELP YOU UNDERSTAND HOW YOUR PLANNING APPLICATION IS BEING PROCESSED (1-12), AND EMPHASISES THE IMPORTANCE OF THE EVENTUAL PLANNING DECISION (13-15).



Development Department

ADVISORY NOTES

1. Your application has been registered and all the documents submitted with it are now available for public inspection at my offices during normal working hours and on the Planning webpage accessible via www.bridgend.gov.uk/planning.
2. If you have neighbours it is likely that I am writing to notify them of your proposal, inviting them to see your submissions and make representations if they so wish. Copies of your submitted documents can be purchased from the Authority to enable them to better consider how your proposal may affect them.
3. Depending on the nature of the proposal I may be consulting other persons or bodies and providing them with details of your application and inviting their comments.
4. Depending on the nature of your proposal I may publicising your application by a site and/or press notice.
5. I am writing to the relevant Town or Community Council for their views. Sometimes the views of such Council's are reported in the press or otherwise made known before this Authority has considered your proposal. This can sometimes be confusing but make sure you wait for the decision notice from this Council.
6. Your application only relates to planning procedures and you may also need to obtain Building Regulation approval. Do not start work before you have all the necessary approvals.
7. The Case Officer will be inspecting the site and is likely to need access to your land. If you have any problems with the officer undertaking an unescorted site visit please advise the case officer immediately.
8. I will decide whether to use my delegated power to issue a decision or report the submission to the Development Control Committee. My report to the Committee will include any representations received together with my recommendation. The Committee may decide to inspect the site prior to reaching a decision on your application.
9. At my offices or on the the Council website you can see a copy of my report to the Committee 3 days before the date of the Committee that considers it. Representations received can be inspected at the civic offices.
10. 5 days after the Committee determines your application I will endeavour to send a decision notice to you.
11. After writing to you to inform you of the decision I will then write to any local resident who has made representations, notifying them of the decision.
12. Carefully study the decision notice, it is very a important document.
13. If planning permission has been granted subject to conditions make sure you address those conditions otherwise action could be taken against you. If you fail to comply with pre-commencement conditions you could void your planning consent so it is essential to address such conditions before any development commences on site.

If planning consent has been granted make sure you carry out your development in accordance with the approved plans otherwise action could be taken against you.
14. The Council is committed to ensuring that no member of the public is discriminated against either directly by the Council or indirectly because of their ethnic origin or nationality.
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