



Introduction

This guide is to help you make your application. Together with the other information provided in this pack, it explains how to fill in the application forms, the information that you will need to provide and where to go for more help. We can't cover everything in this guide, planning can be complex, so please contact us if you need more information or advice.

When to use this form

This form should only be used for non-electronic submissions of applications for "Full" planning permission. You will need a different form for other types of planning application, or for applications combining with Listed Building Consent or Conservation Area Consent. There is a simplified form for "Householder" development. If you are not sure which form to use for your application, please contact us – we are happy to help.

Before you make your application

Pre-application advice can often help to resolve issues and save you time and expense. We offer a pre-application advice service to provide advice on policy and design issues. For pre-application advice it is expected that you will submit your proposals in writing, describing your proposals and the site with sketch plans and relevant photographs.

A Duty Planner is available to discuss very minor proposals, between **1.00pm** and **4.45pm**, Monday to Thursday and **1.00 pm** to **4.15 pm** Friday. This service is provided on a first come-first served basis. Appointments with a Duty Planning Officer are not available. Appointments to deal with current applications need to be made directly with the case officer.

When planning permission is granted, it is on the basis of the detailed plans submitted. **It is therefore imperative** that you make sure that the details you submit are those that you want to undertake, as even minor changes from the approved plans can require a fresh planning application, which will be subject to exactly the same process as before.

Making your application

Applications may be made electronically via The Planning Portal, in which case you will not need to complete these forms. The benefits of submitting electronically are:

- The Planning Portal will automatically check that you have completed all the necessary boxes and certificates. Your application is more likely to be right first time.
- Your application will get to us quicker so we will start checking it sooner.
- If you attach plans and documents, you will not incur printing and postage costs.
- You will receive an email to say the application has been received by the council.

The Planning Portal website is at www.planningportal.gov.uk . Pasting the following URL into your browser address bar will take you directly to the "Making an application" page:

http://www.planningportal.gov.uk/wps/portal/genpub_OnlineApplications?newProposal=Y&docRef=1019576407555&scope=202&langid=0 .

Otherwise, it is important that **an original and 3 duplicate copies of this form, plans and documents are submitted**. For larger or more complex applications, further sets of drawings may be needed for consultation purposes. We will let you know if we need more copies. In addition, if available, it would be helpful to receive an electronic copy of documents and plans.

Your completed application may be posted or handed in to the address at the end of these notes.

Completing the Application form

The application form is designed to provide a base level of information about you and your proposal. You may print the form and fill it in. Notes to help you complete the form are included in this application pack, the number of the Note corresponds to the section number of the form. Please ensure that you complete all of the questions.

Certificates of Ownership

- If you are the sole owner of the land to which the application relates please complete **Certificate A**. (Owner means a person having a freehold or leasehold interest with at least seven years unexpired.) This Certificate is not appropriate unless you are the sole freehold owner.
- If you are not the sole owner of the land or if any part of the development goes outside land in your ownership (even if only foundations), please complete the Notice and serve it on each of the owners and then complete **Certificate B**.
- If you do not know the names of all of the owners you will need to complete the Notice and serve it on any known owners and publish it in a local newspaper. Then you can complete **Certificate C**.
- If you cannot trace any of the owners then complete the Notice and publish it in a local newspaper. Then you can complete **Certificate D**.

Design and Access Statements

These statements help you to think about the best design solutions for your proposal and to explain how you have chosen the design which you submit. They are used by us to help assess your proposals. Many planning applications now require a Design and Access Statement to be submitted with the application. Exceptions to this are applications solely for engineering operations or solely for change of use of land or buildings. Applications for extensions and alterations to dwelling houses or erection or alteration of incidental buildings will not require Statements unless the site is within a conservation area. Further advice on the need for Design and Access Statements may be found in our separate guidance note: *Do I Need a Design and Access Statement*.

We are unable to consider your application until we have received any necessary Design and Access Statement. If you are not sure if a Design and Access Statement is required please contact us.

For further information on writing a Design and Access Statement please go to the website for the Commission for Architecture and the Built Environment (CABE) at www.cabe.org.uk . The following link will take you directly to the "Design and Access Statements: how to write, read and use them" page www.cabe.org.uk/default.aspx?contentitemid=1334

Drawings and documents to accompany your application

In addition to the application form, you will need to submit plans and possibly other documents to describe your proposal and to explain how it affects or is affected by issues such as flooding, contamination etc. The circumstances when these documents are required are set out in the application form and in our "Local Requirements" which should be checked before submission of the application. This pack contains a bespoke list of "Local Requirements" relevant to this type of application. Failure to submit all necessary plans and documents will delay consideration of the application.

It is your responsibility to ensure that you have the consent of the copyright owner before you make copies of any plans.

You can buy copies of Ordnance Survey maps, to use as site location plans and block plans from us (telephone 01933 231937 or email sustainablecommunities@wellingborough.gov.uk).

You can also buy them from Ordnance Survey Siteplan agents. Unauthorised copying of these or other plans constitutes a breach of copyright, against which legal action could be taken.

Fees

The fee that you will have to pay with your application is shown on the attached list of current planning fees. If you are not sure how much to pay, please contact us. Your application cannot be considered until the correct fee has been paid. Cheques should be made payable to **Borough Council of Wellingborough**

Certain types of application and some circumstances do not require a fee. The details of exemptions and concessions are set out in the list of fees. Please tell us with your application if you think you don't need to pay a fee and why.

Other consents

By completing the form you are applying only for **Planning Approval**. In many cases, building works will also require **Building Regulations Approval**. This is the control of building works for fire resistance, structural stability, ventilation, thermal insulation and drainage. This application will be dealt with separately from any application submitted for Building Regulations Approval (which would involve additional forms, plans and fees). It is possible that planning permission could be refused and Building Regulations Approval given for a specific proposal (or vice-versa).

It is up to you to ensure that you have ALL necessary consents before starting work.

Work will not be authorised by the consent unless and until any pre-commencement conditions attached to the consent have been complied with. You can speak to someone about Building Regulations when you phone about planning permission, or by contacting the Building Control Helpline on 01933 231908. Granting consent does not give you the right to enter land or carry out work on land that you do not own. Consent is only the approval of your proposal by the Council as Local Planning Authority. You will still need to obtain the landowner's permission where necessary and any other civil consents ie covenants contained within your Deeds or Party Wall Act matters. This is your responsibility. It is always a good idea to talk to your neighbours about your proposal before submitting your application.

Contacting Development Control

Our address is Borough Council of Wellingborough, Development Control, Swanspool House, Doddington Road, Wellingborough, Northamptonshire NN1 1BP

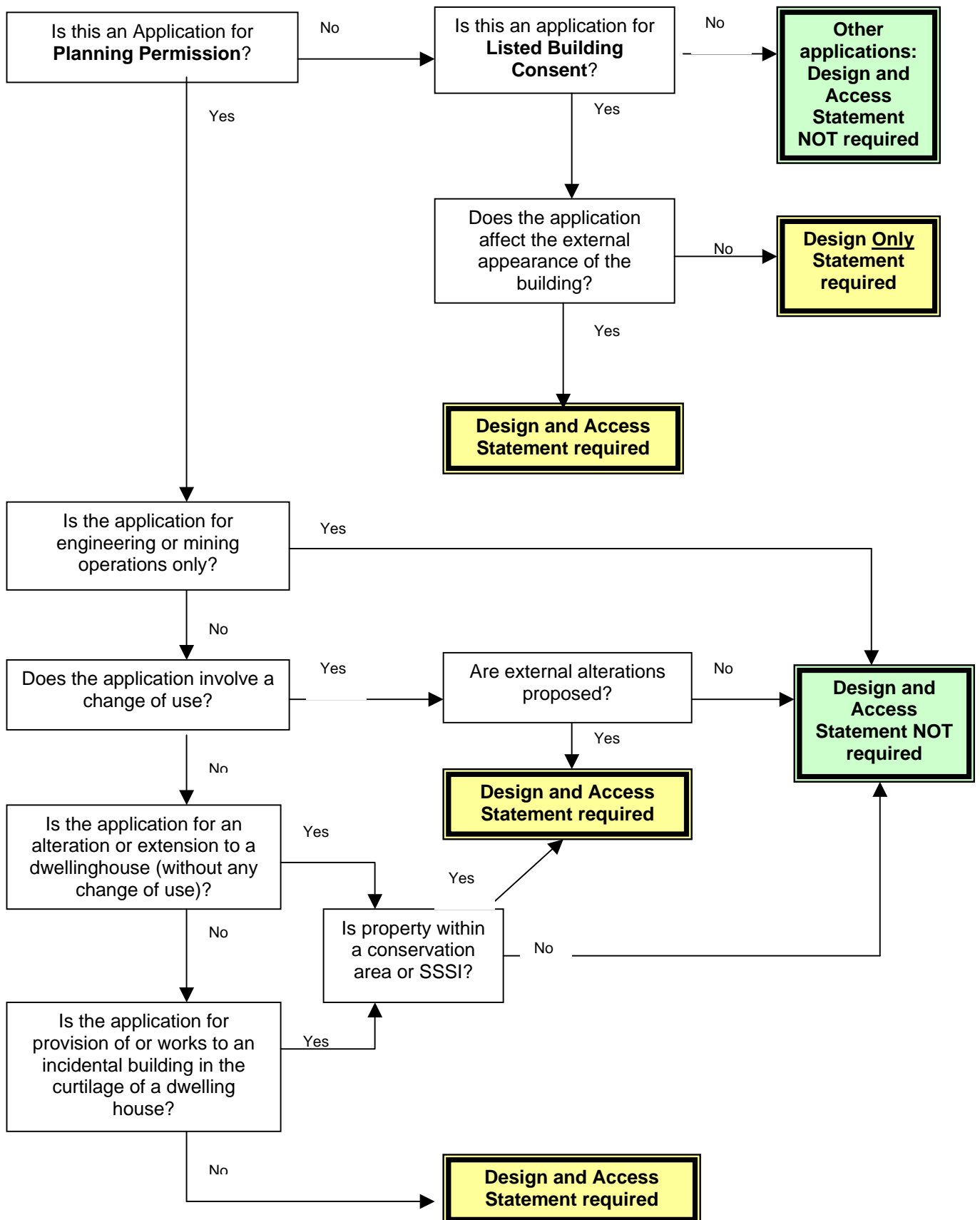
Telephone: 01933 229777

Facsimile: 01933 231982

e-mail: sustainablecommunities@wellingborough.gov.uk

DO I NEED A DESIGN AND ACCESS STATEMENT?

The Town & Country Planning (General Development Procedure) (Amendment) (England) Order 2006





PLANNING REQUIREMENTS (NATIONAL) and (LOCAL) CHECKLIST FOR FULL APPLICATIONS

The following checklist should be read in conjunction with the “Planning Requirements Notes”. This contains full details of exactly what is required for each of the items listed below.

National Requirements: The items in the section below **MUST** accompany the application.

- | | |
|--|---|
| <input type="checkbox"/> Application Form | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> Certificate (A, B, C or D) | <input type="checkbox"/> Design and Access Statement (where applicable) |
| <input type="checkbox"/> Agricultural Holdings Certificate | <input type="checkbox"/> Fee |
| <input type="checkbox"/> Location Plan | |

Local Requirements: The plans in the section below **MAY BE** required (see criteria for guidance)

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Block Plan | <input type="checkbox"/> Site Levels Plan |
| <input type="checkbox"/> Elevations | <input type="checkbox"/> Site Survey Plan |
| <input type="checkbox"/> Floor Plans | |

In addition to the above, the documents in the section below **MAY BE** required (see criteria for guidance).

- | | |
|--|---|
| <input type="checkbox"/> Air quality assessment | <input type="checkbox"/> Land contamination assessment |
| <input type="checkbox"/> Biodiversity survey and report | <input type="checkbox"/> Landscaping details |
| <input type="checkbox"/> Flood risk assessment | <input type="checkbox"/> Lighting assessment |
| <input type="checkbox"/> Heritage statement (including Historical survey and Listed building/conservation area impact and justification statement) | <input type="checkbox"/> Noise impact assessment |
| <input type="checkbox"/> Housing statement | <input type="checkbox"/> Photographs and photomontages |
| | <input type="checkbox"/> Planning obligations |
| | <input type="checkbox"/> Statement of community involvement |

Full Applications



- Structural survey
- Supporting planning statement
- Sustainability appraisal and energy statement
- Town centre uses
- Transport assessment
- Travel plan
- Tree survey/arboricultural implications
- Utility statement
- Ventilation/extraction statement



PLANNING APPLICATIONS: LOCAL REQUIREMENTS

1. General Requirements for Plans, Drawings and Documents

With an increasing tendency for applications to be submitted or transmitted electronically / over the web there is a need to set some conventions in connection with scaling and printing.

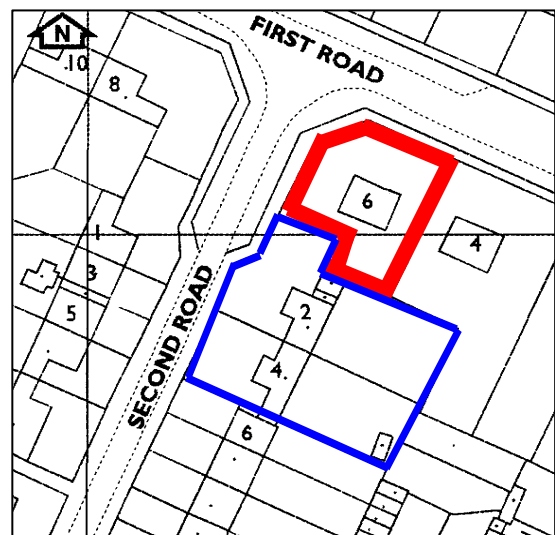
- All plans and drawings must be drawn to an appropriate metric scale.
- Scaling should be associated with sheet size so that it is clear when documents have been enlarged or reduced. An acceptable format is for the scale to be shown as 1:100 @ A1 / 1:200 @ A3. This applies equally to paper submissions which may be forwarded electronically for consultation.
- Vertical and horizontal scale bars assist with measuring from enlarged or reduced drawings.
- Dimensions shown on key elements of the proposal avoid the need for reliance on scaling.
- Drawings should be accurate. Ambiguous statements such as "Do not scale", "Not to scale" or similar call into question the accuracy of the drawing and therefore cannot be accepted.
- Electronic documents should be of a sufficiently small file size to facilitate easy transfer and transmission (individual documents should be no larger than 5MB). This is difficult to achieve with colour drawings.
- Supporting documents should be provided in electronic format (CD or emailed) as well as hard copy. Please ensure they are complete eg word document with plans and appendices. Multiple or split documents should be sequentially named eg 01 Introduction, 02 Site Plan, 03 Appendix A.
- Printed paper documents will be scanned in black and white and transmitted electronically. Please bear this in mind when shading or colouring.

We request that for paper submissions, **one** original and **three** copies of all documentation are submitted. For larger applications further copies may be requested at pre-application stage.

2. Drawings Necessary to Describe

Plans to identify the site (location plan) – for all applications other than tree works.

- The application site (including access to the highway) must be shown by **red** edging; any adjoining land that you have an interest in should be edged in **blue**;
- The scale of the location plan must be appropriate to sufficiently identify the site. In most cases an ordnance survey based map to a scale of 1:1250 or 1:2500 will be adequate.
- Should normally be A4 sized;
- Include a "North" point;
- Show surrounding buildings; and
- Ideally show two named roads



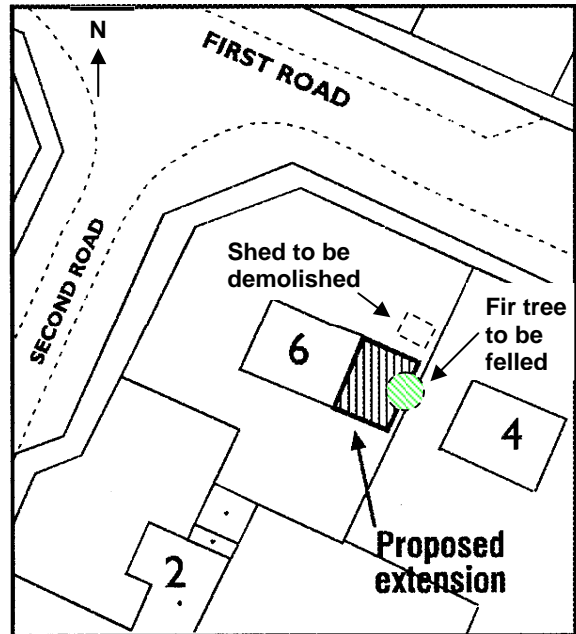
Scale 1:1250

Site layout / block plan – for all applications except prior notification applications.

- The plan must be to a scale appropriate to the site and development (normally 1:500 or 1:200, although for particularly large sites, other scales may be more appropriate). If in doubt, check with your LPA.
- All site layout / block plan to include a “North” point.

The plan should show your proposals for:

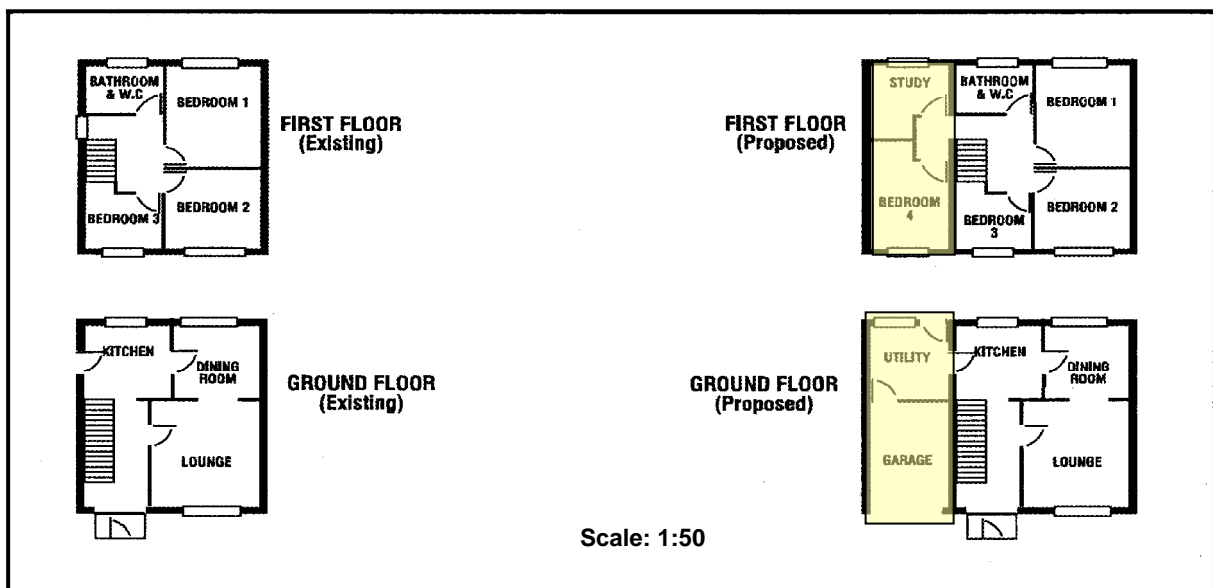
- the new works in relation to the site boundaries and other buildings within and surrounding the site;
- new buildings should be shown in context with adjacent buildings including property numbers/names where applicable and roads and footpaths adjoining the site;
- on-site access, parking, and turning arrangements and facilities for cycle parking;
- vehicle access visibility splays at the highway boundary;
- the species, position and spread of all trees within 12 metres of any proposed building works;
- the extent and type of any hard surfacing;
- boundary treatment (including all heights and materials); and
- applications for new developments must include provision for the storage and collection of waste and recyclables.



Scale 1:500

Floor plans - for applications altering / creating floor space or use of floor space.

These should show the existing and proposed floor layouts of each storey to be built or altered. They may be drawn separately or the new work may be indicated by shading etc. They should normally be to a scale of 1:50, but for larger buildings 1:100 would be acceptable.



Scale: 1:50

Elevations - for applications erecting or altering exteriors of buildings.

These should normally be drawn to 1:100 scale, or 1:50 for small buildings. These should show all faces of the building affected by the works, including blank walls. Where the elevation adjoins or is in close proximity to another building, drawings should show the relationship between the buildings and the position of openings on each property. Existing and proposed drawings should be submitted. Again, they may be drawn separately or the new work may be indicated by shading etc. Each elevation should be labelled to show its compass orientation.



Site Levels and Site Cross Sections and Finished Floor Levels - for all applications except those solely involving advertisements on existing buildings, prior notifications, tree works and solely involving change of use.

It is necessary for applications to demonstrate how proposed buildings and extensions relate to existing site levels and neighbouring development. Plans should therefore show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

Site survey

This should show existing:

- Built features including walls, buildings and other structures
- Natural features on or close to the site including trees, hedges, ponds and water courses

AND ANY OTHER PLANS NECESSARY TO DESCRIBE THE PROPOSALS.

3. Design & Access Statements

In accordance with Section 42 of the Planning & Compulsory Purchase Act 2004 that came into force on 10th August 2006 it is a requirement that Design and Access Statements are prepared to accompany most types of planning applications. Your application will not be registered until a suitable statement has been submitted.

What are they?

- Design and access statements are reports that explain the design thinking behind a planning application, and justify what is being applied for.
- They accompany a planning application but are not part of it.

Why are they required?

- As part of the Government's commitment to achieving high quality developments.
- To make you think more carefully about the quality of your proposal and how you will ensure accessibility within your scheme.
- To give you the opportunity to explain and justify your proposal.
- To assist in better informed negotiation and decision making and more certainty for everyone.
- Can be linked to planning decisions by conditions if developers are to be required to follow them.

For what type of planning applications are they required?

- All outline applications and most types of full applications.
- Listed building applications (although a combined statement can be submitted where there is also a planning application for the development).
- Although Design and Access Statements are not required for applications for Approval of Reserved Matters, it will be necessary to demonstrate how the design principles of the outline application are accorded with. Any variation from the original design principles/concept should be justified.

For what type of applications are they not required?

- Householder applications (e.g. extensions to dwellings, outbuildings within the garden), unless within a Conservation Area or other designated area.
- Change of use of land or buildings (not involving operational development), engineering or mining operations, or applications relating to advertisements, tree preservation orders or storage of hazardous substances.
- Prior notification applications (e.g. Telecommunications, agricultural developments).

NOTICE 1

Town and Country Planning (General Development Procedure) Order - Article 6

Notice of Application for Planning Permission

This notice must be served on the owner(s)/agricultural tenant(s)(other than the applicant) of all, or any part, of the land included in the application.

Proposed development at ^(a) _____
I give notice that ^(b) _____
is applying to Borough Council of Wellingborough for planning permission to ^(c) _____

Any owner^(d) of the land or a tenant ^(e) who wishes to make representations about this application should write to the Development Control, Borough Council of Wellingborough, Swanspool House, Doddington Road, Wellingborough, Northants, NN8 1BP
by ^(f) _____.

Signed:
On behalf of
Date

Statement of owners ' rights

The grant of planning permission does not affect owners ' rights to retain or dispose of their property unless there is some provision to the contrary in an agreement or in a lease.

Statement of agricultural tenants 'rights

The grant of planning permission for non-agricultural development may affect agricultural tenants 'security of tenure.

If the name and address of the owner(s)of the land (or any part of the land) included in the applications are not known, this Notice must be published in a local newspaper circulating in the locality in which the land is situated.

^a Insert address or location of proposed development

^b Insert applicant's name

^c Insert description of proposed development

^d "owner" means a person having a freehold interest or a leasehold interest, the unexpired term of which is not less than 7 years

^e "tenant" means a tenant of an agricultural holding any part of which is comprised in the land

^f Insert date which gives a period of 21 days beginning with the date of service or 14 days beginning with the date of publication of the notice (as the case may be)

New Fees for Planning Applications from April 2008

The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008 [*Statutory Instrument 2008 No. 958*].

The figures here are the NEW CHARGES EFFECTIVE FROM 6th APRIL 2008.

PAYMENT OF FEES: The fee should be paid at the time the Application is submitted. If you are unsure of the fee applicable, please consult your Local Planning Authority.

All Outline Applications		
• £335 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£335 per 0.1 hectare
• £8,285 + £100 for each 0.1 in excess of 2.5 hectares to a maximum of £125,000	More than 2.5 hectares	£8,285 + £100 per 0.1 hectare (or part thereof)
Householder Applications		
• Alterations/extensions to a single dwelling , including works within boundary	Single dwelling (excluding flats)	£150
Full Applications (and First Submissions of Reserved Matters)		
• Alterations/extensions to two or more dwellings , including works within boundaries	Two or more dwellings (or one or more flats)	£295
• New dwellings (up to and including 50)	New dwellings (not more than 50)	£335 per dwelling
• New dwellings (for <i>more</i> than 50) £16,565 + £100 per additional dwelling in excess of 50 up to a maximum fee of £250,000	New dwellings (more than 50)	£16,565 + £100 per additional dwelling
• Erection of buildings not dwellings, agricultural, glasshouses, plant nor machinery		
Increase of floor space	No increase in gross floor space or no more than 40m ²	£170
Increase of floor space	More than 40m ² but no more than 75m ²	£335
Increase of floor space	More than 75m ² but no more than 3750m ²	£335 for each 75m ² or part thereof
Increase of floor space	More than 3750m ²	£16,565 + £100 for each additional 75m ² in excess of 3750 m ² to a maximum of £250,000
The erection of buildings on land used for agriculture for agricultural purposes		
Site area	Not more than 465m ²	£70
Site area	More than 465m ² but not more than 540m ²	£335
Site area	More than 540m ² but not more than 4215m ²	£335 for first 540m ² + £335 for each 75m ² (or part thereof) in excess of 540m ²
Site area	More than 4215m ²	£16,565 + £100 for each 75m ² (or part thereof) in excess of 4215 up to a maximum of £250,000

Erection of glasshouses on land used for the purposes of agriculture		
Floor space	Not more than 465m ²	£70
Floor space	More than 465m ²	£1,870
Erection/alterations/replacement of plant and machinery		
Site area	Not more than 5 hectares	£335 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£16,565 + additional £100 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £250,000

Applications other than Building Works		
<ul style="list-style-type: none"> Car parks, service roads or other accesses 	for existing uses	£170
<ul style="list-style-type: none"> Waste Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals		
Site area	Not more than 15 hectares	£170 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£25,315 + £100 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £65,000
Operations connected with exploratory drilling for oil or natural gas		
Site area	Not more than 7.5 hectares	£335 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£25,000 + additional £100 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £250,000
Other operations – winning and working of minerals		
Site area	Not more than 15 hectares	£170 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£25,315 + additional £100 for each 0.1 in excess of 15 hectare up to a maximum of £65,000
<ul style="list-style-type: none"> Other operations not coming within any of the above categories 	Any site area	£170 for each 0.1 hectare (or part thereof) up to a maximum of £250,000

Reserved Matters		
Application for approval of reserved matters following outline approval		Full fee due or if full fee already paid then £335 due

Approval/Variation/discharge of condition		
Application for removal or variation of a condition following grant of planning permission		£170
Request for confirmation that one or more planning conditions have been complied with		£25 per request for Householder otherwise £85 per request

Change of Use Change of Use of a Building to Use as one or more separate dwellinghouses, or other cases		
Number of dwellings	Not more than 50 dwellings	£335 for each
Number of dwellings	More than 50 dwellings	£16,565 + £100 for each in excess of 50 up to a maximum of £250,000
Other Changes of Use Other material change of use of a building or land		£335

Advertising		
Relating to the business on the premises		£95
Advance signs which are not situated on or visible from the site, directing the public to a business		£95
Other advertisements		£335

Lawful Development Certificate		
LDC – Existing Use - in breach of a planning condition		Same as Full
LDC – Existing Use LDC - lawful not to comply with a particular condition		£170
LDC – Proposed Use		Half the normal planning fee.

Prior Approval		
Agricultural and Forestry buildings & operations or demolition of buildings		£70
Telecoms: installation of a radio mast, radio equipment, housing or public callbox		£335

Notes:

The site area is defined as the area to which the application relates and will normally be the area shown edged red on the application plan. Where areas exceed 0.1 hectare or multiples thereof, any excess shall be treated as being a further 0.1 hectare.

All floor areas are gross and should be externally measured. Where areas exceed 75m² or multiples thereof, any excess shall be treated as being a further 75m².

Dwelling house for the purpose of these Regulations is defined as “a building or part of a building which is used as a single private dwelling house, and for no other purpose”. That would include a house, flat or maisonette.

Curtilage (see Sinclair-Lockhart’s Trustees v Central Land Board) – “the ground which is used for the comfortable enjoyment of a house or other building may be regarded in law as being within the curtilage of that house or building, and thereby as an integral part of the same although it has not been marked off or enclosed in any way. It is enough that it serves the purpose of the house or building in some necessary or reasonable useful way”.

Combined applications which relate to development in more than one category, (for example a change of use and works) the amount is calculated in accordance with the table and the higher of the amounts is the fee payable.

Mixed developments where an application relates to the erection of buildings partly for residential use and partly for other uses, the fee is calculated by adding the amount payable for the number of dwelling houses to the amount for other floor space.

Payment must be sent to Development Control, Swanspool House, Dodington Road, Wellingborough NN8 1BP. Cheques and Postal Orders made payable to: **Borough Council of Wellingborough**.

Fees must accompany an application when it is submitted. If there is no fee, or it is incorrect, you will be notified. Your application will NOT be processed until the correct fee is received.

Electronic submission of applications is now available by going on to the Planning Portal at www.planningportal.gov.uk

CONCESSIONS

EXEMPTIONS FROM PAYMENT

<ul style="list-style-type: none">▪ For alterations, extensions, etc. to a dwelling house for the benefit of a registered disabled person
<ul style="list-style-type: none">▪ An application solely for the carrying out alterations for access for disabled persons to or within a public building
<ul style="list-style-type: none">▪ Listed Building Consent
<ul style="list-style-type: none">▪ Conservation Area Consent
<ul style="list-style-type: none">▪ Works to Trees covered by a Tree Preservation Order or in a Conservation Area▪ Hedgerow Removal
<ul style="list-style-type: none">▪ If the proposal is the first revision of an application for development of the same character or description on the same site by the same applicant within 12 months of making the earlier application if withdrawn or the date of decision if granted or refused (including signs only if withdrawn or refused) and NOT a duplicate application made by the same applicant within 28 days
<ul style="list-style-type: none">▪ If the proposal relates to works that require planning permission only by virtue of an Article 4 Direction of the Town & Country Planning (General Permitted Development) Order 1995. I.e. where the application is required only because of a direction or planning condition removing permitted development rights.
<ul style="list-style-type: none">▪ If the application is for change of use of land if that application is rendered necessary because a right to change the land-use granted by The Town and Country Planning (Use Classes) Order 1987 as amended has been removed by a condition imposed on a previous grant of planning permission (Regulation 6).
<ul style="list-style-type: none">▪ If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
<ul style="list-style-type: none">▪ If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person
<ul style="list-style-type: none">▪ If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the Control of Advertisements Regulations 1992, dis-applying deemed consent under Regulation 6 to the advertisement in question
<ul style="list-style-type: none">▪ If the Application is for approval of details reserved by condition

REDUCTIONS TO PAYMENTS

<ul style="list-style-type: none">▪ If the application is being made on behalf of a non-profit making sports club then the fee is £335
<ul style="list-style-type: none">▪ If the application is being made on behalf of a parish or community council then the fee is 50%
<ul style="list-style-type: none">▪ If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%
<ul style="list-style-type: none">▪ In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £335
<ul style="list-style-type: none">▪ If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%
<ul style="list-style-type: none">▪ If the application is for alternate proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class E of the Town and Country Planning (General Permitted Development) Order 1995; then the fee is the highest fee plus half sum of the others
<ul style="list-style-type: none">▪ Where an application relates to development which is covers more than one fee category (excluding residential) then the fee is the highest of the fees payable
<ul style="list-style-type: none">▪ Where an application consists of the erection of dwellings and the erection of other types of buildings (including residential) then the fees are added together (and maximum can be exceeded)
<ul style="list-style-type: none">▪ Where an application crosses one or more local or district planning authorities then the fee is 150% and goes to the authority that contains the larger part of the application site, or a sum of the fees if it is less than 150%

Guidance Notes: Making a Planning Application Online

The Planning Portal's service lets you complete and submit an application for planning consent online. In most cases, all the stages of the application for consent can be completed and submitted electronically, including payment.

Application Overview

This screen lets you manage your active application. From here you can access and complete the following tasks:

- Complete the forms
- Attach supporting documentation
- Calculate fees for the application
- Pay for the application
- Check the application is complete
- Submit the application to the local planning authority

This screen will also tell you the name of the application, its reference number, the type of planning consent being applied for, the local planning authority responsible for determining your application, as well as the status and date of the application. You can save your work at any point and return to the application later to complete it. Your application can be accessed from the My Applications screen (available from the left hand menu).

A number of steps need to be completed before your application can be submitted to the local authority:

Step 1. Complete the forms

Your form is made up of a series of questions that must be answered to allow the local planning authority to determine your application.

Each question in the form has help text to assist you to complete it. You can access the help text for each question by clicking on the 'question mark' icon at the top right of the form page.

Step 2. Attach supporting documentation

Most applications require more information than can be provided by the application form alone.

The service will tell you what mandatory information you need to provide in support of your application once you have selected your form. The local planning authority will not be able to process your application unless this mandatory supporting information has been provided. You can also attach optional supporting information, which you think will help the local authority determine the application.

All plans and drawings to be submitted are required to have dimensions or a scale clearly marked upon them. Marking size and dimensions on plans and drawings will help the local planning authority process your application more efficiently.

Step 3: Calculate fees for the application

Use the fee calculator to work out what fee is required for your application. The calculator will work out the correct fee even in the case of multiple applications. In all cases, the local planning authority will decide whether the fee is correct.

If you are claiming an exemption in payment, (e.g. if the proposed works are in connection with the provision of disability access to a building), or if you are claiming a reduction in payment, (e.g. if it is a development by a parish council), then some local authorities may require a statement attached to your application giving the appropriate details.

Step 4. Paying for the application

Once you have calculated the correct fee for the application you can pay for the application in three ways:

1. Secure online payment by credit or debit card
2. Pay by cheque: the system will tell you where to post the cheque when you select this option
3. Pay by phone: the system will provide the correct telephone number when you select this option

Step 5: Check application

Once you have completed the forms, added supporting information, calculated the fees and chosen the payment method, the system will check the entire application to make sure all the mandatory information and stages have been completed. This may take a few minutes.

If you have not completed any part of the application, you will be advised what needs to be completed before submission can take place. Once all stages of the application have been completed the system will let you submit the application to the local planning authority. You will not be able to submit the application until you have completed the 'Check Application' stage.

Step 6: Submit the application

Submitting the application will send the application form and supporting information to the local planning authority.

You can access your submitted application at any time from the My Applications screen. However, once it is submitted to the local authority, any changes you make will not be saved.

What happens next?

Once the local planning authority has received your application successfully you will receive an confirmation email from the Planning Portal. You should quote your reference number in all correspondence with the local planning authority. Your reference number is available from the Application Overview page and will also be included in your confirmation email. Please note that this message does not constitute the formal acceptance of your electronic submission by your local planning authority.

Once the local planning authority has received your application it will validate it within its normal work flow and timescales. If the local authority needs more information or has any queries it will contact you directly.

For further information on the progress of your online application please contact your local authority quoting your reference number.

Getting Help

If you are experiencing difficulties using the application service please contact the Planning Portal Support Team on support@planningportal.gov.uk

Once the application has been submitted the local authority will be able to assist with any queries.