

Planning Permission: Householder Applications

When submitting a planning application for Householder Extensions, it may be helpful to discuss the acceptability of the proposal with your local council. You can usually seek advice from the Council's duty planner service or, more formally, via a pre application advice service.

The official method of submitting a planning application is a standard application form (APP1) and associated documents as prescribed by the form, national and local requirements. These can be found on your local planning authority's website. There are specific application forms for Homeowners, as well as those living in a Listed Building.

- **Householder Application Form:** this covers all householder developments such as garages, outbuildings, alterations and extensions to the main dwelling house and new or altered access to the residence.
- **Conservation Area Consent Application Form:** for demolition in a Conservation Area (excludes Listed Buildings)
- **Listed Building Consent Application Form:** for alterations to, or extension or demolition of, a Listed Building

How Planning Applications Are Processed?

Once an application is received by the Local Planning Authority, they will determine whether it is complete and valid.

A valid application comprises of:

- any information requested on the standard application form;
- mandatory national requirements, which can be viewed via your local planning authority's website; and
- information specified on your Local Planning Authorities Local List.

Once the planning application has been deemed **valid** by the local planning authority, the determination process begins and the applicant will receive written notification. The application is added to an online register on the Local Planning Authority's website; this can be inspected by the public.

If a planning application is deemed **invalid**, the Local Planning Authority must again provide the applicant with written notification, explaining the reasons for rejection and allowing the applicant the opportunity to respond.

Decision Making Process

Once it is decided that a planning application is valid, a local planning authority will publicise and consult on the application. They will notify the neighbours or put up a site notice within the vicinity of the site. In some instances they will also advertise in the local paper. The usual time period for responses is 21 days.

For certain issues relating to an application, specific bodies have to be consulted. For example, if a new access is being created onto a site, the Highways Department must be consulted; if trees are being removed from a site a tree officer must be consulted.

Applications are determined in accordance with local plans and national statements. The decision for householder applications should usually be made within 8 weeks, and are generally made under delegated authority, although some cases may be decided at a Planning Committee meeting.

What Happens Next?

If permission is **GRANTED**, development can commence at any point within the next three years (after this three year period the approval expires).

If an application is **REFUSED**, the Local Planning Authority must give clear and precise reasons for this. If a householder planning application is refused, an appeal can be made to the Secretary of State. The appeal must be made within 12 weeks of the decision date. Further information about this can be found on the Planning Portal website (www.planningportal.gov.uk).

Planning Aid England provides free, confidential and independent advice on the planning process.
Call: 0330 123 9244 or Email: advice@planningaid.rtpi.org.uk

