



*Basingstoke
and Deane*

Your Planning Application What Happens Next?



Your acknowledgement letter gives you details of the reference number for your application, who is dealing with it and their contact details. This leaflet is designed as a guide for applicants and if you have submitted this application on behalf of the applicant, please forward this leaflet to them with the following completed.

Planning Reference Number:

Planning Case Officer:

Their Direct Line is:

Their Email Address is:

How an Application is Processed

The process may be divided into five stages:

- 1. Making the Application**
- 2. Publicity**
- 3. Planning Case Officer's Considerations**
- 4. Decision**
- 5. Post Decision Actions**

For your benefit this process is summarised in the form of a diagram on the reverse of this sheet.

1. Making the Application

If your application has been correctly submitted, it will be registered and given a reference number. This number should be quoted in all correspondence. If you have employed somebody to submit the application on your behalf (an agent) all further correspondence will be sent to them.

At this point in the process a letter of acknowledgement is sent to the agent/ applicant containing details of the planning case officer who is dealing with the application. You can contact the planning case officer at any stage for an update on the progress of the application.

2. Publicity

1. Neighbours adjoining your site are notified of the proposals. They are allowed 21 days within which to make comments. Some applications will be advertised in the local newspaper; these include applications in conservation areas, on listed buildings, and applications that represent a 'departure' from the local plan policies. In addition, local newspapers sometimes publish a list of new applications as part of their editorial.
2. A site notice is also sent and must be displayed in a position clearly visible to the public, and the acknowledgement slip returned to the planning case officer who will also check the siting of the notice on the site inspection. It is important to display the site notice as soon as possible. Any delay will hold up the determination of your application. No decision can be made on your application until 21 days after the site notice has been displayed.
3. The application is recorded in the Planning Register. Details can be taken by anybody who wishes to inspect it.
4. The application details will also appear on our Web Site

As well as carrying out consultations with your neighbours; the Parish Council, Local Councillor(s) and specialist groups/bodies are notified of the scheme and invited to make comments on your proposals

3. Planning Case Officer's Considerations

Section 54A of the Town and Country Planning Act 1990 (as amended) requires that planning applications should be determined in

accordance with the Development Plan unless material considerations indicate otherwise. The Planning Officer will therefore primarily consider your application in light of the relevant planning policies for the proposal.

The relevant Development Plan for this area is the Basingstoke and Deane Borough Adopted Local Plan. You are advised to familiarize yourself with these policies or talk to a Planning Officer about those relevant to your application. It may be the case that your application is contrary to Policy and that there are no other material consideration that indicate that the Policy (including Supplementary Planning Guidance) should be overridden. In such cases you will be advised that your application is unlikely to receive a favourable recommendation, and you may wish to reconsider it.

While external consultations are being carried out, the planning case officer will visit your site to assess the proposals. The site visit will be carried out without an appointment but if the planning case officer is unable to assess the proposals fully, an appointment will be made to visit the site again.

During the site visit the planning case officer will note, for example the following:

- Impact on existing building;
- Appearance of existing property and setting;
- Proximity of neighbouring properties or buildings;
- Any windows/doors on neighbours' buildings which may be affected by your proposal;
- Details of boundary treatment (e.g. fences, walls);
- Similar forms of development allowed in the area;
- Impact on trees/hedgerows/landscape.

Consultation will take place with other Council sections such as highways, landscape, conservation and drainage. The Local Plan Section also offers advice on relevant planning policies within the Borough Local Plan. Following these consultations, the planning case officer may contact your agent or you for additional information. Some applications may be unacceptable initially but, with minor amendments, could then become acceptable. If the planning case officer considers the application can be amended satisfactorily within the determination period they will contact your agent or you. Applications should be determined in 8 weeks or 13 weeks for major applications, which allows limited time for amendments to be requested, consulted and determined on.

4. Decision

At this stage in the process the planning case officer is in a position to recommend whether permission be granted or refused. All applications are dealt with in accordance with the Development Control Committee's Scheme of Delegation. This means that most applications are dealt with under 'delegated powers' and will be not considered by the Development Control Committee. Delegated decisions can normally be made within 5-7 weeks of the application being validated, provided you have displayed your site notice without delay.

The decision notice is then produced and sent to you or your agent.

If the application cannot be determined under delegated powers it will be decided by the Development Control Committee. This process is outlined in the leaflet "Can Speak about my Planning Application at the Committee Meeting?"

5. Post Decision Actions

The decision notice will say that:

- You have Planning permission subject to conditions; or
- Planning permission has been refused on specified grounds.

Depending on which type of decision you have, the following advice applies:

Permission Granted subject to conditions:

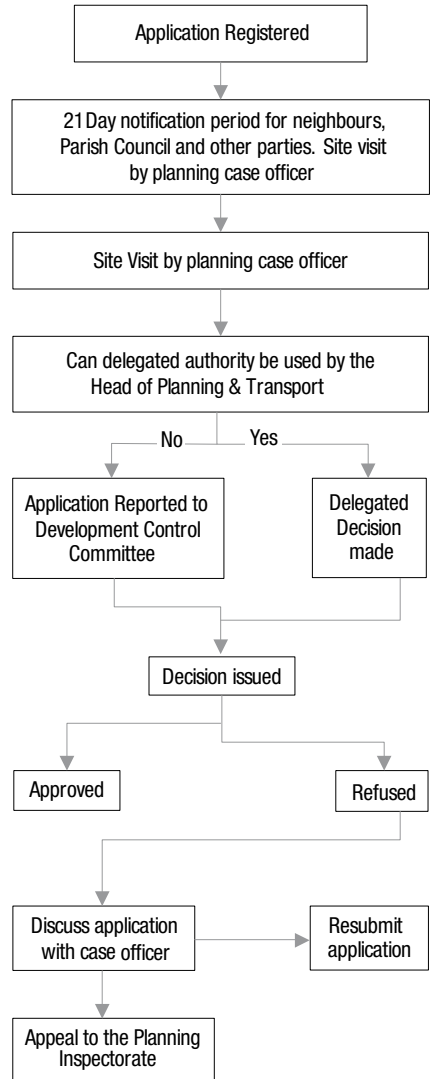
- Contact your planning case officer to discuss the conditions and what further information is required before you start your development. Failure to comply with the planning conditions can result in prosecution or the consent being void.
- You may appeal against conditions if you consider them unacceptable. It is advisable to seek advice from the planning case officer before you take this action.
- Check with the Building Control Section (01256 845237) whether you need building regulations approval.

Permission Refused

- Contact your planning case officer to discuss whether the scheme can be amended in any way to make it acceptable
- If your proposal cannot be amended in any way, you may consider an appeal to the Planning Inspectorate at 3108B, Kite Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN or www.planning-inspectorate.gov.uk.

At ANY stage in the process you may contact your planning case officer for an update on your application or to discuss the final decision and any requirements (planning conditions) which need to be met.

How an application is processed



Do you require Building Regulations Approval also?
Contact Building Control 01256 845237 or building.control@basingstoke.gov.uk

**Basingstoke and Deane Borough Council
Planning and Transport
Civic Offices London Road Basingstoke
Hampshire RG21 4AH
Contact: 01256 844844**