



*Basingstoke  
and Deane*

# Your planning application

What happens next?



**Your application reference number, case officer and their contact details will be on your acknowledgment letter. 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**

The process is summarised in the form of a diagram on page 7 of this booklet.

### **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.

An acknowledgement letter is sent to the agent or applicant containing details of the planning case officer 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 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.
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 a decision of the application. No decision can be made 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 the council's website.

As well as carrying out consultations with your neighbours, the parish council, local councillor(s) and specialist groups or bodies are notified 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 decided 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 should familiarise yourself with these policies or talk to a planning officer about those relevant to your application. Your application may be 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 the following:**

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

Consultation will take place with other council services such as highways, landscape and conservation. The Local Plan team also offers advice on relevant planning policies within the Local Plan. Following these consultations; the planning case officer may contact you or your agent 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 you or your agent. Applications should be decided in eight weeks, or 13 weeks for major applications, which allows limited time for amendments to be requested, consulted and decided.

## 4. Decision

At this stage the planning case officer will 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 committee. Delegated decisions can normally be made within five to seven weeks of the application being validated, provided the site notice is displayed without delay.

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

If the application cannot be decided under delegated powers it will be decided by the Development Control Committee. This process is outlined in the leaflet *Can I speak about my planning application at the committee meeting?*

## 5. Post decision actions

The decision notice will say either:

- you have planning permission subject to conditions
- planning permission has been refused on specified grounds.

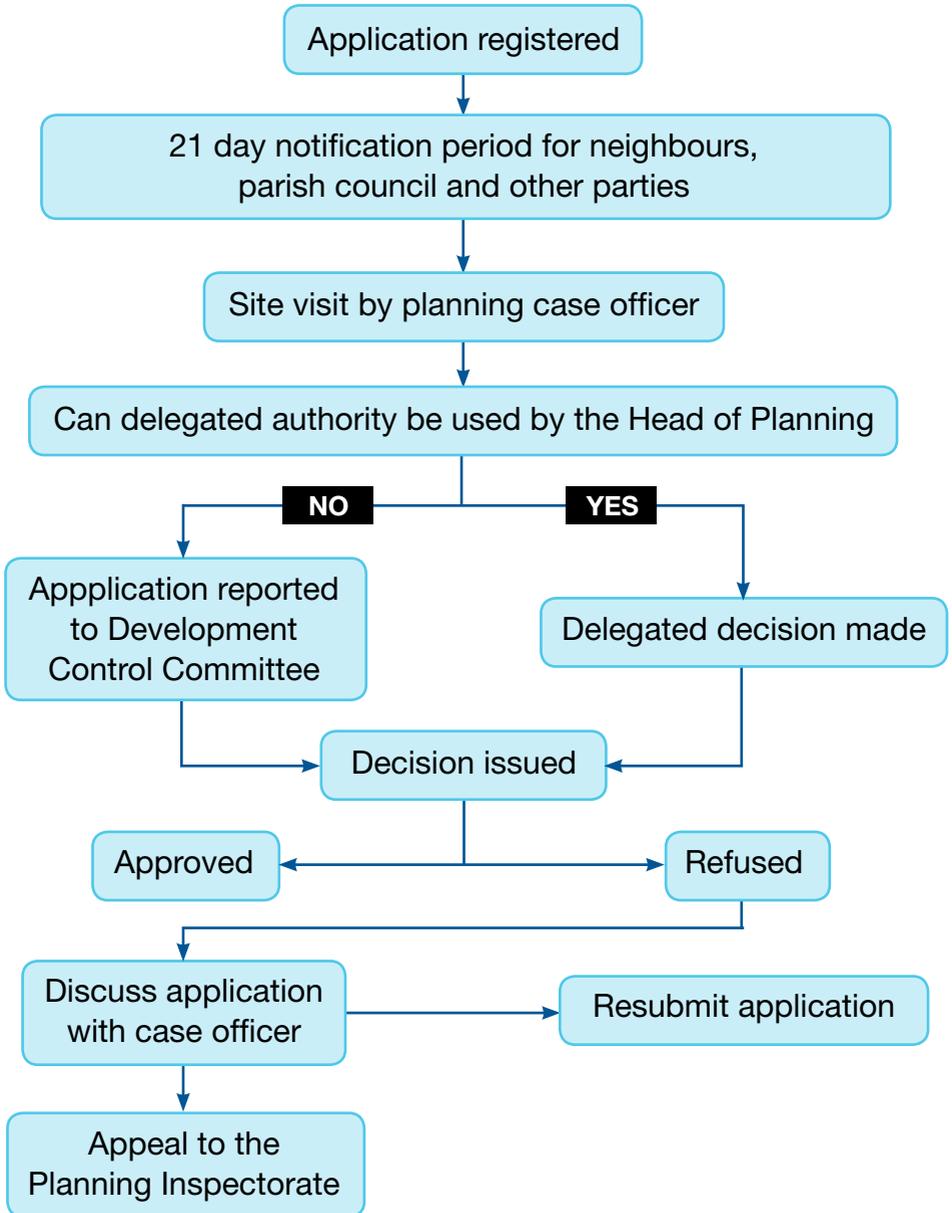
### Permission granted, subject to conditions:

- 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 team on **01256 844844** to find out if you need building regulations approval.

### Permission refused

- The planning case officer can discuss whether the scheme can be amended in any way to make it acceptable with you.
- If your proposal cannot be amended, 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](http://www.planning-inspectorate.gov.uk).

# How an application is processed



You may also require Building Regulations approval. Contact the Building Control team on 01256 844844 or [building.control@basingstoke.gov.uk](mailto:building.control@basingstoke.gov.uk).

©Basingstoke and Deane Borough Council September 2014

[www.basingstoke.gov.uk](http://www.basingstoke.gov.uk)

[customer.services@basingstoke.gov.uk](mailto:customer.services@basingstoke.gov.uk)

01256 844844

Follow us on Twitter: [twitter.com/BasingstokeGov](https://twitter.com/BasingstokeGov)

**If you need this information in a different format, for example large print, CD or braille, please contact the council.**

