

## The Planning Process

### Step one: Administration

Application received, checked and registered.



### Step two: Publicity

The proposal is notified to neighbours, the Parish / Town Council and other interested parties over a 3 week period. A site visit is made.



### Step three: Consideration

The planning officer considers responses from consultees, neighbours and other bodies.



### Step four: The decision

A report is made followed by the decision by the head of development management under delegated powers or by committee.



### Step five: Post-decision actions

Refusal with reasons **✘**

Right of Appeal

Appeal decision

Permission with conditions (it may be necessary to provide additional information first) **✔**

Appeal against conditions

For a more detailed description see overleaf.

## Further Information

Please contact the Customer Service Centre at any time if you would like further information. For a more detailed discussion, please make an appointment with a Planning Technical Support Officer. Applications are also detailed on our website.

Further information about controls on development can be obtained from Environment, Culture and Communities department at the address below or on our website.

**Environment Culture and Communities  
Bracknell Forest Council**

**Time Square  
Market Street**

**Bracknell RG12 1JD**

**Tel: 01344 352000**

**Email: [customer.services@bracknell-forest.gov.uk](mailto:customer.services@bracknell-forest.gov.uk)**

**Website: [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk)**

### Office Hours:

8:30am - 5:00pm Monday to Friday

NB: Busy hours between 9:30am and 11:30am.



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# Your Planning Application

The process explained



Environment, Culture and Communities

## The process explained

Prior to the submission of an application, you should establish whether or not you actually need planning permission by writing to the Environment, Culture and Communities department.

### Step one: Administration

The first step is to contact Environment, Culture and Communities department for advice. Pre-application information is available to help you with your specific proposals. For major developments a pre-application meeting is recommended. (Please see our website for pre application forms. This service does incur a fee).

When your application has been submitted, it is checked for administrative accuracy, registered and validated. This includes checking for Tree Preservation Orders, Listed Buildings, Conservation and other designations. The application is also allocated a unique reference number, which should be quoted on all correspondence with Planning Officers; incomplete or invalid applications will be returned.

A letter of acknowledgment is then sent to you or your agent, which provides details of the planning officer assigned to your case.

### Step two: Publicity

Neighbours adjoining the site are notified of the proposals by letter. They are allowed 21 days in which to make comments. Some applications will be advertised in local newspapers. These include applications in conservation areas, on listed buildings, new major developments and those which represent a “departure” from local plan policies. In addition, details of new applications are

available on our website at [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk).

Generally, an application can be decided within 8 weeks. No decisions can be made until 3 weeks after the site notice has been displayed or after the period of notification. The files are available for public inspection on our website and at our reception during office hours.

While external consultations are being carried out, the planning officer will visit your site to assess the proposal. The visit can usually be carried out without an appointment if no access is required to your property. During the site visit the Planning Officer will note, for example, the following:

- Impact on existing building;
- Impact on street scene;
- Any windows/doors on neighbours' buildings which may be affected by the proposal;
- Details of boundary treatment (e.g. fences, walls);
- Similar forms of development allowed in the area;
- Impact on trees/hedgerows/landscape.

### Step three: Planning officer's consideration

The Planning Officer will take into account the planning policies that apply within the Borough. These are detailed in the Bracknell Forest Borough Local Plan.

If amendments to the proposal are required, you or your agent will be contacted by the planning officer within an 8 week period. Any amendments must be provided within the specified time, usually 14 days.

In these circumstances the consultation process may be repeated, allowing a further 14 days to make comments.

### Step four: The decision

At this stage in the process the Planning Officer is in a position to recommend whether permission be granted or refused. Most applications are dealt with under “delegated” powers and these are usually determined within 8 weeks of the application being made valid.

The decision notice will be sent to the applicant or agent if one has been appointed.

Some applications may be referred to Committee. You will be informed if your application requires a Committee decision. Committee meetings are held monthly.

### Step five: Post-decision actions

The decision notice will say either 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

- You may appeal to the Planning Inspectorate against any conditions if you consider them unacceptable. (It is advisable to seek advice from a building inspector to see whether you need Building Regulations approval.)

#### Permission Refused

- Contact your Planning Officer to discuss whether the scheme can be amended in any way. You may wish to lodge an appeal. This has to be done within 12 weeks of the decision date for householder applications or within 6 months of the decision date for all other applications:

The Planning Inspectorate, Temple Quay House,  
2 The Square, Temple Quay, Bristol BS1 6PN  
Tel: 0117 372 6372

[www.planning-inspectorate.gov.uk](http://www.planning-inspectorate.gov.uk)  
Appeal forms are available online.