

Your Planning Application - The process explained

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.

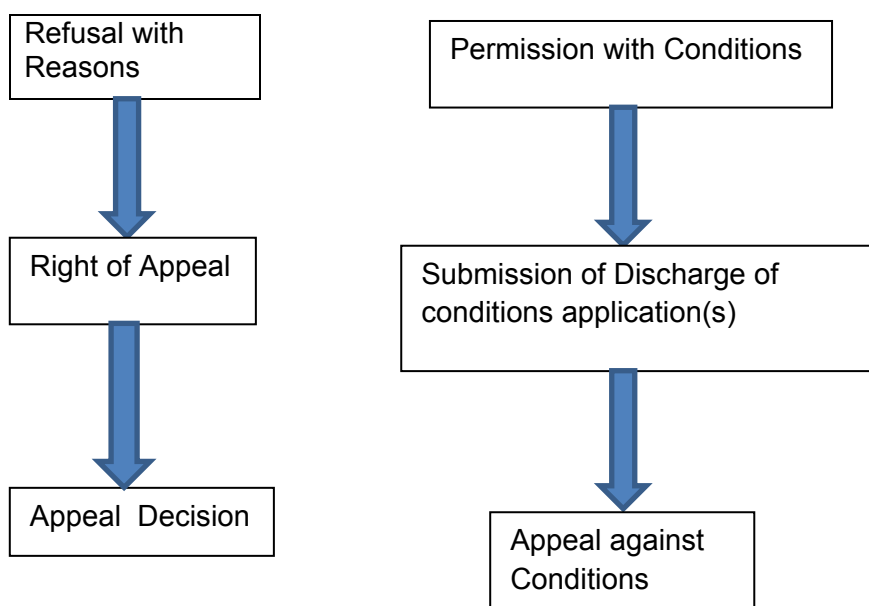
Step three: Consideration

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 Planning under delegated powers or by the planning committee.

Step five: Post-decision actions



For a more detailed description see advice outlined below

Your Planning Application - The process explained

Step one: Administration

Prior to submitting a formal planning application you may wish to seek Pre-application advice. For information on our pre-application advice service please visit our website:- <http://www.bracknell-forest.gov.uk/makeaplanningapplication> (This service does incur a fee).

When your application has been submitted, it is registered, checked to ensure it meets the National and Local validation requirements and validated when it is complete. This includes checking for Tree Preservation Orders, Listed Buildings, Conservation and other designations. The application is allocated a unique reference number, which should be quoted on all correspondence; incomplete or invalid applications will be returned.

A letter of acknowledgment is then sent to you or your agent, providing 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

Generally, an application can be decided within 8 weeks (13 weeks for major applications). 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 on-line 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:- <http://www.bracknell-forest.gov.uk/planningpolicy>

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
- 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, Room 3/13, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN Tel: 03034445000 www.planning-inspectorate.gov.uk Appeal forms are available online. More detailed information on the appeals process is attached to each decision notice.

Further Information

Please contact the Customer Service Centre at any time if you would like further information or visit our website.

Enquiries can also be sent to the address below or e-mailed to development.control@bracknell-forest.gov.uk

Environment Culture and Communities Bracknell Forest Council

Time Square

Market Street

Bracknell RG12 1JD Tel:- 01344 352000 E-mail:- customer.services@bracknell-forest.gov.uk

Website:- www.bracknell-forest.gov.uk

Office hours:

8.30am to 5.00pm Monday to Friday

NB: Busy hours between 9.30 and 11.30am