



North Warwickshire Borough Council

Making a Planning Application- A Householders Guide

This guide is written mainly for householders. It answers some of the questions that are frequently asked such as whether planning permission is required, how to make a planning application and the processes involved in reaching a decision.

What is planning permission for?

Within the borough of North Warwickshire Borough Council, the Council is the planning authority that controls development and use of land. To do this, the Council considers planning applications that are submitted and decides whether or not to grant planning permission.

Do I need planning permission?

Some extensions and alterations can be carried out without the need for planning permission. This is known as permitted development. Further information can be found on The Planning Portal at www.planningportal.gov.uk/permission which gives guidance on many common building work projects. The Council has also produced the guides below which summarise permitted development rights for a number of building projects such as extensions, outbuildings, roof alterations, walls and fences and driveway. Information and advice can also be found on the Council's website at https://www.northwarks.gov.uk/info/20027/development_control/1038/submitting_a_planning_application

It is your responsibility to find out whether you need planning permission. If you are in any doubt, please contact us. We will be happy to discuss your proposals with you and provide advice and guidance. Contact details can be found at the end of this guide.

Applying for planning permission- What do I need to submit?

When a planning application is submitted the Council has to determine if it is valid. This makes sure all the required information has been submitted correctly. If paper copies of an application are submitted, then 3 copies will be required. If an application is submitted electronically no further copies will be required. You may choose to submit the application yourself or alternatively employ an architect or agent to do it for you. If you use an agent or architect they will act on your behalf. The Council can not recommend any architects or agents.

The information that is generally required consists of:

- **Completed Application Form**

You will need to complete a householder's planning application form (Householder Application for Planning Permission for works or extension to a dwelling). This and other types of form are available on the Council's website. https://www.northwarks.gov.uk/info/20027/development_control/1038/submitting_a_planning_application/2 . Alternatively, we can post a form to you. If you need help completing the form please contact us using the details at the end of this guide.

- **The Appropriate Fee**

Planning applications normally require a fee. You should contact us for information on current fees using the details at the end of this guide. Alternatively, the Planning Portal offers a fees calculator and the scale of charges for planning applications can be viewed here www.planningportal.gov.uk/uploads/english_application_fees.pdf. If permitted

development rights have been removed and the proposal would not normally require planning permission then a planning fee would not be required.

- **Site Location Plan**

All applications must include a location plan showing your property and its surroundings. This should be to an identified scale such as 1:1250 or 1:2500 and show the direction of north and copyright of Ordnance Survey. The site must also be edged red. All other land owned by the applicant, close to or adjoining the application site must be edged blue. Site location plans are available to purchase via the Planning Portal. Alternatively, Ordnance Survey will be able to provide you with a list of licensed outlets <https://www.ordnancesurvey.co.uk/business-government/partner-member?Solution=0/192/310/413>

- **Plans and Drawings or other necessary information showing exactly what you want to do**

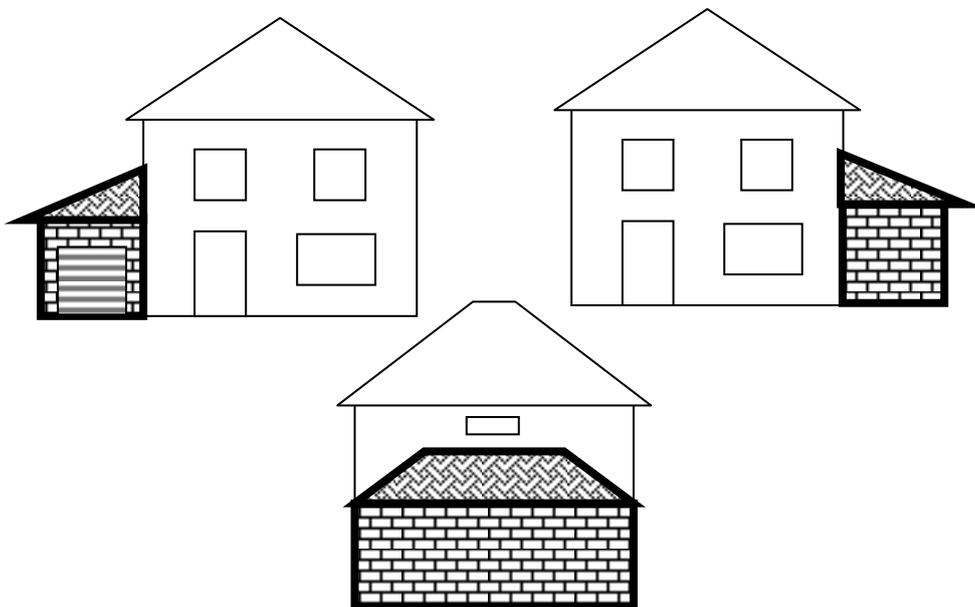
Depending on the type of works or extension that you are applying for, this may include:

- **Block Plan of the site**

This is normally at a scale of 1:100, 1:200 or 1:500. It should show the position of any site boundaries, parking, drainage, landscaping or boundary treatments.

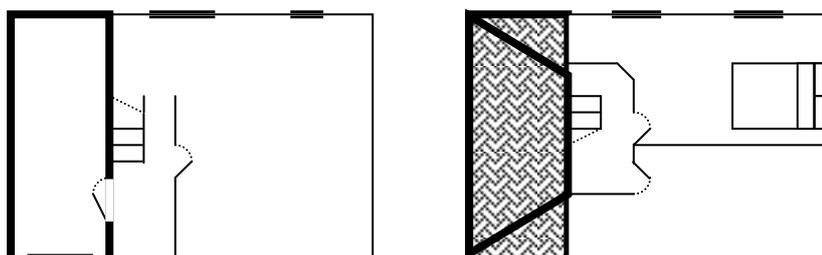
- **Existing and Proposed Elevations**

These should be at a scale of 1:50 or 1:100. Depending on the type of extension or alteration, these should include front, rear and side elevations.



- **Existing and Proposed Floor Plans**

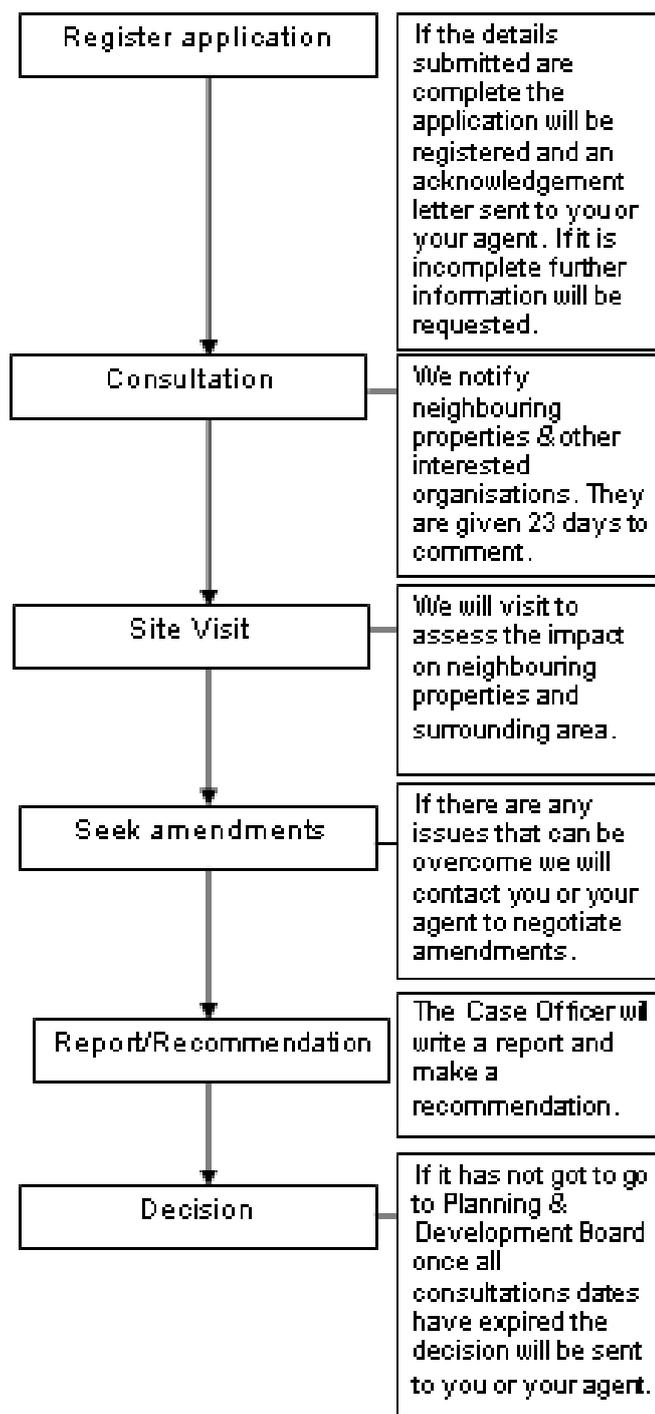
These should be at a scale of 1:50 or 1:100 and should show the internal layout of the property.



- Design & Access Statement

This is required if the property is within a Conservation Area. To find out if your property is in a Conservation Area please contact us.

What will happen when I apply? After you have submitted an application it will go through a number of key stages. To find out how your application is progressing you can visit the Council's website or contact Planning direct on planappconsult@NorthWarks.gov.uk.



Will my application have to go to Planning & Development Board?

Applications can either be determined by Officers on behalf of the Council or by the Planning & Development Board. The [Planning and Development Board](#), is made up of elected Councillors who consider Planning Applications which fall outside of the [Scheme of Delegation](#). Only, major applications and some controversial applications will be presented to the Board for a Members' decision where there are planning matters of significance that would justify consideration. We will notify you or your agent if your application is going to Committee, either by telephone, letter or email. You can also check progress of your application on the Council's website or contacting Planning direct. If your application does not have to be reported to Board it will be dealt with under delegated powers. This means the decision will be made by Officers at the Council.

What decision will I get?

A decision notice will be sent to either you or your agent. This will either state that permission is granted, permission is granted with conditions or permission is refused. If your permission is granted with conditions it may require further details to be submitted to the Council before you can start work. Normally, work must start within 3 years of the approval or the permission will expire. If you want to make any changes to the plans that have been approved you should contact us with the details before starting work. We will then advise you what type of application will need to be submitted. If your application is refused you can appeal to the Planning Inspectorate and further details about this can be found at:

www.planningportal.gov.uk/planning/appeals/.

What else will I need to do?

If your application is granted with conditions you may need to submit details or information to meet these conditions. Those details may be required before work can start. Details required by conditions can be submitted by letter. A fee is also required and for conditions attached to householder applications the fee is £34. The fee is payable per written request to discharge conditions and not per condition and therefore any number of conditions may be included on a single request.

Work on your property may also require Building Regulations approval. This is not the same as planning permission. Building Regulations is the means by which a building is checked to see if is structurally sound and built to the required health and safety standards. For further information please contact Building Control using the contact details at the end of this guide.

As well as applying for planning permission and Building Regulations approval, if your house is a Listed building or within a conservation area, you may need to make a separate application for extensions and alterations and for demolition. If you are unsure about what permission you require please contact Planning for advice.

If you want to carry out building work which involves work on existing shared wall with another property, building on your boundary or excavating near a neighbouring building you should find out if the Party Wall Act 1996 applies to you. An explanatory booklet about this is available at the Council or at www.planningportal.gov.uk/buildingregulations/buildingpolicyandlegislation/currentlegislation/partywallact.

Contact Information

Development Control
North Warwickshire Borough Council
Council House
South Street
Atherstone
Warwickshire
CV9 1DE
Telephone: 01827 715341
Email: planappconsult@NorthWarks.gov.uk
[Map showing Council House, Old Bank House and car parks](#)

Building Regulations
Central Building Control Partnership
District Council House
Frog Lane
Lichfield
WS13 6YZ

Telephone: 0300 111 8035
Email - info@centralbc.org

Opening hours (North Warwickshire Borough Council)
Monday-Friday 9:00-17:00

For other planning information visit:
www.planningportal.gov.uk