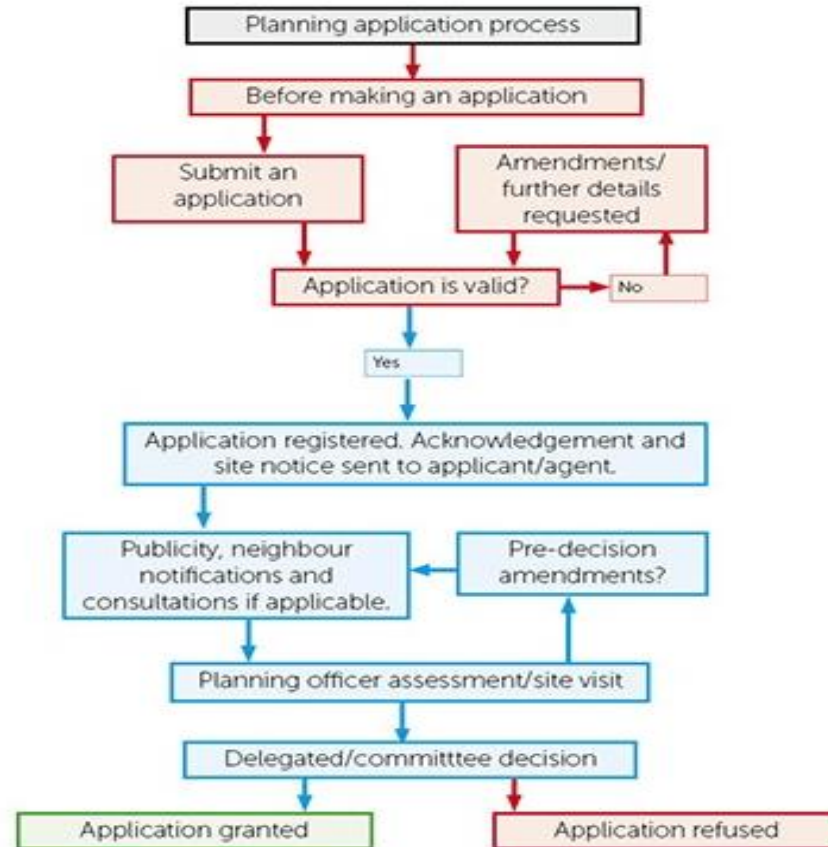


Planning Process



Before making an application

- Pre-application advice available in the form of the Duty Planning Service and written advice
- Duty Planning Service – bookable via the Contact Centre. 15 minute slots for advice on small scale domestic applications (not new dwellings) and small scale business projects only. Appointments available from 8.30 to 1pm Monday to Friday
- Written advice – available provided basic information provided and subject to a charge which is 25% of equivalent planning application fee (plus VAT).

Submitting a planning application

- Encouraging applicants to submit applications on line via the Planning Portal but still accept paper submissions – approx. 70% of applications now received on line. This makes it quicker to register because plans imported directly and no need for scanning – therefore quality of image better.
- Applicants can also now make payments for applications on line.
- Planning Development Support (PDS) Team check applications to make sure all information which we require (see 1APP requirements on website) has been submitted. If further details or amendments required the PDS Team will liaise with applicant/agent until correct details received. Once all details received application can be validated the ‘clock starts’. Acknowledgement letter and site notice sent to applicant/agent.
- Site notice and Press Advert needed for all applications in Conservation Areas; Listed Building applications and all Major applications – 21 day period.
- For Householder and Other applications determination period is 8 weeks and for Major applications determination period is 13 weeks.

Consultations/Publicity

- Once application valid the PDS Team will generate all neighbours notifications and consultations – allow 21 day response time.
- Neighbour notifications – those adjoining the site. These are now being sent by 2nd Class post.
- Consultations – there are statutory and non-statutory consultees
- Statutory consultees are as set out in the General Development Procedure Order (GDPO).

Change to consultation process with HCC Highway

- HCC have decided to issue standing advice to cover some of their consultation responses;
- Specifically have set out how they do not wish to be consulted on certain size of applications;
- Focus is on 5 dwellings or less;
- Traffic generation will not be a concern from these developments.

What this means to BDBC

- Less consultations to highways (note: there are no 'in-house' highway officers based at BDBC anymore – all officers are based at HCC)
- More emphasis on planning officers interpreting Standing Advice;

Consultations/Publicity

Electronic consultations

- The majority of our statutory consultations and all internal consultations are now done electronically.
- Parish consultations – as you are aware the majority of Parish consultations are still being done with paper plans – at recent Parish Training in October 2019 we updated you to say we now have 12 Parishes signed up
- We would like to encourage more to sign up – quicker process and results in less paperwork (please contact Sue Tarvit or Jane Watson to register)
- REMINDER – please remember to fill in the form regarding registering to speak at committee rather than adding to parish comments – easier to record by PDS Team

Case assessment

- Planning officer will complete a site visit on all applications – consider the proposals noting neighbours and other similar forms of development in the area. Also noting site notice posted correctly and correct neighbours consulted. Photos taken on site.
- Consider previous history on site and any extant planning permissions.
- Consider comments raised by consultees - role of case officer to balance the issues.
- Importance of Development Plan Policies