

Guidance Notes for:

Application for Planning Permission

Town and Country Planning Act 1990 (as amended)

The Application for Planning Permission form should be used for making a detailed planning application for development under Section 62 of the Town and Country Planning Act 1990 (as amended), excluding householder developments.

For the purposes of this form, development includes building, engineering or other works, in, on, over or under land, or the making of any material change in the use of any buildings or other land.

Examples of building works which may require planning permission include:

- structural alterations of or additions to buildings including:
 - any works relating to a flat,
 - applications to change the number of dwellings (i.e. flat conversions, building a separate house in the garden),
 - changes to use of part or all of the property to non-residential uses,
 - anything outside the garden of the property (i.e. stables in a separate paddock)
- demolition of buildings
- rebuilding
- other work normally undertaken by a builder

Planning permission will also be necessary, in most cases, if there is a proposed change of use of buildings or other land.

The Householder Application for Works or Extension to a Dwelling form should be used for proposals to alter or enlarge a single house, including works within the curtilage (boundary/garden) of a house.

Building works which are not classed as 'development' and therefore do not require planning permission can include maintenance, improvements or other alterations inside the building, or which do not 'materially affect' the way the outside of the building looks.

Examples of building works which may not require planning permission include:

- internal building works
- small alterations to the outside such as installing alarm boxes
- putting up boundary walls and fences below a certain height
- changes of use if the intended use will be incidental to the existing use(s)
- certain uses for agriculture or forestry

Building Regulation approval may still however be required and you are advised to contact your local authority building control section before commencing any work.

If you have any questions about whether your proposal requires planning permission, it is best to speak to the planning department of your local authority.

It is often helpful to discuss your proposal with your local authority before you send in your application – this is known as 'pre-application advice'. Your local authority will normally have details of how to go about this on its website.

Further information about Use Class Orders can be found on the Planning Portal (<http://www.planningportal.gov.uk/permission/changeofuse>),

You can also refer to the *Town and Country Planning (Use Classes) Order 1987(as amended)* (<http://www.opsi.gov.uk/si/si2006/20060220.htm>).