

## How to make a Planning Application?

The vast majority of people use someone else to make the application for them. This is usually an Architectural consultant or planning consultant who will act as an 'agent' on your behalf. This means that all correspondence will come through them and they will manage your application for you on your behalf only notifying you when necessary.

Planning applications can be made in two ways. Either online via the Planning Portal or by submitting in writing including paper copies of all documents to the local planning authority (LPA). You can download a blank copy of the application form from your local council.

Depending on the proposals being submitted, will determine which application type is required.

### Full Plans Application

A full plans application will apply in most cases and will be required when you intend to submit detailed plans illustrating your proposals.

There are several applications that fall under the banner of a "full plans application". The most common is a 'householder application' which is a more diluted type application more suited to the smaller applications relating to dwellings (extensions and loft conversions etc) whereas a Full Plans Application requires more information to be submitted for consideration and would be better suited to more complex schemes (multiple dwellings/conversions/changes of use etc).

### Outline Application

An outline application can be useful if you are seeking the council's opinion on the proposals before committing to producing more detailed information. Some councils do not offer this option, so it is worth checking first. If you do make an outline application, you must the make an additional application for 'reserved matters' prior to commencement of the works on site.

### Pre-Application Advice

In cases when the need for permission is not clear cut, or if the scheme you are proposing is of a complex nature, then it may be beneficial to ask the council's planning services whether your project will need planning permission. Or in the case of a more complex project, it can be useful to obtain the planning department's initial thoughts/advice on any issues that you may face. This gives you chance to make any adjustments to the scheme before commissioning detailed drawings in readiness for an application for permission.