



Planning Permission and Building Regulations Approval



Planning permission and Building regulations approval

Planning permission

You can use the Planning Portal to submit most applications for planning consent online. As soon as payment for the application has been confirmed, it will be passed to the relevant local planning authority for the application process to begin.

All planning applications are required to be submitted on a standard form. There is a service charge for submitting some applications using the Planning Portal.

Alternatively, application forms can be printed, filled in by hand and sent to your local planning authority directly.

Building regulations approval

You may need building regulations approval for alterations and improvements to an existing building as well as new buildings. For example, electrical or plumbing work or replacing doors and windows.

You can submit a building control application through your chosen building control body (BCB) either online or by post. A building control body can be either the relevant local authority or an approved inspector.

An approved inspector will notify the local authority of the work, this is known as giving 'initial notice'.

Building regulations approval is different to planning permission although your project may need both. Contact a building control body for advice if you are unsure.

Ways to apply

Online

Applicants are encouraged to apply online using the Planning Portal. Completing a form online ensures you are prompted to answer only questions relevant to your application. The completed form is sent online directly to the local planning authority for processing.

Every local authority in England accepts online planning applications from the Planning Portal.

Paying for your online application

Planning fees for online applications are processed by the Planning Portal and passed to the local authority along with the application. There is a service charge for submitting some applications using the Planning Portal. Planning applications that do not attract a planning fee or those with a fee below £60 do not incur the service charge. The current charge for the service is £26.83 + VAT.

The online process allows you to apply for all applications for building regulations approval or planning permission - except those for mineral development - and associated consent types.



Paper

Alternatively, you can download the standard planning application forms in paper format from the Planning Portal and send them in the post.

Who can apply

Planning permission

If you wish, you can appoint an agent to apply for planning permission on your behalf. For example, you may prefer your architect, solicitor or builder to take care of it.

You don't actually need to own land to apply for planning permission for it. This means you can apply for permission before deciding whether or not to buy a piece of land.

The following people must be informed about a planning application relating to land or buildings they have an interest in:

- The owner or all the part-owner/s (if you are not the full owner)
- Any leaseholders with at least seven years' lease remaining
- Any agricultural tenants

Getting help with your application

For help from professional planners, turn to the register of planning consultants produced by the Royal Town Planning Institute (RTPI). Fees are usually payable for consultation services.

Building regulations approval

Applications for building regulations approval are submitted to a building control body (BCB).

You can apply directly to your local authority for approval or to an approved inspector. An approved inspector will notify the local authority of the work, this is known as giving 'initial notice'.

Choosing your application

Planning Permission

The application system covers a range of consents which can be applied for online. Multiple consents can also be applied for, for example full planning consent and listed building consent. Additional consent types are available as PDF downloads.

You must ensure you apply for the correct consent, otherwise your application will be invalid. It is a good idea to check the consent type required with your local planning authority. They should also be able to advise about local constraints in the area where you're proposing work and any other permissions that may be required.

Please note that Building Regulations approval is a separate matter from obtaining planning permission for your work.



Building regulations approval

You must decide on the type of application for your works. There are three types of building regulations approval:

Full plans

This is the most detailed option. Decisions are usually made within five weeks. If your building work meets standards, you will receive a completion certificate within eight weeks of completion of the building work.

Building notice

A building notice is used for smaller projects. You can begin your alterations two days after your notice has been submitted to your building control body. Unlike full plans, you do not receive formal approval.

Regularisation

This is retrospective approval and is used for work that has already been carried out but without consent. You can only apply to your local authority building control for regularisation.

What to submit

Planning Permission

Supporting Information

Your application must be made up of:

- The necessary plans of the site
- The required supporting documentation
- The completed form
- The correct fee.

If you're applying online, once you have submitted your application it will automatically be received by the relevant Local Planning Authority (LPA).

The Local Planning Authority will not be able to process your application unless the mandatory supporting documentation has been provided. You can also attach any other relevant documentation which you think will help the local authority determine the application.

There are two levels of mandatory documents, national and local. If you're applying online, the service will tell you what mandatory documentation you need to provide and allows you to attach the relevant documents. If you are posting the application, at least three copies of the form and any supporting information, including plans, are required, although some planning authorities may ask for more.

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Mandatory documents

National requirements

As a minimum, you must provide the following documents for your planning application to be valid:

- The standard application form
- Most planning applications require two plans to be submitted as supporting documents:
 - **Location plan** – which shows the site area and its surrounding context. This can be purchased from a number of online suppliers.
 - **Site Plan** (also known as a block plan) – which shows the proposed development in detail this can also be purchased online from a number of suppliers.
- An ownership certificate A, B, C or D must be completed stating the ownership of the property
- Agricultural holdings certificate – this is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application
- Design and access statement (if required) – this should outline the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with.
- Fire Statement (if required) – From 1 August 2021, full planning applications involving buildings that are at least 18 metres (or 7 stories) tall containing more than one dwelling will require a Fire Statement. There are some exemptions. View government planning guidance on fire statements.
- Correct application fee.

Local level requirements

In addition to the national list, your Local Planning Authority may produce a list which details any specific documentation that is required to accompany the application. The requirements may vary according to the type of application, i.e. household, full, outline, etc. If you are applying online, this list is available from the supporting documents screen.

Alternatively, the local requirements can be found on the relevant Local Planning Authority website.

Notices to owners and agricultural tenants

Depending on the ownership of the land and if it is under an Agricultural Tenancy, you may be required to send notices to any owners or agricultural tenants prior to submitting your application. Details of the owners or agricultural tenants and the date notice was given will also need to be provided as part of the application.

'Owner' means a person having a freehold interest or a leasehold with at least seven years unexpired.

'Agricultural tenant' means a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.



Notice templates, and when to use which notice

For householder planning applications, the Householder Notice can be used in all situations.

For all other relevant applications:

- Where the owners of the land are known, notice must be submitted to all known owners or agricultural tenants. This may apply when ownership certificate B or C is relevant.
- Where some or all of the owners are not known, notice must be published in a local newspaper. This may apply when ownership certificate C or D is relevant.
- You may require a mix of the above if some, but not all, of the owners are known.

Detailed government guidance on ownership certificates is available to help with your application.

What it costs

Planning permission

When submitting an application, in most cases there will be a planning application fee. However, for some types of consent, e.g. listed buildings and planning permission for relevant demolition in a conservation area, no application fee is required.

You can calculate the planning application fee yourself using the Planning Portal's online fee calculator.

Where the local planning authority fails to determine your application, or where you submit a valid application and then withdraw it at any time before it has been determined, the application fee will not be refundable. However, if the local authority fails to determine your application, you can appeal.

When a previous application has been granted, refused or withdrawn, one further application by the same applicant for the same type of development on the same site can generally be made free of charge within 12 months. It is for the local authority to decide whether this concession applies.

Payment

The following methods are available to pay for your application:

Secure online payment by credit or debit card (for payments up to £1,000)

Payment by telephone (for payments up to £1,000)

Payment by bank transfer

Payment by cheque

Nominate somebody else to pay (by the above methods).



Building regulations approval

Local authority building control bodies set their fees and can advise you on the cost. An approved inspector will discuss fees with you and you can agree on a cost for the work.

What next?

Planning permission

Once you have submitted your application online and we have received payment, you will receive an email receipt. This will contain both your unique payment reference number and your unique Planning Portal application reference number. Your application reference number should be quoted in all correspondence with your local authority regarding your application.

You will receive another email from the Planning Portal once the local authority acknowledges receipt of your application.

Once the authority has received your application it will validate it within its normal workflow processes and time scales.

If the local authority need more information or has any queries, they will contact you directly.

Building regulations approval

If you are applying online, once you have submitted your application, you will receive a confirmation email from the Planning Portal. The confirmation email will include a unique reference number which should be quoted in all correspondence with the building control body. Please note that the email from the Planning Portal does not constitute the formal acceptance of your electronic submission by your building control body.

The time frame for building regulations approval depends on the type of building control application you submit.

Full plans - Decisions are usually made within five weeks. If your building work meets standards, you will receive a completion certificate within eight weeks of completion of the building work.

Building notice - You can begin your alterations two days after your notice has been submitted to your building control body. Unlike full plans, you do not receive formal approval.