

## How to Apply for Planning Permission

Once you have established that planning permission is required for your proposal you will need to submit a planning application.

As it may take up to eight weeks, or longer in the case of a more major application to determine your application you should allow for this in the planning of your project.

Whilst you can apply for permission yourself it is advisable to employ the services of a qualified architect or planning agent to act on your behalf.

You must first decide what type of application you will need to make. There are two basic types of application:

### Outline Application

An outline application can be submitted to establish whether or not the principle of a proposal is acceptable before preparing detailed plans. This type of application can only be used for new building works such as new dwellings or commercial development. It cannot be used for a material change of use or householder applications.

An amendment to legislation changed the information to be required at the outline stage so that even where 'reserved matters' are reserved a certain amount of information must still be provided. More information can be found in 'Guidance Note for Outline Applications' which can be viewed on the Council's website at [www.bradford.gov.uk/planningforms](http://www.bradford.gov.uk/planningforms) or obtained from your local planning office.

If permission is granted conditions will be imposed requiring you to apply for the approval of "reserved matters" relating to the layout, scale, appearance, access and landscaping of the final development. Development cannot take place without this further approval.

A reserved matters application must be made within 3 years of the outline permission being granted for the permission to remain live.

### Full Application

This type of application considers the full details of the proposed development including site layout, building design, landscaping and materials and must be submitted for house extensions and the change of use of land or buildings.

If permission is granted it will normally last for three years but lapses if the development is not commenced within the time.

### How Do I Submit My Application?

The Council welcomes the submission of planning applications online. You can make an online application via the Planning Portal at [www.planningportal.gov.uk](http://www.planningportal.gov.uk) where you can attach any supporting documents, plans, drawings and pay your planning fee. Planning application forms are available from your local planning office or can be downloaded from the Council's website at [www.bradford.gov.uk/planningforms](http://www.bradford.gov.uk/planningforms).

If you wish to build a garage or extension to your house you should complete a 'Householder Development' form.

For new residential development, the change of use of a building or land or alterations to a non residential property you should complete a 'Planning Permission' form.

Further information on how to complete the application forms together with what plans and information we require to accompany an application can be found in the guidance notes attached to the relevant application forms. However if you need any further advice or help in submitting your application please visit planning reception at your local planning office. This could save you time in the long run as applications are often delayed by a lack of drawings and inadequate or insufficient information.

Your application can be either submitted online, posted to us or submitted in person to any of our local planning offices.

## **What If I Do Not Own The Property Or Land Concerned?**

If you want to carry out works to a property that you do not own or only partly own you must also notify the owner(s) in writing at least 21 days prior to submitting your planning application and complete the relevant Certificate of Ownership on the application form.

## **How Much Will My Application Cost?**

All planning applications must be accompanied by the correct fee. Fees are set by the government and depend upon the size and type of your proposal. Details of the current range of fees accompany the application forms.

These Advice Notes are available in large print and braille on request.