

I want to know more about ...

... getting planning permission

If we have agreed that building an extension to your house in order to accommodate approved facilities is the best way to meet your needs, you may then need to obtain planning permission before building the extension.

Who do I contact?

Applications for planning permission are dealt with by the Development Control Service section of the Planning Services Division in the Department of Regeneration. The service is based at Jacobs Well in Bradford and three local area offices:

Bradford area

Bradford Planning Reception
3rd Floor, Jacobs Well
Bradford BD1 5RW

Tel: 01274 434605
Fax: 01274 722840
e-mail: planning.bradford@bradford.gov.uk

Ilkley (includes Addingham, Burley-in-Wharfedale and Menston)

Ilkley Planning Reception
Town Hall, Station Road
Ilkley LS29 8HB

Tel: 01943 436218
Fax: 01943 816763
e-mail: planning.ilkley@bradford.gov.uk

Shipley (includes Baildon, Bingley, Cullingworth, Denholme, Esholt, Harden, Wilsden and Wrose)

Shipley Planning reception
Town Hall, Kirkgate
Shipley BD18 3EJ

Tel: 01274 437038
Fax: 01274 437090
e-mail: planning.shipley@bradford.gov.uk

Keighley (includes Eastburn, East Morton, Silsden, Steeton and Worth Valley)

Keighley One Stop Shop
Town hall, Bow Street
Keighley BD21 3PA

Tel: 01535 618071
Fax: 01535 618450
e-mail: planning.keighley@bradford.gov.uk

All of the offices are open from 9am to 5pm Monday to Thursday, and 9am to 4.30pm on Friday.

Do I need planning permission?

It is always a good idea to consult with Development Services to confirm whether or not you require planning permission or other form of consent before undertaking any work. These other consents include listed building consent, conservation area consent, footpath diversion order, or consent to contravene a tree preservation order. You can do this by submitting a request on a *Householder Enquiry Form*. Further information can be found in *Planning Advice Note 4. Do I Need Planning Permission?*

Am I likely to be granted planning permission if I need it?

If you do need to make a planning application, you may wish to use the free Pre Application Advice Service in order to get advice on whether or not planning permission is likely to be granted for your extension. Further information can be found in *Planning Advice Note 5. Pre Application Advice*. However you should not think that using this service is not as straightforward as it may first appear and may increase the overall length of time taken to process your disabled facilities grant application.

The *House Extensions Policy* document sets out and explains the Council's planning policy and guidelines for extensions to houses and bungalows. Normally the requirements of this policy document must be satisfied before planning permission will be granted. However in those cases where a proposed house extension of a particular size or design conflicts with the *Policy*, the Council will consider making an exception to the normal rules where there is no suitable alternative way of meeting a disabled person's needs. This exception is usually subject to providing supporting evidence, usually medical evidence, to verify the need for the extension.

How do I apply for planning permission?

You may apply for planning permission directly yourself or through your architect or agent using a *Householder Application for Planning Permission for works or extension to a dwelling* form. You should read carefully the guidance notes attached to the form as these specify what plans and information must accompany the application. A completed *Householder Application Validation Checklist* must be enclosed with your submission. A guidance note entitled *Householder Application. Guidance on national and local information requirements* explains the information requirements detailed on the *Validation Checklist*. One of the local requirements relates to the completion of a flood risk assessment using a form devised by the Environment Agency. Your application can be submitted online, or by post or in person to any of the Development Services' offices.

Please note that the normal planning application fee will be waived if the building works are specifically intended to improve a disabled person's access to a building, or to improve their access, safety, health or comfort at a dwelling. However a fee will be required if the application is for an extension that involves additional works extending considerably beyond meeting the disabled person's immediate needs.

What happens to my application?

When your application is received Development Control Services will check that it contains all the necessary information and the correct fee has been paid if one is due. Your application cannot be processed until all the necessary information has been provided. Any further information required will be requested within 5 working days; if it is not received within 21 days your application will be returned. Once you have submitted a valid application you (or your agent if you have one) will be sent an acknowledgment letter notifying you of the target date for a decision and the planning case officer who will be dealing with it. The government has set the Council a target of 8 weeks for determining most planning applications. You can check the progress of your application on the Council's website.

The Council is legally bound to publicise all planning applications and to invite comments from all interested parties, especially neighbours, and, if appropriate, statutory consultees (such as the Environment Agency, Yorkshire Water, etc.). The case officer will also visit the application site, by arrangement if you prefer it. He will then assess any representations received and all the available information against the relevant planning policies in the Local Development Framework and other material considerations such as siting, design and impact on adjacent properties before making a formal recommendation as to whether planning permission should be granted (subject to conditions) or refused. More detailed information can be found in *Planning Advice Note 7. What Happens to My Application?*.

Who decides if I get planning permission or not?

Most probably the decision to approve or refuse planning permission will be decided by a planning officer who has delegated powers to act on behalf of the Council. Sometimes the decision is referred to the appropriate Area Planning Panel, comprised of local councillors, and which meets every 4 weeks; in this eventuality you (or your agent) will be notified one week prior to the meeting. After a decision has been made you (or your agent) will receive a formal decision notice, usually within 2 working days. If your application has been approved with conditions the notice will explain why they are necessary; **you must comply with these conditions so please read the decision notice carefully.** If your application is refused the decision notice will state the reasons why your proposal is unacceptable. More detailed information can be found in *Planning Advice Note 8. The Decision Process*.

What can I do if I am not happy with the decision?

If your application has been refused or you are unhappy about a condition which has been imposed on your approval you can appeal to the Planning Inspectorate, an independent body reporting to the government's Department of Communities and Local Government. You will be given information about how to appeal with your decision notice. An appeal must be submitted within 6 months using a form that can be obtained from the Planning Inspectorate Customer Services Unit, Temple Quay House, Bristol, BS1 6PN (Tel: 0117 372 6372). You can also submit an appeal online using the Planning Casework Service on the Planning Portal at www.planningportal.gov.uk/pcs. An appeal can be determined on the basis of written representations or through an informal hearing or formal public inquiry; the Planning Inspectorate will decide the type of appeal process to be used. The planning inspector's decision is final.

Where can I get more information?

The planning advice notes, policies and documents referred to above can be obtained from any of the Planning Services' local area offices. They are also available online, together with other information about the Council's planning service, at www.bradford.gov.uk/planning. The Department of Communities and Local Government has also produced a useful booklet entitled *Planning. A Guide for Householders. What you need to know about the planning system*. This can be obtained by contacting Free Literature, PO Box No 236, Wetherby, LS23 7NB (Tel: 0870 1226 236; Email: communities@twoten.com). An extensive range of planning information can also be found online by accessing the government's Planning Portal through the Council's planning Services' website at the address shown above.