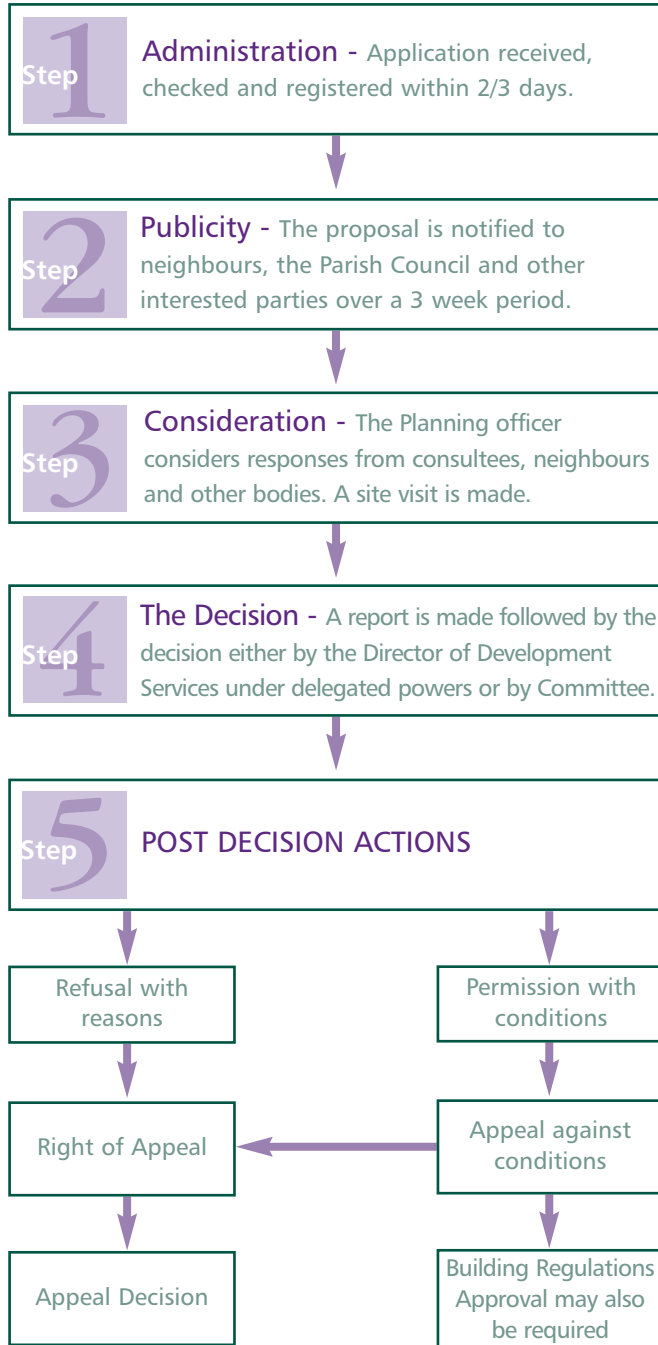


The Planning Process



FOR A MORE DETAILED DESCRIPTION SEE OVERLEAF

Further *information*

Please contact Reception at any time if you would like an update on your application. For a more detailed discussion, please contact the Planning Officer assigned to your case.

Further information about the planning development control service can be obtained from Reception, Development Services at Avalon House.

address **Winchester City Council
Planning Control
City Offices
Colebrook Street
Winchester
SO23 9LJ**

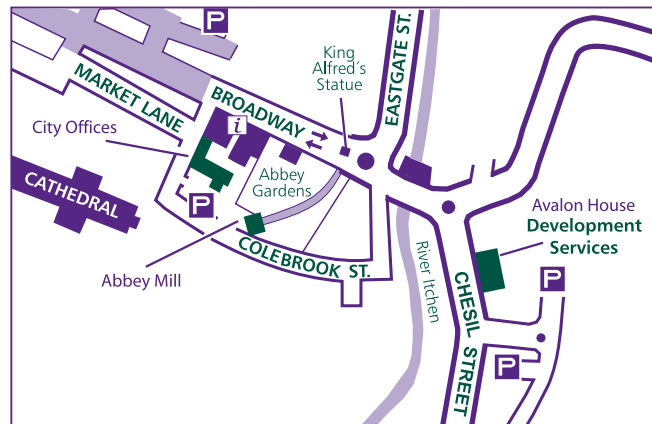
tel **01962 848 177 or 848 293**
fax **01962 849 101**

e-mail **planning@winchester.gov.uk**

web site **www.winchester.gov.uk**

Telephone calls may be recorded.

How to *find us*



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Your Planning Application

The process explained



Development Services



Information

The Process *explained*

Prior to the submission of an application, you should establish whether or not you actually need planning permission by writing to the Planning Division within Development Services.

Step 1 Administration

The first step is to contact the Planning Division for advice. Pre-application surgeries are available to discuss your specific proposals. You may employ somebody, for example an agent, to submit the application on your behalf.

When your application has been submitted, it is checked for administrative accuracy, registered and validated. This includes checking for Tree Preservation Orders, Listed Buildings, Conservation and other designations. The application is also allocated a unique reference number, which should be quoted on all correspondence with the Planning Division.

A letter of acknowledgement is then sent to you or your agent which provides details of the planning officer assigned to your case.

Step 2 Publicity

Neighbours adjoining the site are notified of the proposals by letter. They are allowed 21 days in which to make comments. Some applications will be advertised in local newspapers, these include applications; in conservation areas; on listed buildings; new major developments and those which represent a "departure" from the local plan policies. In addition, details of new applications are available on our Internet site: www.winchester.gov.uk.

A site notice is also sent to you or your agent and must be displayed in a clearly visible position. The acknowledgement slip must be returned to the Planning Division, Development Services, as soon as possible. Any delay will hold up the application.

Generally, an application can be decided within eight weeks. No decision can be made until 3 weeks after the site notice has been displayed however. The files are available for public inspection in Reception.

Step 3 Planning Officer's Consideration

While external consultations are being carried out, the planning officer will visit your site to assess the proposal. The site visit can usually be carried out without an appointment. During the site visit the planning officer will note, for example, the following:

- Impact on existing building;
- Impact on the street scene;
- Proximity of neighbouring properties or buildings;
- Any windows/doors on neighbours' buildings which may be affected by the proposal;
- Details of boundary treatment (e.g. fences, walls);
- Similar forms of development allowed in the area;
- Impact on trees/hedgerows/landscape.

The planning officer will take into account the planning policies that apply within the district. These are detailed in the Winchester District Local Plan.

If amendments to the proposal are required, you or your agent will be contacted by the planning officer within an eight week period. Any amendments must be provided within the specified time, usually 14 days.

In these circumstances the consultation process may be repeated, allowing a further 14 days to make comments.

Step 4 The Decision

At this stage in the process the planning officer is in a position to recommend whether permission be granted or refused. Most applications are dealt with under "delegated" powers and these are usually determined within 8 weeks of the application being made valid. The decision notice will then be sent to your or your agent.

Some applications may be referred to Committee. At Committee you may represent your point of view and this procedure is outlined in a separate leaflet. The Planning Division will inform you if your application requires a Committee decision.

Step 5 Post Decision Actions

The Decision notice will say that:

- You have planning permission subject to conditions, *or*
- Planning permission has been refused on specified grounds.

Depending on which type of decision you have, the following advice applies:

Permission Granted

- You may appeal to the Planning Inspectorate against any conditions if you consider them unacceptable. (It is advisable to seek advice from the planning officer before you take this action);
- Check with the Building Control Division to see whether you need building regulations approval.

Permission Refused

- Contact your planning officer to discuss whether the scheme can be amended in any way to make it acceptable;
- If your proposal cannot be amended in any way, you may wish to consider an appeal with the Planning Inspectorate at :

Temple Quay House,
2 The Square,
Temple Quay,
Bristol,
BS1 6PN

tel 0117 372 8000