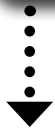


Planning Application Journey



1. Pre-Application: Do you need planning permission?

- Obtain pre-application advice before deciding to make a planning application.
- Get advice as to whether your proposal is likely to be approved or not, and recommended changes to improve your chances of success.



2. Application Stage: What you need to make a planning application

Have you got your:

- Location plan?
- Site plan and other drawings? (such as floor plans; elevation plans; street-scene)
- The correct application fee?
- Does your application need supporting information or reports?
- Is your proposal liable for Community Infrastructure Levy?

Validation

Have you checked your application documents against the Council's list of local validation requirements?

Acknowledgement

You will receive formal acknowledgement of your application when it is confirmed as valid.

Publicity and Consultation

The Council will consult specialists as appropriate about your application to get their expert opinion.

Neighbours and nearby occupiers will also be notified of your application and depending on the application type a wider range of notification such as a site notice and/or notice in the local press could be required.



A time frame for response will be provided and any valid "material considerations" received will be taken into account. Sometimes officers will allow you to make changes to your application, which might require additional consultation

Officer site visit and assessment

If a site visit is required, the planning officer will go out to the site and make an inspection and may take photographs and gather notes.

Recommendation

Having taken into account planning policies, consultation responses and representations and any other material considerations, the planning officer will make a recommendation on the application.



3. Decision Stage: Planning Committee or Delegated Decision

Most planning applications in Lewisham are normally made by, senior officers who have delegated authority from the Planning Committee unless:

1. There are ten or more valid planning objections;
2. There is one or more objections from a councillor;
3. The application is for development which is not in accordance with the approved development plan documents or other approved planning policies;
4. In the opinion of the Council's Director of Planning the matter would be more appropriately dealt with by the relevant committee;
5. The application involves the demolition of any building that is in use as a public house, or which is currently unoccupied but was in use as a public house immediately prior to becoming unoccupied.

If either of these is the case, the planning application is likely to be considered by a Planning Committee.



Any application that is not referred to a Planning Committee by the above criteria but receives an objection from an amenity society, will have its suitability for referral to a Planning Committee determined by the Director of Planning in consultation with the Chairs of both committees (or Vice Chairs in their absence) in a Chairs' Briefing.

Planning Committee

A planning officer will present the case to the Planning Committee, which is made up of elected councillors, who make the final decision.

The applicant/representatives can speak on behalf of their application for up to five minutes. The Committee may ask them questions.

Third parties/objectors can speak about/against the application for up to five minutes. The Committee may ask them questions.

Committee Site Visits

Sometimes, Members of the Planning Committee make a request that the determination of the application is deferred until a Committee site visit is held to which the public is not invited.

Decisions

Central government requires the Council to determine your planning application within 8 weeks (minor application) or 13 weeks (major application) of the application being formally accepted unless a longer time period to complete the determination of your application is agreed in writing.

Applicants are informed of the Council's decision clearly on the decision notice.

Where planning permission is granted you must pay close attention to any conditions that have been imposed as these have legal weight and must be adhered to. The Council can take enforcement action where conditions are not complied with.

Where planning permission is refused the decision notice will specify the reasons for refusal and the policies that the proposal contravenes.



4. Post Decision: Appeal against a planning decision

You can appeal against a decision if the Council:

- refuse your application
- give you permission, but add conditions that you object to
- don't approve something reserved under an 'outline permission' (planning permission for a general idea, not a specific plan)
- refuse to approve something we told you to build as part of a previous planning application
- don't accept your application and ask you to supply more information that you don't agree with
- don't make a decision within the statutory, or subsequently agreed, deadline
- serve an enforcement notice (because we think you have done something without permission) and you don't agree.

Appeals are handled and determined by the Planning Inspectorate. It is recommended that you seek professional advice before deciding whether to appeal.