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**Call the Client Services Team today on
01698 422358 for FREE Planning Advice**

PLANNING PERMISSIONS - FREQUENTLY ASKED QUESTIONS.

Planning Permission FAQs

The questions below are the ones that are most frequently asked by people applying for planning permission for the first time. If you are still unsure after reading the detailed advice please call us on 01698 422358 or call your Local Planning Department who will be happy to answer any queries you may have.

Q. Do I Need Planning Permission?

A. Most development - building, land engineering or mining operations and changes of use - requires planning permission. Some but not all minor development - including home extensions - are known as "Permitted Development" and do not need a formal application but are subject to certain restrictions. Always check first with the Local Planning Department. It helps to use a Permitted Development form. You will then get confirmation in writing. The demolition of dwellings, some small agricultural buildings and some special telecommunications development do not need permission but require notification. Forms are available from your Local Planning Department.

Q. How long does planning permission last?

A. Full Planning Permission normally lasts three years. Outline Planning Permission only approves the principle of the development. The remaining details - known as "Reserved Matters" have to be approved before you can start any development. It normally expires after three years from the date of approval or two years after approval of reserved matters. Reserved matters must be submitted within three years.

Please note that the above does not apply to any application submitted after August 24th 2005. Full Planning Permission from this date forth is valid for three years. Outline Planning Permission is valid for two years. For further information please contact your Local Planning Department.

Q. Who can make a Planning Application?

A. Anyone can make a planning application. You do not have to own any or all the property where you are making the application, but you must have notified the owners that you are making it. Forms are available from your Local Planning Department

Q. Can I obtain advice before I submit my application?

A. Yes, your Local Planning Department offer a pre-application advice service. In order to obtain pre-application advice they will require a detailed description of your proposal in writing. Any appropriate drawings, photographs or supporting information should also be submitted. Please be aware that this process may take some time and is not legally binding.

Q. When applying for planning permission do I have to fill in a complicated form?

A. If your application is for an extension or a small development in the garden of your house, then you can use a special simplified application form. It comes complete with guidance notes, which explain how to complete it. Copies of the form to do this are available from the Local Planning Office.

Q. How is my application dealt with?

A. Your application will go through five stages:



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Your Architect
will be

Kenneth Martin

B.Arch (Hons.) Dip Arch

ARIAS, RIBA

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FREE introductory
consultations available by
appointment. Call now!



- **Booking In** –Checks to make sure the correct information – location plan and drawings and fee - has been received. You will get a receipt and a letter telling you name of the officer dealing with your application.
- **Publicity and Consultation** –Your application will appear on the weekly list published in Libraries and on the Council website, a notice may be posted near the site and neighbours may be sent a letter seeking their views. They have 21 days to respond. Specialist comments may be obtained on highways and environmental matters – these can be vital considerations.
- **Negotiations and Amendments** -All application sites are visited and then negotiations may take place with you or your agent to overcome any problems with your application.
- **Making the Decision** – Senior officers make most decisions but some are made by Councillors at Planning Committee meetings usual on a monthly basis. If your application goes to Committee you may inspect the report on it approximately five days before the meeting. You and any supporters or objectors may attend the meeting and make a short address. The Panel may decide to visit site or ask officers to negotiate further before a final decision is made.
- **The Decision** –The Local Authority aim to send out your Decision Notice as quickly as possible after the decision is made. It will set out the reasons for approval or refusal of the application and, if permission has been granted, any conditions with which you have to comply.

Q. Can I make changes to my planning permission after it has been granted?

A. Minor modifications can be made but must only be small and must not change your permission in any significant way. You should complete the Minor Modifications Form available from the Local Planning Department and submit it with the revised drawings (with the changes highlighted). Please be aware it can take a number of weeks to make a decision on Minor Modifications. If you wish to make more significant changes or to amend or remove a condition, you will have to make a further planning application.

Q. Can I influence the decision on a planning application that affects me?

A. Once the application is publicised, 21 days are given for anyone to comment on an application. Comments must be in writing – either by post or via our public access facility – and are open to public inspection. All comments, including formal objections, relating to relevant planning matters are taken into account.

Q. Will I need any other permission?

A. In addition to planning approval you may need other permissions such as building regulations approval. Contact your Local Building Control Department for more information on this subject. You may also have to gain other consents, for example a variation to the deeds of your property. You are advised to check any such requirements before you start work.

Call the Client Services Team today on

Hamilton: 01698 422358, Glasgow: 0141 278 3632

Edinburgh: 0131 278 0445

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