

# Development Management Advice Note

## WHAT HAPPENS TO MY PLANNING APPLICATION?

This advice note explains what happens to an application when we receive it: how we process it, site visit procedures, how we negotiate and the procedure for amendments. Whilst the note refers mainly to applications for planning permission, the procedures generally apply to all types of planning application. We hope you find this document helpful but if you need further information or other documents, details of how to obtain these are given at the end.

### VALIDATION AND REGISTRATION

When an application is received, the first stage is to check that all of the relevant details, plans and the correct planning fee have been supplied before the application is formally registered. If anything fundamental is missing from the application, or if any details are insufficient to fully describe the proposals, we will write and inform you within five working days. The application will not be registered until all of these details are received. We expect the missing elements to be returned within 28 days.

Once the application is complete, the application will be entered onto the statutory register and you will be advised in writing of the registration date, the application number (it is most helpful if you can quote this in any discussions or correspondence with us), the name of the planning case officer who is dealing with the application and a date, usually eight weeks later, by which time we would hope to have made a decision. The registration stage also involves a number of other important processes, such as preparing a weekly list of applications, checking the site history and deciding who needs to be consulted. The consultation arrangements are discussed more fully in the next section.

If you need to talk to the planning officer dealing with your application it is best to contact him or her before 10am or after 4pm, as they are often not available between these times. If you wish to see them you should make an appointment by phone first.

### CONSULTATION ON PLANNING APPLICATIONS

When an application is registered, special publicity requirements are identified to ensure that notification letters, site notices and press advertisements are correctly worded to meet the requirements of planning legislation. The letters, notices and adverts give a date by which comments should be made and details of where the application can be inspected. A decision on a planning application cannot be made until this publicity period has expired.

#### Publicity

Generally all neighbours who we consider could potentially be immediately affected by a proposal are notified of the application by letter. Some of the applications that we deal with are not publicised in this way (for example, lawful development certificates) because they deal with legal matters, rather than decisions about the acceptability of a proposal.

Some applications are publicised in the statutory notices section of the Council's magazine (WFM) and/or by notice posted on site. These are generally those applications that have an Environmental Impact Assessment, would affect a public right of way, are major developments, affect a listed building or its setting, affect a Conservation Area, or are of wide public interest. Members of the public should be able to read site notices without having to enter the application site. A replacement notice will usually only be posted if the original is removed or lost within seven days of it being posted, provided officers become

aware of this. White site notices are posted to publicise new applications and yellow site notices are used for amendments to applications.

## **Consultations**

The views of a range of public bodies are sought on planning applications. Other sections within the Council may also be asked for advice or information to assist with the determination of the application.

## **SITE VISIT BY THE CASE OFFICER**

Every planning application will be allocated to a planning case officer. Within three weeks of your application being received by the Council, the case officer should visit the site and make a careful assessment of what is proposed and what impact it would have on the surrounding area and any neighbouring properties.

Access to properties is not always necessary in order to carry out a site visit. If access is required, the planning case officer will normally see if anyone is in at the time of his or her visit. If not, they will leave a card so that arrangements can be made with you as soon as possible. All the Council's staff carry identity cards that have their name, Directorate and a photograph. If Council staff are calling at your home, place of business or meeting you on site, you are entitled to see their identity card so that you can satisfy yourself that they represent the Council. If you receive a refusal to such a request, then do not admit that person and immediately telephone the police.

## **NEGOTIATIONS ON PLANNING APPLICATIONS**

Overall about 80% of all planning applications received by the Council are granted permission, with a significant number of these involving some form of negotiation. Our preference is for negotiation to take place before you submit your application as this speeds up the process.

A very important part of the planning case officer's role is to make a recommendation on the acceptability or otherwise of the planning application. Having considered all relevant factors, the planning officer might conclude that the proposal is unacceptable for a number of reasons. In this case, a further judgement is required on whether negotiations should be carried out in an attempt to make the scheme acceptable.

### **When we negotiate**

A number of factors will influence this judgement, but the main ones are policy considerations and the scale of the amendments required. If the proposal is clearly contrary to policy, it is unlikely that negotiations could overcome this. In these cases, the planning case officer will proceed to progress your application to a determination. Similarly, if the scheme is substantially sub-standard, perhaps in a number of different respects (for example, for density, design and highway reasons) the presumption is that it will be progressed towards a decision without negotiations being undertaken. The reasons for refusal will advise the applicant or agent what the problems are so that they can seek to address these in a re-submitted application if they wish to do this. Where appropriate, a separate letter will set out detailed advice on suggested amendments, but this will be without prejudice to the formal consideration of any revised proposal you may submit.

If your scheme only requires a relatively minor change to make it acceptable, the presumption is that negotiations will be undertaken to obtain satisfactory amended plans before the application is put forward for a decision.

## AMENDED PLANS PROCEDURE

If you are asked to amend the plans, the Council will normally require a response within a maximum of 14 days. Applicants submitting amended plans, which can also include new information and/or additional plans to supplement the originals, will be required to submit four copies of all the material (unless otherwise stated). If we do not receive the amendments in time, we will determine the application as it stands. If you cannot amend the plans within 14 days you should withdraw the application and start afresh. This will not entail a further fee so long as the application is of the same description and character, is the only time you have re-submitted an application on the site, and is re-submitted by you within 12 months of the date of its original submission.

### **Publicity for amendments**

The decision as to whether amended plans need to be given publicity will be judged on the individual circumstances of each case. Any amendments that would significantly affect the appearance or layout of a proposal, and would be of interest to neighbours or others interested in the application, will be publicised. However, minor changes to plans, which would not have a materially different impact on neighbours or the area generally, will not normally be publicised. This judgement is made to prevent unnecessary delay in the processing of applications and to prevent the unjustified expense of republicising minor changes to a scheme.

Where publicity is considered appropriate for amended plans it follows the same procedure as that for the original application except that only 14 days rather than 21 is allowed for comments to be made.

## WHAT HAPPENS NEXT?

Once the planning case officer has considered the proposals, received any amendments and the consultation period has expired, it is time to report the application for a decision. More information is contained in our advice note titled 'How Does The Council Decide Planning Applications?'

## FOR FURTHER INFORMATION OR HELP

We hope you find this document helpful. Other documents are available from our reception or our website (addresses at bottom of page). If you need further information please phone Waltham Forest Direct on (020) 8496 3000 or call into our reception at Sycamore House between 9am and 5.15pm Monday to Thursday, or 9am and 5pm Fridays (the offices are closed on Bank and Public Holidays). A Duty Planning Officer is available for general planning advice between 10am and 4pm Monday to Friday on (020) 8496 6876 or in our reception.

## Interpreting and translation assistance

The Council has prepared this document to assist users of its Development Management Service. If you have any difficulty reading or understanding it because English is not your first language, we will try to help you. Please tick the box, which shows which language you speak, write your name, address and telephone number and return this form, together with the document, to the address given below.

<p>Kansilli e ka pregaditur këtë dokument për tui ndihmuar përdorësve të Shërbimeve të Kontrollit të Zhvillimit. Po patët vështirësi për ta lexuar apo kuptuar sepse Anglishtja nuk është gjuha juaj e parë, ne do të mundohemi t'ju ndihmojmë. Ju lusim shenoni katorrin që tregon se cilën gjuhë e folni, shkruani emrin, adresën dhe numrin e telefonit dhe ktheni këtë formë, së bashku me dokumentin, në adresën e dhënë më poshtë.</p> <p style="text-align: right;">Albanian <input type="checkbox"/></p>	<p>A Junta de Freguesia preparou este documento para assistir os utentes do seu Serviço de Controlo de Desenvolvimento. Se tiver dificuldades em ler ou compreender este documento devido ao inglês não ser o seu idioma principal, nós tentaremos ajudá-lo(a). Assinale o quadrado junto ao idioma que fala, escreva o seu nome, morada e número de telefone e devolva esta folha, juntamente com o documento, para a morada em baixo.</p> <p style="text-align: right;">Portuguese <input type="checkbox"/></p>
<p>لقد أعد المجلس هذه الوثيقة لمساعدة مستخدمي خدمة سيطرة التنمية. وإذا واجهت صعوبة في قراءتها أو فهمها لأن الإنجليزية ليست لغتك الأولى فسنحاول أن نساعدك. الرجاء وضع علامة بالصندوق الذي يبين لغتك وأكمل اسمك وعنوانك ورقم الهاتف وأرسل كامل النموذج مع هذه الوثيقة للعنوان أدناه.</p> <p style="text-align: right;">Arabic <input type="checkbox"/></p>	<p>Dagmada ayaa diyaarisay dukumantigaan si ay ugu caawiso dadka ubbaahan Adeegga Koontaroolka Qorshaynta Dhismaha Magaalada. Haddii aad wax dhib ah kala kulanto in aad fahamto qoraalkaan waayo Ingiriisku maahan luuqaddaada koowaad, waxaan isku dayaynaa in an ku fahanno. Fadlan calaamadi sanduuga muujinaya luuqadda aad ku hadasho, qor magacaaga, ciwaankaaga, taleefoonkaaga, dabadeedna ku soo celi foomka, oo uu lasocdo qoraalkan, ciwaanka hoos ku qoran.</p> <p style="text-align: right;">Somali <input type="checkbox"/></p>
<p>কাউন্সিল এ ডকুমেন্টটি তৈরী করেছে এর ডেভেলপমেন্ট কন্ট্রোল সার্ভিসের ব্যবহারকারীদেরকে সহায়তা করার জন্য। ইংরেজী আপনার প্রধান ভাষা না হওয়ায় এটি পড়তে অথবা বুঝতে যদি আপনার কোন অসুবিধা হয়, তাহলে আমরা আপনাকে সাহায্য করতে চেষ্টা করবো। দয়াকরে আপনি যে ভাষায় কথা বলেন সেই বাস্তব টিক চিহ্ন দিন, আপনার নাম, ঠিকানা ও টেলিফোন নম্বর লিখুন এবং এ ফরমটি ডকুমেন্টটির সাথে নীচের ঠিকানায় ফেরৎ পাঠান।</p> <p style="text-align: right;">Bengali <input type="checkbox"/></p>	<p>El Ayuntamiento ha redactado este documento para ayudar a los usuarios del "Development Control Service [Servicio de Control del Desarrollo]. Si le resulta difícil leer o entenderlo porque el inglés no es su idioma materno, intentaremos ayudarle. Marque la casilla que indica el idioma que habla, rellene el formulario con su nombre, dirección y número de teléfono y devuélvalo, junto con el documento, a la dirección abajo reseñada.</p> <p style="text-align: right;">Spanish <input type="checkbox"/></p>
<p>区议会政府准备了这份文件来介绍我们的发展控制服务。如果因为英文不是您的母语，您不能读懂这篇文章，我们可以帮您忙。请选择中文，填写您的姓名及地址以及电话号码，并将此文件寄回以下给出的地址。</p> <p style="text-align: right;">Chinese <input type="checkbox"/></p>	<p>Belediyemiz bu belgeyi lÿmar Kontrol Hizmetlerinden yararlananan kimselere yardımçy olmak amacyyla hazyrlamys,tÿr. Asyl diliniz lÿngilizce olmadyğ y iin bunu okumakta veya anlamakta glk ekiyorsanyz, size yardımçy olmak isteriz. Ltfen hangi dili konuş,tuğ unuzu belirten kutuyu is,aretleyip adynyzy-soyadynyzy, adresinizi ve telefon numaranyzy yazdyktan sonra, bu formu belgeyle birlikte as,ag ydaki adrese gnderin.</p> <p style="text-align: right;">Turkish <input type="checkbox"/></p>
<p>La Municipalité a publié ce document afin d'aider les utilisateurs de son service de contrôle de développement. Si vous avez des difficultés à le lire ou à le comprendre parce que l'anglais n'est pas votre langue maternelle, nous nous efforcerons de vous aider. Veuillez cocher la case correspondant à la langue que vous parlez, indiquer votre nom, votre adresse et votre numéro de téléphone et renvoyer ce formulaire ainsi que le document à l'adresse figurant ci-après.</p> <p style="text-align: right;">French <input type="checkbox"/></p>	<p>کونسل نے یہ دستاویز اپنی ڈویلپمنٹ کنٹرول سروس استعمال کرنے والوں کی مدد کے لئے تیار کیا ہے۔ اگر آپ کو اسے پڑھنے یا سمجھنے میں کوئی مشکل درپیش ہے کیونکہ انگریزی آپ کی پہلی زبان نہیں ہے تو ہم آپ کی مدد کرنے کی کوشش کریں گے۔ براہ کرم اس خانے پر نشان لگائیے جو آپ کی زبان کی نشاندہی کرتا ہے اور اپنا نام، پتہ اور ٹیلیفون نمبر لکھیں اور اس فارم اور دستاویز کو پیچھے دے گئے ایڈریس پر واپس بھیج دیجئے۔</p> <p style="text-align: right;">Urdu <input type="checkbox"/></p>
<p>Name _____ Address _____ _____ _____ Telephone number _____</p>	<p>Return to: Development Management London Borough of Waltham Forest Sycamore House Town Hall Complex Forest Road Walthamstow E4 6PS</p>

Translated by the London Borough of Waltham Forest Interpreting and Translation Service

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