



InfoSheet 05



Nottingham
City Council

Planning, housing - applying

The Problem

Few people fully understand the planning process until they have to engage with it, and find it complex and often frustrating. Every application is judged on its own merits by the local planning authority within the rules that apply, made more complicated by The Park being a designated Conservation Area, bringing stricter controls than elsewhere with fewer allowances under Permitted Development rights (i.e. work you can do without specifically applying for permission).

Planning applications should take 8 weeks, 13 in some cases, but the process often takes much longer due to incomplete submissions being rejected, contentious applications having to be referred to committee decisions, and a general lack of resource to deal with an ever increasing caseload.

The Solution

Any member of the public can make a planning application on-line, but it is usual, and more effective, to employ an agent, preferably a qualified architect, to construct your argument for you. A smooth and successful application is more likely to be one that has been collaborative, in terms of early engagement with an agent, the planning team, the NPEL and with neighbouring residents. Taking advantage of the guidance available, the 15 minute consultation and then applying for Pre-Application advice prior to making a full submission will all ensure that the application itself is well received. You might also need to check with the NPEL to ensure there are no restrictive covenants on your property, which might restrict you in what you want to do.

The Process

If you are thinking of doing any building works, or wanting a change the 'use type' of a building, you first need to check up on whether you need planning permission.

(https://www.planningportal.co.uk/info/200125/do_you_need_permission) There is a wealth of on-line documentation including the Householder's Design Guide (<https://www.dqfnottingham.org.uk/householders-design-guide>) and you can ask for a free 15 minute consultation at the Nottingham City Council offices, Loxley House, Station Street, NG2 3NG before making your submission or paying for further pre-app advice (<https://www.nottinghamcity.gov.uk/preapplicationadvice>) t: 0115 876 4447

For householders, there is a fee for a Pre App, usually £120 and a fee for a full application (planning@nottinghamcity.gov.uk), usually £206

Once an application has been accepted, you will receive notification and a latest date for a decision, and a notice will be posted to immediate neighbours and displayed in the street near to the site.

All planning decision are considered against local plan conservation policies by the local planning authority, and applications can be refused on conservation grounds alone. Proposals that would alter the character of buildings that make a positive contribution to the character of the area are unlikely to be permitted, as are any proposals that would damage the character of the area as a whole. It is therefore necessary to take extra care to ensure proposed developments fit in with The Park's vernacular style and materials and comply with local plan policy and area guidance in the form of the Park Conservation Area Appraisal and Management Plan. The current plan is being updated and will shortly be replaced with a revised version.