

YOUR PLANNING SERVICE

Guide to making a Planning Application



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

Why do I need to make a planning application?

It is your responsibility as the owner of a property, or land, to ensure that you comply with the relevant planning legislation and building regulations. Failure to comply with the relevant legislation can result in the owner being liable for any remedial works (including demolition and/or restoration).

It is therefore recommended that you discuss your proposals with the Local Planning Authority and/or Building Control Service before starting works. For general planning advice you can contact the Duty Planner by phone on 01353 616316 or by email plservices@eastcambs.gov.uk. For site specific advice you should use our [pre-application service](#).

What is Planning Permission?

Planning Permission, is simply asking the Local Planning Authority if you can undertake a specific piece of building work or change of use. They will either grant permission (possibly subject to conditions) or refuse permission.

New buildings, major alterations and changes to the use of buildings and land usually require Planning Permission. Minor works to dwellings, for example small extensions, may be carried out under Permitted Development Rights.

What is Permitted Development?

Permitted Development Rights are set out in government legislation, and allow certain building works and changes of use to be carried out without having to make a planning application. Permitted Development Rights are subject to

conditions and limitations in order to control impact and protect amenity.

The Permitted Development Rights are set out in the [Town and Country Planning \(General Permitted Development\)\(England\) Order 2015](#).

Applying Online

It is now possible for you to complete your planning application online using the [Planning Portal](#); you can use this facility to:

- Complete your application online;
- Calculate and pay the application fee;
- Purchase location and block plans;
- Attach any necessary plans and info.

How much does it cost?

Planning Application fees are set by Central Government. The current fees are available to view on the [Fees page](#) of the Council's Website.

There are a number of applications where no fee or a reduced fee is payable:

- Alternative developments on the same site; submitted **simultaneously**;
- Applications for sites that cross local authority boundaries;
- Development providing for people with disabilities;
- Applications where permitted development rights have been removed, eg. Article 4 Directions;
- Parish or Town Councils;
- Applications made by the same applicant; on the same piece of land, within 12 months of the date permission was granted, or the application was refused/withdrawn, where a fee had been previously paid.

What Type of Application Do I Submit?

Householder Applications:

Application for extensions or alterations within the boundary of a private dwelling house.

Full Planning Applications:

Any application not falling within any other category (inc. change of use & demolition)

Outline/Reserved Matters Applications:

Application to establish whether development would be acceptable, without submitting all of the information (reserved matters) up front. Reserved matters applications are required when outline consent has been granted, may consist of details of access, appearance, landscaping, layout and scale.

Listed Building Consent:

Any works to demolish any part of a listed building, or to alter/extend it in a way that affects its character as a building of special architectural or historic interest will require listed building consent. **N.B. It is a criminal offence to carry out unauthorised works to a listed building.** It is recommended that you discuss your proposals with your local Conservation Officer; you can contact them by phone on 01353 616333 or by email conservation@eastcambes.gov.uk

Advertisement Consent:

Application to gain consent to display an advertisement. **NB. It is a criminal offence to display and advert without either deemed or express consent.**

Prior Notification Applications:

Application requesting if prior approval is required to carry out works as detailed in specific parts of the Permitted Development Regulations.

Certificate of Lawfulness Applications:

Application requesting formal conformation that existing or proposed development is lawful.

Temporary 'Flexible' Change of Use:

Application form to notify the Local Planning Authority of the intent to implement temporary 2 year change of use under Class R of Part 3 of Schedule 2 of the Town and Country Planning (General Permitted Development)(England) Order 2015.

Tree Applications:

Application to carry out any works to a tree protected by a Tree Preservation Order (TPO), or planning condition, or is within a conservation area. Also includes application to remove a hedgerow.

Post Decision Applications:

After you have been granted planning permission you may need to discharge conditions or you may decide to make changes to what was approved through a non-material amendment or variation of condition application.

Validation Requirements

As well as the completed application forms and plans that are required as part of any application, some proposals may also need to be accompanied by specific supporting information.

More details of these can be found on the [Validation page](#) of the Council's website.

If you require this document in different formats (e.g. Braille, large print, audiotape/CD or other languages please contact the council's main reception or email translate@eastcambs.gov.uk

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