



## 1. Do I need planning permission?

Your local planning authority, which is usually the district or borough council, is responsible for deciding whether a proposed development should be allowed to go ahead. Most new buildings, major alterations to existing buildings and significant changes to the use of a building or piece of land will require planning permission.

However, certain minor building works do not need planning permission. This is because the effect of such developments on neighbours or the surrounding environment is likely to be small, e.g. a small rear extension not exceeding more than three meter on a semi-detached property from the existing building or four meters on a detached property.

## 2. Get pre-applications advice

This service is usually available from your local council and is intended to provide you with an indication of whether your proposal is likely to gain planning permission or not, what the key issues are for consideration and what you would need to submit with any application that you make.

As part of our free consultation visit, we are able to provide you with the necessary advice and guidance in order to help you get started.

## 3. Design any plans inline with surrounding area

Make sure your project does not look out of place by designing any plans inline with your surrounding area. We can help influence your design before putting you in touch with an architect who will be able to put your plans in to drawing for you to review before summiting it for planning permission on your behalf.

The architect will act as your agent, and once planning has passed, then a more detailed design will be submitted to your chosen building control to make sure that everything meets with building controls legislation.

## 4. Check with Your Neighbours

In accordance with the Party Wall Act 1996, it may be courteous before you submit an application to consult yours neighbours to see if they may raise any objections as they may be affected by your proposal. This could save you time and money further down the line.

## 5. How long does it take to be approved?

Most planning applications are usually decided within eight weeks of submission, unless they are unusually large or complex, in which case the time limit is extended to 13 weeks. Your local authority should be able to give you an indication about the likely timetable.

## 6. What are your responsibilities?

With all building work, as the owner of the property (or land) in question, you are ultimately responsible for complying with the relevant planning rules and building regulations (regardless of the need to apply for planning permission and/or building regulations approval or not).

Failure to comply with the relevant rules will result in you, as the owner, being liable for any remedial action (which could go as far as demolition and/or restoration). The general advice is therefore to always discuss your proposals with the relevant Local Planning Authority and Building Control Service before starting work.

***Before you submit an application for planning permission and to save on any potential unnecessary costs and time, contact Marlow Building and Landscaping to discuss your requirements as it may be a case that you do not require to submit an application.***

***As part of the service we offer, we are more than happy to discuss such matters with you before you proceed any further as means of assisting and guiding you with the process.***

**[www.marlowbuilding.co.uk](http://www.marlowbuilding.co.uk)**

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