



Studio *Arkell*
Architect

Planning for

Planning

7

Introduction

So, you know you want to extend/reconfigure/add to your home – *what now?*

The big question is – do you need to seek planning permission?

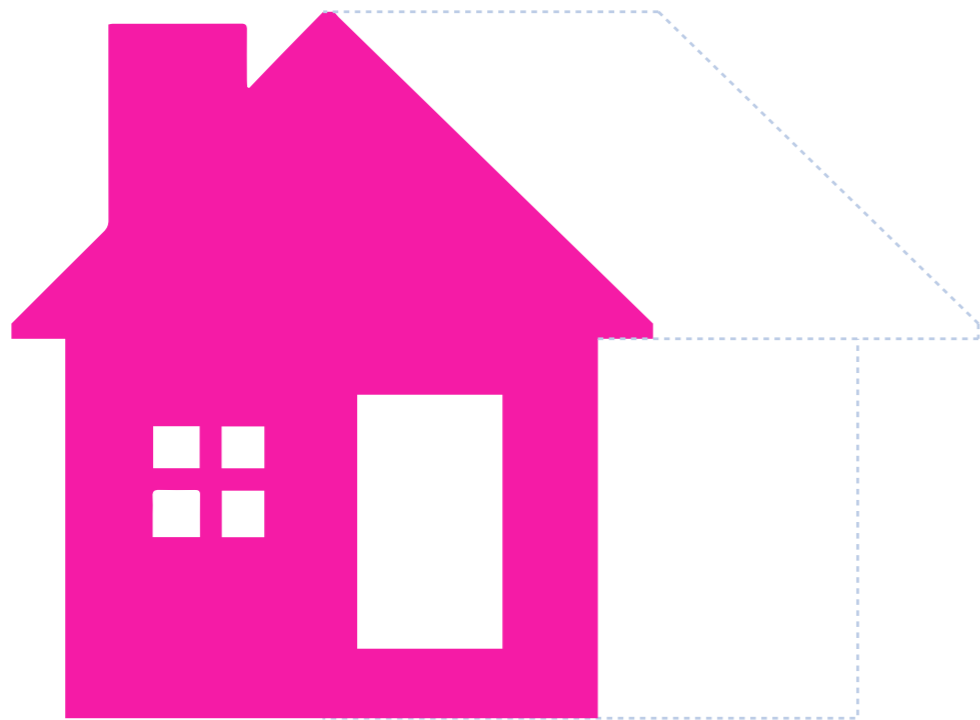


Permitted *Development*

You may be surprised to find out that a good number of popular home improvements fall under the banner of 'Permitted Development', meaning that *you can proceed with your works without a planning application.*

Some of the works that are included under permitted development, subject to size & scale, location & proximity to neighbours and pre-existing modifications and/or additions that may have already been made to your home, are:

- Porches
- Single Storey Extensions
- Loft Conversions
- Double Storey Extensions
- Conservatories
- Outbuildings



Permitted
Development

There are easy to understand mini guides for each of these available online on The Planning Portal that fully explain the circumstances in which you can build without planning permission under [Permitted Development guidelines](#).

If you are stuck or are not sure whether your plans fall into this category, **Studio Arkell's** experienced team are here and happy to help!

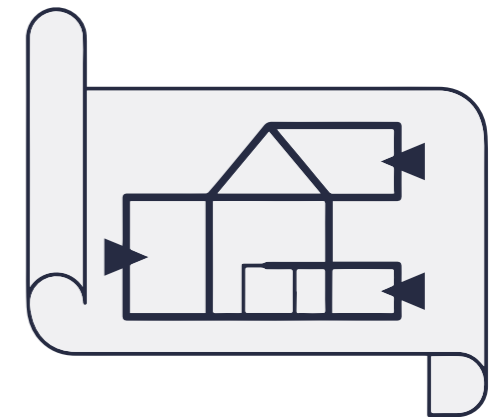
A straightforward Householder Application Pack would usually include the following documents:

- *Completed application form*
- *Location Plan*
- *Site plan*
- *Existing and proposed elevations*
- *Existing and proposed floor plans*
- *Roof plans*
- *Completed and dated Ownership Certificate*
- *Article 7 (agricultural holdings) certificate*
- *Correct Fee*
- *Design and Access Statement*

Planning *Permission*

If your plans fall outside of permitted development, then a Planning Application will be necessary.

You might decide at this stage to put a 'toe in the water' and see if your application is along the right lines to aid approval – guidance on your application from the planners can be sought by entering into Pre Application Planning Advice. This is an advisory service and broadly free of charge for Householder Applications.

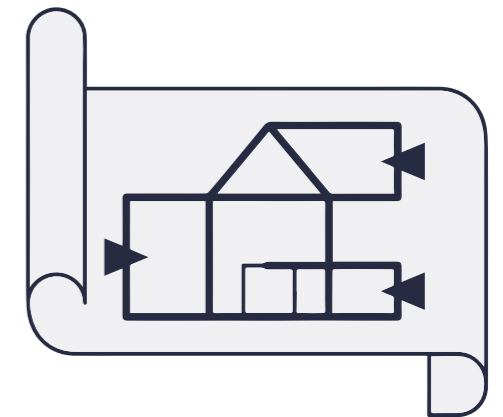


Your application may require:

- *Protected Species Form*
- *Archaeological Report*
- *Biodiversity survey and report*
- *Flood Risk Assessment*
- *Heritage Statement*
- *Landscaping details*
- *Parking and Access Arrangements*
- *Photographs and Photomontages*
- *Structural Survey / Works Method Statement*
- *Tree Survey / Arboriculture Implications*

Planning *Permission*

The previous page lists the basic requirements for any Planning Application, but depending on the proposals, location and circumstances of your property, other supporting documents may also be required, which are usually obtained through an Architect and Specialist Consultants, see the list on the adjacent page <<



Enquire for
a free
consultation.

C o n s e r v a t i o n
A r e a

If your property is situated within a Conservation Area, or is either Grade I or II Listed, additional documentation would be likely to be required for any Planning Application, along with consultation with Local Authority Conservation and Heritage Officers, as well as Specialist Consultants.

Studio *Arkell* can help with your Planning Application, from giving advice through to preparing and managing the entire application process.



Planning *Fees*

*Costs at BCP Council, 2020

Householder Applications for extensions and garden buildings currently cost **£206**, whereas, detailed, outline or full applications for a new house build or conversion are **£462**, (for outline applications this fee applies to each 0.1 hectare).

Sometimes, planning is given with Conditions attached, in which case submissions to request permission for the details to fulfill the conditions are currently **£116**, and for Householder applications **£34**. Multiple conditions can be addressed in a single application.

If you choose to submit your application online through the Planning Portal, then an additional **£20** processing fee applies.

Studio Arkell is happy to guide you through the process to ensure that the correct application is submitted, and the right fee enclosed!



Not going to *Plan*?

Sometimes a straightforward planning approval is not given and sometimes planning is refused!

However, this does not mean the end of your Planning Application. Any of the following might happen during the planning process: -

- Planners make suggestions that may help your application succeed at the approval stage, for example at the advisory service Pre-Application planning stage.
- Planning may be granted with Conditions attached, in which case drawings of the details of the proposed conditions will be required to be submitted as an amendment, or you may appeal against the Conditions imposed.
- Planning may be refused; in which case you may want to Appeal against the decision through the Planning Appeals process.

APPROVED

Approval
Received

Now what?

Once you have gone through the full planning process and received permission for your proposed plans, you are free to start organising the build. (You will be notified by letter of the decision to approve or refuse planning)

Alternatively, you may want to wait a while, but bear in mind that your planning permission has a shelf life!

Generally, you must commence the build process within three years from the date the permission to build was granted, (unless your permission states differently). If you haven't started work by the expiry date, then you'll probably need to reapply.

Next, you'll need to ensure that you have *Buildings Regulations Approval*.

There are three types of Building Regulation applications as follows: -

- *Full plans – this is the most thorough process and is suitable for New Builds and larger scale projects. It takes 5-8 weeks to obtain Formal Approval, with a Certificate of Completion being issued 8 weeks after the completion of the build.*

- *Building Control – this has no formal approval process, meaning work can commence sooner and is suitable for smaller projects such as a permitted development extension.*

- *Regularisation – this is a retrospective process for works that have commenced without Building Regulation Approval or Building Control. This only applies to projects post November 1985.*

Building Regulations

You will need this for any of the following types of works, including works allowed under permitted development: -

- New builds
- Extensions and alterations to an existing building
- Loft Conversions
- Adding fittings or services to a building, such as fuel burning appliances, drainage, replacement windows.
- Many types of electrical work

You can apply for Building Regulation approval and appoint an Inspector to monitor the works either through your Local Authority Building Control (LABC) or by appointing a Private Approved Building Inspection service.

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We can
help

Here at Studio Arkell we can advise and help you through this process, provide technical, detail & construction drawings for Full Plan Applications and for the build process or manage the Building Regulation process from start to finish.

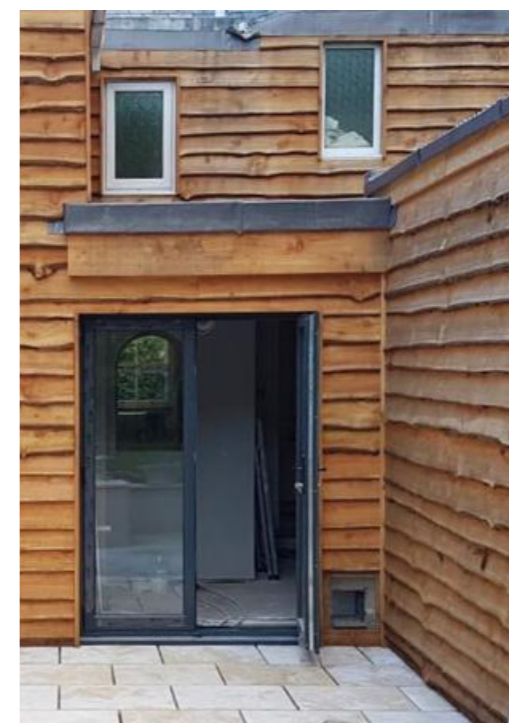
If you'd like any assistance in negotiating your way from design concept, through planning and Building Regulations and onward to the build, then please contact Studio Arkell – *we can help!*

Create *beautiful*,
considered architecture

SA

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Architect

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Enquire for
a free
consultation.

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