

# P. A. SCOTT ASSOCIATES

CHARTERED BUILDING SURVEYORS  
ARCHITECTURAL SERVICES  
PLANNING AND HISTORIC BUILDINGS CONSULTANTS

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## Guidance on Your Plans & Council Applications

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### Introduction

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We have prepared these notes in order to keep you informed of some important information regarding the plans we have prepared and the process of obtaining the necessary Local Authority consents.

It is not an exhaustive document but covers many of the question's clients raise, and we hope it will be helpful. Should you wish to discuss any aspect of your particular proposal, or require any further information, please contact us on: -

**Telephone:** Chelmsford (01245) 493020

**In writing at:** 131 Waterhouse Business Centre  
2 Cromar Way  
Chelmsford  
Essex CM1 2QE

**On-line:** [www.pascott.co.uk](http://www.pascott.co.uk)

**Email:** [paul@pascott.co.uk](mailto:paul@pascott.co.uk)

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### Planning Permission

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This consent is always required for certain proposals for example most front extensions.

The usual householder type Application fee is £206.00 (zero rated VAT) and this will usually be shown on our first fee account to you. Certain Applications attract a higher fee.

The Application will be judged against the relevant Council policies, and, if acceptable to the Council, it will be recommended for approval. Most Applications are then determined by the Director of Planning under the delegated powers process. Others may have to go through the full Committee process.

Some Local Authorities with whom we deal will contact us if they are not happy with any aspect of the scheme and usually give us the opportunity of making the necessary alterations to the submitted Application with the clients agreement, in order to obtain an approval. Not all Authorities however are so helpful, so we monitor all Applications and usually make a courtesy call a few weeks after the Application has been submitted to see how it's progressing. This *may* help short circuit a refusal being issued without warning by the Council and without having been offered the opportunity of making any adjustments to gain approval. Increasingly, Planning Departments ask us to withdraw the Application if they have concerns, then alter the drawing and re-submit for Planning Permission as they claim they do not have the time to re-consult neighbours and other interested parties and still determine the

Application within the eight-week target date. Some Local Authorities will offer us an Extension of Time, to enable them to complete their evaluation of the proposal which normally then leads towards an approval.

Certain proposals do not require Planning Permission and, in the event that we believe Planning Permission is not necessary and only Building Regulations is necessary, we nevertheless normally send a copy of the drawing(s) to the Planning Department, along with a process they may have in place for either a 'Do I need Planning Permission?' Application e.g. Chelmsford City Council, or a 'Pre-Application Enquiry' Application, for which Local Authorities normally charge a fee. Not all Councils are prepared to do this, and more and more are insisting upon a Certificate of Lawful Use Application.

P A Scott Associates will use our best endeavours to secure Planning consent for your proposals, but consent cannot be guaranteed.

Re-applications following a refusal of Planning Permission or withdrawal of an Application can be made within 12 months with no Application fee payable to the Local Planning Authority.

If the Application is refused, you have the right of Appeal to the Planning Inspectorate. This process can take several months. Alternatively, we would look to modify the scheme to one acceptable to the Council following discussions and negotiations and re-submit the Application, assuming the revised scheme also meets the clients needs.

## **Building Regulations**

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A Building Regulations Application is necessary for structural alterations, material change of use etc. In practice this means most extensions, loft conversions, internal structural alterations and so on require Building Regulations approval.

Applications can be 'Full Plans' Application or by a Building Notice.

Generally, a Building Regulations approval can be guaranteed providing the drawings show compliance with all the relevant Regulations.

All Building Regulations Applications attract fees.

You have the choice to use your Local Authority Building Control or an Approved Inspector.

Lots of people still use Local Authority Building Control, but, increasingly, some builders are preferring an Approved Inspector.

If you choose the Approved Inspector route, we will send a copy of the Building Regulations drawings, etc. package to them and request a fee quotation for their involvement. Their fee would be paid direct by you.

There is usually not a great difference in the fees payable whether you use Local Authority or an Approved Inspector. It's a matter of choice between you and your builder.

If using the Building Notice procedure, once the Building Notice has been submitted and payment made to the Council, you may commence work within 48 hours.

If you choose the Local Authority route, we will advise you when we have submitted the Building Notice, and all associated plans and additional relevant information etc. to your Local Authority Council Building Control.

At the appropriate time, we will ask you to pay the Building Regulations / Building Notice Application fee direct to your Local Authority.