



Approved Planning

Planning Guide

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Getting Planning Approved Fast

Approved Planning – Planning Guide

Planning can be a complex process, especially when it comes to understanding what development options are available for your land or property. That's why the team at Approved Planning has created this guide to help you navigate the planning process. Follow these steps to make the most of your planning potential:

Step 1: Define your vision

It's crucial to have a clear understanding of what you want to achieve with your land or property. Approved Planning can help you visualize the possibilities and offer advice on how to achieve your goals.

Step 2: Review relevant planning history and policy

Researching relevant planning history and policy will help you understand what's possible for your site from the outset. We can assess your site's potential and provide honest advice on what can be achieved.

Step 3: Submit a pre-application planning enquiry to the Council

A pre-application planning enquiry can address any key issues or concerns that the Local Planning Authority may have before submitting a formal application. This process allows for dialogue with Council Officers and can help with dealing with any potential issues in principle before submitting an application.

Step 4: Determine if specialist surveys are required

Specialist surveys may be necessary to analyze the impact of development on trees, ecology, landscape, flooding, contamination, or highway issues for your planning application. Approved Planning can help determine which surveys are required and can help organize them on your behalf.

Step 5: Conduct a measured survey

A measured survey involves taking measurements of land or buildings, which will enable Approved Planning designers to produce accurate visualizations of the proposals. These plans are essential for any planning application and can also help determine the condition of land or buildings, which is important in any development project.

Step 6: Develop a sketch scheme

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Our Architecture & Surveying team will develop a sketch scheme of the proposed development, including floor plans, elevations, and sections as appropriate, along with visualizations. This will help planners and councillors understand what the development will look like when completed.

Step 7: Prepare the application forms and supporting documents

Detailed consideration needs to be given to the preparation of the application forms and supporting documents. This is what the Council will use to make a decision on the proposals, so they need to be well thought through and show a logical pathway to demonstrate how the final scheme has evolved.

Step 8: Submit the application

Time needs to be given to checking documents, making sure that all documents have been included and submitting them to the relevant Council. Each local authority has its own set of requirements when submitting an application, so this needs to be checked carefully.

Step 9: Monitor the application

Once the application has been submitted, the application will be allocated to a Planning Case Officer. Approved Planning will keep in communication with the Officer to keep track of each stage of the application process and ensure that any consultee responses are dealt with as necessary.

Step 10: Prepare for the Planning Committee

Sometimes applications need to go to the Planning Committee, where the Officer makes a recommendation on what they think the decision should be, and councillors take a vote. We will advise whether you should elect to speak in support of the application.

Step 11: Expect a decision in 8 or 13 weeks

The decision should take 8 weeks for "minor" development, such as proposals for under 10 dwellings or less than 1,000 sq.m of commercial floor space, or 13 weeks for "major" development, which is more than 10 dwellings or 1,000 sq.m. An extension of time limit may be necessary to ensure all issues are dealt with properly.

Step 12: If approved, review planning conditions and begin work

Congratulations, your application has been approved! Review any planning conditions that may need to be addressed before starting work. Our Architecture & Building Surveying department

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