# North East Lincolnshire Planning Service

**OBTAINING DO I NEED PLANNING PERMISSION/PRE-APPLICATION ADVICE – HOUSEHOLDER DEVELOPMENT**

**GUIDANCE NOTES TO POTENTIAL PLANNING APPLICANTS.**

1. **Informal Advice (Free)**

We provide general advice either on the phone or face to face, about the planning process. Beyond this, in order to obtain site specific advice, you must first pay a fee of £42 (including VAT).

Payment can be made by cheque, payable to ENGIE Services Ltd, or by debit card by contacting 01472 326289 – Option 1. If paying by card please quote the development address or enquiry number if you have this.

# Do I need planning permission/ Pre-Application Service

Upon payment of the correct fee, and receipt of a completed Do I need Planning Permission Form – Householder Development with the required supporting documentation, we will provide comprehensive and timely advice.

Level of Service as explained below:

# Householder development:

Householder developments are defined as those within the curtilage of a house (or a single flat) which require an application for planning permission, but are not a change of use.

* + **Included** in householder developments are extensions, conservatories, loft conversions, dormer windows, alterations, garages, car ports or outbuildings, swimming pools, walls, fences, domestic vehicular accesses including footway crossovers, porches and satellite dishes.
	+ **Excluded** from householder developments are applications relating to any work to two or more flats, applications to change the number of dwellings (flat conversions, building a separate house in the garden), changes of use to part or all of the property to non-residential (including business) uses, anything outside the garden of the property (including stables if in a separate paddock).

This service includes a written response from the case officer following receipt of a valid enquiry, subject to sufficient information.

Depending on the nature of the enquiry, the response will include some, or all, of the following:

* + Clarification about whether you need planning or other associated forms of permission, if that is your request.
	+ A professional opinion on whether your proposal is likely to obtain planning permission and if not, what changes are recommended to make it acceptable.
	+ Reference to any previous applications at the site where relevant.
	+ Details of the planning policies relevant to the council’s consideration of your plans.
	+ Advice on whether a meeting with a case officer would be helpful

# Exemptions

Exemptions to paying for do I need planning permission/pre-application advice will be applied consistent with those exemptions for planning applications (with the exception of the last item), namely:

* + People with disabilities - The fee would be exempt if the proposed works are to create access for, or to provide for or improve the safety, health or comfort of a disabled person.
	+ Registered charities - exempt if the development was in association with the charity.
	+ Town and Parish Councils.
	+ Listed Building applications (any works which would only require listed building consent and not a full application).
	+ Applications made by North East Lincolnshire Council or upon its behalf.