

# Making A Planning Application

## The Process Explained

Prior to the submission of an application, you should establish whether you actually need planning permission.

To do this write to the Development Management Unit advising us of your intended development. There is a fee for this enquiry. More information is available online in the planning section of our website. Alternatively contact the Development Management Unit.

If a planning application is required, you may wish to arrange a pre-application appointment with a planning officer to discuss your proposal (there is a fee for this service). By making early contact with an officer



mistakes can be avoided and time saved. Once all drawings and forms are complete, they should be submitted with the correct fee to the Development Management Service Unit.

You can submit a planning application  
via **[www.planningportal.gov.uk](http://www.planningportal.gov.uk)**

## A brief summary of the stages involved:

1. The planning application is acknowledged and registered. The fee is also registered and a receipt is completed ready to send to the applicant.
2. Next the application site is plotted onto a G.I.S. mapping system. This provides a record of which properties have had applications and their application reference number. This also shows us if any trees on the application site are covered by Tree Preservation Orders, or if the site is for example, situated within a Conservation Area.
3. The application is then validated at a 'booking in session'.
  - All forms and drawings are checked to make sure that the application is complete and valid. If there are any problems at this stage, the application may go no further until the details requested are submitted.
  - The officers decide who should be consulted about the application. The consultees always include the Parish/Town Council and can also involve the County Council, Highway Engineers, Architects, the Highways Agency and many more.
  - We identify the neighbours that need to be notified. It is our policy to notify any properties that, with the absence of roads, adjoin the application site.
  - Consultees and neighbours normally have up to 21 days in which to send us their comments.
  - The application is assigned to a Planning Officer.
  - Providing the application is complete, it will be considered valid from the day of receipt.
  - The target determination date is then set: Eight weeks from the validation date for a minor application; 13 weeks from the validation date for a major application.
4. The Planning Officer will then make a site visit. This is done for every application. The site may be viewed from a neighbour's property or even from the road. Should it be necessary to enter your property the officer will produce an ID card on request or, if the house is empty, leave a postcard to say that they have been.

5. A report is then entered on to the file, including the officer's comments and recommendations. The officer may have to revisit the site to check on any points raised by objectors or consultees.
6. A decision on the application can then be made in one of two ways:

### **Delegated Decision:**

The majority of smaller applications are dealt with this way and the outcome decided upon by the Head of Development Management.

### **Committee Decision:**

This decision is normally taken by the elected members of the appropriate Local Area Committee at their six weekly meetings. A Planning Officer will always make a recommendation and offer advice to the Committee. Applications decided upon in this way are usually contentious or have been referred to the Local Area Committee by three of its Councillors. Therefore, if you want your application to be heard publicly you may wish to contact your local borough Councillors as they have powers to refer an application to a Committee for determination. Photographs of your property may also be shown to the Councillors to help them understand the proposals. You have the right to speak at this committee meeting subject to certain criteria. Further information is available in the leaflet Right To Speak At Committee. After all information has been shown and all matters raised, a vote is then taken to decide the outcome of the application.

7. Once the decision has been made a decision notice is produced, which is then sent to the applicant, or agent if necessary. Our website will also be updated with a copy of the decision notice.
8. A Planning Permission may have conditions attached which need to be complied with before the permission becomes valid. There is a fee for an application to discharge a condition. Details of what to do are available in a separate leaflet available from the Development Management Unit and on our website.
9. As the applicant you have the right to appeal to the Secretary of State for the Environment if you disagree with the decision to refuse your application, or a condition attached to a decision to permit your application. Further information on this process is available from the Development Management Unit, and on our website.

## Who do I ask if I have any other queries?

Geographical Team dealing with applications across the borough  
023 8068 8000

Major Applications Teams dealing with major development across the borough: 023 8068 8000

### **Please note:**

Planning Applications are a separate issue to Building Regulations. You are advised to contact the Council's Building Control Unit for advice regarding Building Regulation matters on 023 8068 8000

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Eastleigh House, Upper Market  
Street, Eastleigh, Hampshire,  
SO50 9YN

T: 023 8068 8000  
E: [planning@eastleigh.gov.uk](mailto:planning@eastleigh.gov.uk)  
W: [www.eastleigh.gov.uk](http://www.eastleigh.gov.uk)

This information can be provided in alternative formats including large print, audio tape, Braille and other languages by calling 023 8068 8000