

**BASSETLAW DISTRICT COUNCIL
PLANNING APPLICATIONS: CHANGES TO PROCEDURES
INTERIM NOTE FOR APPLICANTS: MARCH 2006**

The Council is making some changes to planning procedures in order to increase the speed in making planning decisions on planning applications. This is to meet government targets, which include processing 80% of householder applications within 8 weeks and 60% of major applications within 13 weeks.

To achieve this the Planning Service is:

- Putting more emphasis on pre-application discussions.
- Not processing applications until all the necessary information is supplied.
- Normally deciding your application on the basis of the information you have supplied, without further contact with you.
- If we do contact you to invite amendments these will be confined to minor changes likely to make your application acceptable and you must respond within a time limit, usually between 5 – 10 working days, depending on circumstances.

These changes are designed to speed up the process and give you a decision within the timescale, to make effective use of our resources and to ensure that the public and consultees interested in your application have all the information to hand in the limited time they have to make comments.

Information about submitting your application is provided with the Guidance Notes accompanying the application forms. Please read these carefully as any omissions or errors will delay your application. Common errors include omitting to draw a red line around the site of the application and discrepancies between detailed floor plans and elevations. Accurate plans are vital for detailed proposals as if permission is granted you must adhere to them. You can also submit your application on line through the Council's website, www.bassetlaw.gov.uk (go to the Planning On Line pages via the Environment heading on the home page).

You will receive a questionnaire with your planning decision. We would welcome your comments as we will use them to assess the changes, improve our service and revise our information notes about planning procedures. If you wish to add comments to your questionnaire please use the back of the form.

Major planning applications (10 or more dwellings or 1000 square metres or more floorspace) are likely to require considerable supporting information and may require planning obligations. The Council has prepared an additional interim guidance note on major applications, pending full revisions to our process for dealing with major planning applications.