

WHY USE PRE-APPLICATION SERVICES



Newcastle City Council offers a householder pre-application advice service which can informally assess whether planning permission is required for an alteration or extension to your home and highlight potential issues which may arise during the course of any application.

WHAT IS HOUSEHOLD DEVELOPMENT?

Household Development includes most external alterations or extensions which could be made to an existing dwelling house, flat or maisonette.

The most common types of alteration include:

- adding an extension
- building a conservatory
- adding a porch
- installing a driveway
- erecting decking
- adding a balcony/roof terrace
- outbuildings/sheds
- installing a satellite dish
- making alterations to the boundary treatment
- loft conversions and dormer windows
- rendering/cladding
- installation of micro-generation equipment such as solar panels

CHECK WHETHER YOU NEED PLANNING PERMISSION FIRST

It may be possible to extend or alter your property without the need to apply for planning permission. This is known as permitted development.

You can find out whether planning permission is required for any alteration you wish to make in several ways.

The Planning Portal website provides several interactive guides which describe what you can do without applying for planning permission.

You can access these guides using the link below:
www.planningportal.co.uk/permission/house



The government has also issued guidance on how to interpret the planning legislation to find out whether planning permission is required.

www.planningportal.co.uk/uploads/100806_PDforhouseholders_Technical_Guidance.pdf

The Council's Pre-Planning Household Guidance service also offers the ability to have your plans checked against permitted development rights.

PERMITTED DEVELOPMENT RIGHTS

If you live in a conservation area or an area subject to tighter controls your permitted development rights may also be more restricted. If your property is a listed building you will also need separate listed building consent.

If you live in a flat or a maisonette you have very limited permitted development rights. You will therefore need to apply for planning permission for most external alterations you wish to make.

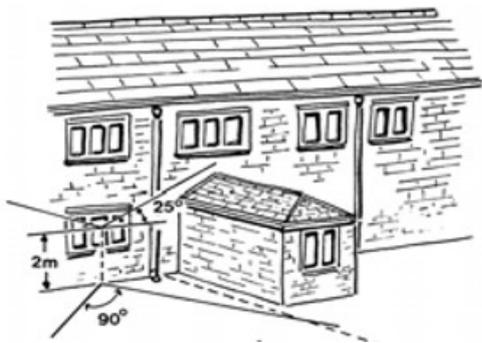
If you undertake works to your property without planning permission or without seeking formal written confirmation that planning permission is not required, you may be liable to enforcement action where you may have to remove the development. In some cases you may also be liable to prosecution.

It is therefore recommended that before proceeding you either seek written confirmation that planning permission is not required or apply for formal planning consent.

I KNOW PERMISSION IS REQUIRED – WHAT ARE THE ADVANTAGES OF THE PRE-APPLICATION SERVICE?

Deciding to extend or alter your home is an important decision which is likely to involve a large financial investment. You therefore need to consider carefully the type and size of any alteration or extension.

A poorly designed extension may have a harmful impact upon the appearance of your property and the wider area, and/or may result in harm to the amenity of neighbouring dwellings. Before designing your extension you are advised to read the Council's Household Design Guides at: <https://www.newcastle.gov.uk/sites/default/files/wwwfileroot/legacy/regen/plantrans/DesignGuideWeb.pdf>



Effective pre-application discussions can:

- Help you understand the planning process
- Increase the chances of receiving a quicker decision by highlighting potential issues upfront
- Provide a more efficient service by highlighting whether other consents are required such as Listed Building Consent or applications for works to trees
- Provide assistance regarding whether your proposal is in accordance with local and national policy and guidance
- Provide recommendations regarding the scale and design of your proposals with the aim of enabling any future application to run more smoothly.

CAN I GET WRITTEN CONFIRMATION THAT PLANNING PERMISSION IS NOT REQUIRED?

If you think that planning permission is not required for your proposed alterations but you would like confirmation of this in writing, Newcastle City Council can provide this service.

For formal confirmation that planning permission is not required you are advised to submit an application for a Lawful Development Certificate.

The forms for this are available from the Council website. A fee is applicable, please check the separate fee sheet for further information.

HOW DO I OBTAIN PRE-APPLICATION ADVICE?

All enquiries should be submitted on the attached enquiry form together with the fee and necessary supporting documents as described on the form. A standard fee of £50 will be applicable to all enquiries registered (excluding disabled adaptations).

The enquiry should then be:

- Emailed to: planning.control@newcastle.gov.uk
- Delivered in person to the Customer Service Centre, Newcastle Central Library, John Dobson Street between 10am and 4pm Monday – Friday
- Sent by post to: Development Management Civic Centre Barras Bridge Newcastle upon Tyne NE1 8QH

Upon receipt of your enquiry the proposal will initially be assessed to establish whether planning permission is required.

If it is considered that planning permission is not required, an informal response will be issued to you in writing. This written response to you will be the informal opinion of our officers only and will not be legally binding.

The only way to receive a formal response is by submitting a Lawful Development Certificate application as explained above.

HOW LONG WILL IT TAKE?

Within 5 working days of receipt of the pre-application enquiry form, fee and supporting information you will receive an acknowledgement confirming receipt of the pre-application enquiry and the case officer contact details.

We will aim to respond with our pre-application advice within 21 working days of receipt of all required information.

WHAT INFORMATION WILL I RECEIVE?

If we consider that planning permission is required for the works, we will:

- Assess your proposals against local and national policy undertake consultation with relevant parties, such as Heritage or Transportation Officers
- Undertake a site visit to assess the impact on visual and residential amenity, and other factors relevant to your proposal

You may also wish to meet with us to discuss your proposals in more detail. We can make recommendations on how to improve your proposals where considered necessary.

We will then respond to you in writing advising of our recommendations. We will also advise you of what you need to submit with your application in order to assist in the validation of your application.

HOW CAN I APPLY FOR PLANNING PERMISSION?

You can apply for Planning Permission online through the Planning Portal. Applying online is a fast and efficient service and there are many advantages if you choose this option.

Alternatively you can download the relevant forms, guidance on how to submit an application and information on planning fees from the Council website.

DO I NEED BUILDING REGULATIONS CONSENT?

Internal and external alterations to your property may require Building Regulations consent. You may still need Building Regulations consent even if you do not need planning permission and vice versa.

Building Regulations consent is completely separate from planning permission and you should always check both before proceeding with any work.

If you are uncertain at this time whether your proposals require a Building Regulation Application, Newcastle Building Control Services will be pleased to advise you and to explain the options available to you in submitting an application.



You can contact Building Control on 0191 2787878. Alternatively you can email your enquiry to building.control@newcastle.gov.uk

ABOUT THE SERVICE

The city council is committed to providing an efficient, effective and customer focused planning service, which helps guide developers through the planning process to ensure that high quality developments can be delivered.

The service is not compulsory and may not be appropriate for all situations. However, the Council actively encourages pre-application discussions for all development and particularly more detailed and complex major development proposals before submission for formal consideration.

DISCLAIMER: The Council will make every effort to ensure that the advice given in the pre-application process is as accurate as possible. However, any advice given by council officers for pre-application enquiries does not constitute a formal response or decision of the Council with regards to any future planning applications and, whilst it may be a material consideration, cannot be held to bind the council in its validation or formal determination of a subsequent application.

If an application is subsequently submitted which fails to take on board advice given by officers, then the council may refuse it without further discussion with the applicant or their agent.

Household Pre-application Enquiry Form

1. Contact Details

Applicant Details:

Name:

Address

Phone:

Email:

Agent Details:

Name:

Address

Phone:

Email:

2. Address of the Application Site

3. Description of proposal

4. Are you proposing to carry out works to a Listed Building?

Yes No

5. Any other details relevant to the application

6. Possible information that you may wish to submit. The more detail you are able to provide will help us provide you with a more informed response. The elements in bold are considered to be the minimum required for a stage 1 response but you may chose to submit more to assist us in commenting on your scheme

Tick as appropriate	✓		
A fee of £50 inclusive of VAT		Description of the proposed development including uses, amount of floorspace created	
Site location map at recognised scale.		Existing and proposed floor plans, elevations and sections to scale or with building heights marked.	
Existing and proposed site layout (preferably 1:500)		If you believe your proposal should remain confidential you will need set out reasons why and for how long it should remain so. Without this it will be assumed that the information will not need to be treated confidentially.	
Photographs of site and immediate surroundings (useful but not compulsory)		Any other relevant information to support your application.	

7. Submission and payment method

Submission:

- Email your submission to planning.control@newcastle.gov.uk (preferred option);
- Alternatively by post to Development Management, 9th Floor, Civic Centre, Newcastle Upon, Tyne, NE1 8QH

Payment:

- You can pay via our website at www.newcastle.gov.uk

We aim to provide a courteous and efficient service. If you would like to comment on the services provided by this department please feel free to contact us. Write to: Development Management, 9th Floor, Civic Centre, Newcastle Upon, Tyne, NE1 8QH; Phone: (0191) 278 7878
e-mail: planning.control@newcastle.gov.uk