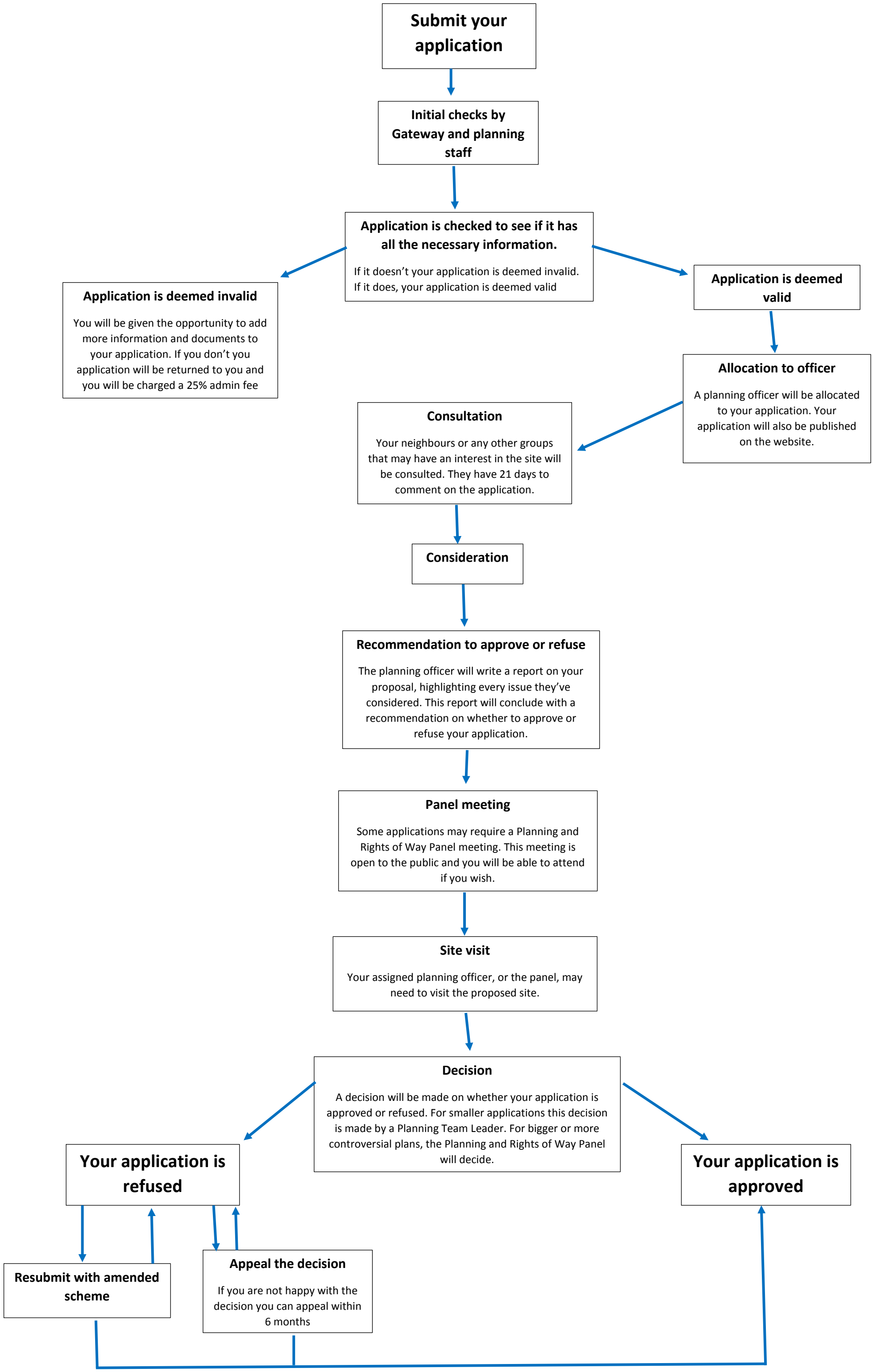
Submit your application
Initial checks by Gateway and planning staff
Application is checked to see if it has all the necessary information.
If it doesn't your application is deemed invalid. If it does, your application is deemed valid
Application is deemed invalid
You will be given the opportunity to add more information and documents to your application. If you don't you application will be returned to you and you will be charged a 25% admin fee
Application is deemed valid
Allocation to officer
A planning officer will be allocated to your application. Your application will also be published on the website.
Consultation
Your neighbours or any other groups that may have an interest in the site will be consulted. They have 21 days to comment on the application.
Consideration
Recommendation to approve or refuse
The planning officer will write a report on your proposal, highlighting every issue they've considered. This report will conclude with a recommendation on whether to approve or refuse your application.
Panel meeting
Some applications may require a Planning and Rights of Way Panel meeting. This meeting is open to the public and you will be able to attend if you wish.
Site visit
Your assigned planning officer, or the panel, may need to visit the proposed site.
Decision
A decision will be made on whether your application is approved or refused. For smaller applications this decision is made by a Planning Team Leader. For bigger or more controversial plans, the Planning and Rights of Way Panel will decide.
Your application is refused
Your application is approved
Resubmit with amended scheme
Appeal the decision
If you are not happy with the decision you can appeal within 6 months