

Ten tips for speeding up your planning application

1. Get pre-application advice. Duty planning officers can advise you on smaller proposals and our pre-application advice service is available for larger schemes. If your proposal affects a listed building or conservation area, speak to the conservation officer for your area.
2. Speak to the Parish/Town Council and neighbours before submitting the application as issues can potentially be resolved before the application is submitted.
3. Do your homework. Make sure that your scheme will comply with other legislation, e.g. Building Regulations, to avoid having to resubmit your application later.
4. Check whether your proposal is likely to require an archaeological, wildlife, structural, land contamination or other survey – it is unlikely there will be time for these to be carried out once the application has been registered.
5. Make sure your site location and block plans do not infringe copyright. We cannot accept Land Registry, South West Water or similar plans and cannot accept copyrighted plans that have been used previously. You can buy plans online or from our Planning Reception.
6. Check all plans are accurate and to a recognised scale.
7. Check that you are submitting everything required for validation. Use the validation check sheet.
8. Provide as much detail as possible. For example, specifying the exact materials to be used and/or submitting samples will avoid having to discharge conditions later.
9. If you are required to enter into a Section 106 Legal Agreement, e.g. in respect of affordable housing, instruct your solicitor early and be ready to provide title to the land.
10. Contact your planning officer regularly. If changes need to be made, the sooner these are identified, the easier it will be to make these within the application timescale.