



Doncaster  
Council



## **Development Management**

# **Pre-Application Service – Level 2**

### **Householder Proposals**

#### **Does my proposal need planning permission?**

If you wish to undertake extensions or alterations to your house or in your garden, you may or may not require planning permission. This is usually the first question we are asked when someone wants to carry out development at their property. Development at domestic properties does not always need planning permission, some development can be carried out under the permitted development rights.

#### **How do I find out if Planning Permission is required?**

As part of our householder pre-application enquiry service, we will advise you if planning permission is required or not; if it is, we will provide you with advice as to whether we would support your proposal or not.

#### **Is there a cost involved?**

Yes, there is a cost involved, please refer to the [Pre-Application Advice Service Fees List](#).

#### **What happens if I don't want to pay for the service?**

If you do not wish to pay for the pre-application service you can refer to The Planning Portal website, to establish if planning permission is required. The Planning Portal is the Government's online service for planning. You can use the tools and information on this site to find out about planning in your area and what development you can perform around your house.

The information about how planning permission might apply to various types of householder projects can be accessed through the Planning Portal's Interactive House Guide.

The link for the Planning Portal is [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

### **What happens if I established that I don't require planning permission?**

If you establish that planning permission not required through the Planning Portal, you will not need to formally apply. However, you will not have any formal opinion in respect of permitted development from the Local Planning Authority. Often when properties are sold you will be asked by the solicitor to provide evidence from the Local Planning Authority that planning permission was not required for the extensions or alterations to your house. Therefore, we advise that you take the opportunity of the service in the first instance.

### **What happens if I establish that my proposal is not permitted development and planning permission is required?**

If you establish that planning permission is required through the Planning Portal, you will need to apply for planning permission with your Local Planning Authority. If you would like our advice, at this point, as to whether your proposal is likely to be supported before you apply, you will need to follow the formal pre-application service, otherwise you would just apply for planning permission without seeking our advice. We would always advise against this, as it may result in you applying, paying a fee and your proposal may ultimately be refused permission.

### **If I choose to apply for permission without seeking advice what do I do?**

You can apply for planning permission online through the Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk) there is also a link from our website.

### **If I choose to make a formal Pre-Application Enquiry what do I have to do?**

To request Pre-Application Advice, please complete the online [pre application request form](#)

The level of information that we require about your proposal to enable us to provide you with Pre-Application Advice will depend upon the category of your request, however, the following will be required initially in all cases:

- 1:2500 Site Location Plan
- 1:500 Site Plan
- Appropriate fee

The more information you can provide us, in respect of your proposal, the more detailed advice we will be able to provide for you. Photographs of your site are also useful to us.

### **What happens if I don't pay the fee?**

Your enquiry will not be validated until the fee is paid, if the fee remains unpaid after 28 days the enquiry will be disposed of.

### **How long does it take?**

We endeavour to provide you with a full response within 28 working days, however, if you do not require planning permission, we will endeavour to advise you of this within 10 working days. If you require a response before this time, please discuss this with the case officer, who will do their best to provide you with advice as soon as possible.

### **Contact**

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