

Undetermined planning applications

The Council seeks to achieve nationally set targets for deciding planning applications. This is normally an 8 week period from the date of the acceptance of the planning application.

Given these very tight deadlines, once a planning application is registered then it is probable that the decision will be made on the information submitted. Therefore it is very important that all relevant information is submitted at the beginning, is accurate and takes account of any pre-application advice.

Planning Officers may contact you or your architect/agent for further information only if this information is:

- Fundamental to the decision
- Can be dealt with in the target time identified in the initial acknowledgement letter.

Amendments suggested by you will not be accepted if they result in the application being undetermined by the target date for a decision.

Post-decision alterations

Can I change my approved planning permission after it has been granted?

Amendments to an approved plan will only be accepted if:

- The request for an amendment relates to a permission that is still capable of implementation.
- The change does not alter the description of the proposal.
- The 'red line' identifying the site on your planning application has not changed.
- The change is not contrary to a condition attached to the planning permission and would not require any other conditions to be imposed.
- The change is '*minor*' in nature

When judging whether a change is '*minor*', the following criteria will be used:

- There is no increase in any overall dimension of the building.
- There is no significant reduction in any dimension.
- The position of the building will not move more than 1 metre.
- There is no introduction of any additional windows. However this does allow for re-organisation of windows that would not result in overlooking, i.e. changing patio doors for a window.
- There is no loss of car parking spaces.

Hart District Council maintains the discretion in all cases to decline amendments if it considers that such an amendment should be the subject of a new planning application.

If you consider that the amendment falls within the criteria listed then you should submit:

- A covering letter giving the application reference number and explaining the amendment.
- 5 copies of appropriately scaled drawings illustrating the change(s).
- A cheque for **25% (+VAT @17.5%)** of the original planning fee – maximum £500.

On receipt of sufficient information the Case Officer will consider the amendment and if it meets the criteria listed may also consult with the Parish or Town Council and neighbours. Other consultees may also be informed.

The Planning Officer will contact you if the amendment does not meet the criteria.

After the consultation period has finished the Case Officer will review the comments received and determine to approve the amendment or refuse the amendment. You will be notified of the decision.

The process on average will take between 14 – 21 days.

Other leaflets available

Council Leaflets

- Your planning application
- Comments made on a planning application
- Running a business from home
- Pre-application advice and the planning surgery
- Do I need Planning Permission?
- Speaking at Planning Committee Meetings
- Design guidance leaflets are also available.

Government Guidance

- Planning - A Guide for Householders
- Building regulations
- Appeal leaflets

All of the above leaflets are available at the Council Offices or can be downloaded from the Councils website.

Useful Websites

www.odpm.gov.uk/Planning
Government planning guidance and information

www.planning-inspectorate.gov.uk
Information on making a planning appeal

www.planningportal.gov.uk
Advice on planning

Hours of opening

(Closed Public and Bank Holidays).

Council Reception

Monday to Thursday 8.30am – 5pm
Friday 8.30 am – 4.30pm

Planning Surgery

Monday 9am – 11 am
Tuesday 2pm – 4pm
Thursday 2pm – 4pm
Friday 9am – 11 am

Planning Help Desk

Monday to Thursday 9am – 5pm
Friday 9am – 4.30pm



PLANNING SERVICES

Making changes to your planning application

Planning applications can be viewed on-line.

Go to www.hart.gov.uk

Head of Planning Services
Civic Offices, Harlington Way, Fleet, Hants,
GU51 4AE
Planning help desk: 01252 774419
Fax: 01252 774410
E-mail: help.desk@hart.gov.uk
www.hart.gov.uk

A guide to applicants

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