
Typical Timetable

For processing major planning applications

September 2006



INVESTOR IN PEOPLE



**Rochford District
Council**

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**The Planning Division
Rochford District Council
Tel: 01702-318191**

Email:

planning.enquiries@rochford.gov.uk

or visit the website:

www.rochford.gov.uk

Cantonese 如果你 需要 放大,盲 文資訊或者不同語言的 版本請聯絡 01702 546 366	Gujarati તમને આ માહિતી મોટા છપેલા અક્ષરો માં, બ્રેલ(અંધલિપિ) યા બીજી ભાષા માં જોઈતી હોય તો મહેરબાની કરી સંપર્ક કરો 01702 546 366	Spanish Si desea esta información impresa en letra grande, Braille o en otro idioma, por favor llame al teléfono 01702 546 366
Urdu اگر آپ یہ معلومات بڑی چھپائی میں، بریل(اندھو کا رسم الخط) یا کوئی اور زبان میں چاہتے ہیں تو 01702 546 366 براہ کرم رابطہ کیجیے	Portugese Caso necessite desta informação em impressão maior, em Braille ou noutra língua, por favor contacte 01702 546 366	Bengali বাংলা আপনি যদি এ তথ্যগুলি বড় মুদ্রাক্ষরে, ব্রেইলি হরফে অথবা অন্য কোন ভাষায় পেতে চান তাহলে অনুগ্রহ করে 01702 546 366 নম্বরে ফোন করুন ।
Shona Kana uchida ruzivo, kana tsananguro iyi yakanyorwa nemavara makuru, kana kuthi yakanyorwa nerurimi rwemapofu, kana nerumwe rurimi, kana umwe mufauro sununguka kuti taurira parunare ronoti 01702 546 366	If you would like this information in large print, Braille or another language please contact 01702 546 366	

Publication of this typical timetable for major applications in Rochford is intended to help applicants work with the Planning and Transportation service to secure planning decisions as soon as possible and to provide a clear structure for the handling of such applications. Developers need to bear these requirements in mind when preparing Major applications for submission or when commissioning architects and planning consultants act on their behalf.

The Planning and Transportation service will determine Major Planning Application decisions within 13 weeks, unless there are exceptional circumstances (The Government has set a target for 60% of all major applications to be dealt with within 13 weeks).

The Government and Rochford District Council regard the pre application phase of the application process as a vital stage in the delivery of a modern planning service. Applicants who fail to devote sufficient time and effort to it run a much greater risk of an early refusal of planning permission.

Inadequate attention to the pre-application phase will almost inevitably lead to the refusal of planning permission, because insufficient time is then available for the Council to agree acceptable proposals, to engage local communities properly, and to assess and determine the applications within the 13-week target. Please bear this in mind. The Planning and Transportation Service welcomes applicants who want to develop a genuine partnership with the Council and local communities, and will do everything possible to assist you.

Pre-application Phase

[12 – 18 weeks in total]

Time required	Key stages
3–4 week period to complete	<p>Pre-application enquiry. To include: 1:1250 location plan, description of proposal and sketch plans; and any requests for Environmental Impact Assessment (EIA) ‘Scoping Opinion’ or for advice on pre-application community consultation.</p> <p>The applicant should discuss with the case officer which external bodies need to be involved at this stage and how.</p> <p>This enables the Planning Service to:</p> <ul style="list-style-type: none"> • Identify a lead case officer and all key stakeholders in the eventual planning application decision; • Consider who and what expertise to bring into the Development Team; • Visit the site; • Make an initial overall planning assessment of the proposal.
(By no later than week 4)	<p>Pre-application meeting. Invite all key consultees. Discussion to include:</p> <ul style="list-style-type: none"> • Allow for the presentation of the application by the applicants to the development team. • Consultees and case officer to give initial views on the principle of the proposal, identify any information or amendments to the proposals required or further pre-application assessment required.

Time required	Key stages
	<ul style="list-style-type: none"> • Provide assistance with checking which supporting submissions will be required with the application, and their scope and content. • Identify any requirement for an Environment Impact Assessment, its scope and content. (If statutory EIA required, application requires a minimum of 16 weeks). • Give advice on any community consultation proposed. • Identify any areas to be covered by a Planning Obligation. • Identify any need for additional pre-application meetings.
4 – 6 week period to complete	Pre-application community consultation and consultation with statutory and non-statutory consultees, by the applicant. The applicant must allow time to assess consultation responses and to either make amendments to proposals or be prepared to explain why requested changes have not been adopted.
4 – 6 week period to complete	Any further pre-application meetings and work required.
1 – 2 week period to complete	Application submission, including period for ensuring all material necessary for a valid application has been submitted. Rochford will advise the applicant if the application is valid or not within 4 working days, if at all possible, but the applicant should allow time to collect and present all the material necessary if complex issues are involved.

Major Planning Applications

13 Weeks in Total

Timetable	Key Stages
0	<p>Applicant submits valid planning application having followed the pre application phase as indicated. To include:</p> <ul style="list-style-type: none"> • All material required from Validation Checklist and • Supporting Submissions guidance. • Copy of all application material on CD if not an online application. • Draft legal agreement, or unilateral undertaking if required.
Week 1	<ul style="list-style-type: none"> • Application registered and applicant informed in writing.
	<ul style="list-style-type: none"> • All application material published on Council website.
	<ul style="list-style-type: none"> • Consultations sent out.
	<ul style="list-style-type: none"> • Application on case officer's desk.
	<p>NB Online applications and those with copies on CD can be processed more quickly and are encouraged.</p>
Week 2–3	<ul style="list-style-type: none"> • Officers to ensure that all consultations are correct • Press and public notices have been posted where appropriate

Timetable	Key Stages
	<ul style="list-style-type: none"> • Development Team meeting to discuss the application and give direction as to what level of decision the application will take (Committee or Weekly List)
Weeks 2–4	<ul style="list-style-type: none"> • Consultees to provide full written comments on application.
Week 4	<ul style="list-style-type: none"> • Letter to applicant identifying any additional information.
Week 5–7	<ul style="list-style-type: none"> • End of statutory consultation period. • Officers to evaluate all of the responses received. • Case officer to confirm in writing final requirements and deadline for submissions. • Period for final discussions and negotiations, including the assessment of any further detailed amendments
End of Week 7 Week 8-10	<ul style="list-style-type: none"> • Officers draft report • Senior officers clear report for either Committee or Weekly List • Latest date for, a signed Unilateral Obligation or a draft (joint) Section 106 Agreement, ready for signing.
Weeks 10–13	<p>3 weeks are required:</p> <ul style="list-style-type: none"> • To take account of any potential referral onto full committee from Weekly List. • To allow for any Committee site visit prior to the reporting of the application;

Timetable	Key Stages
	<ul style="list-style-type: none"> • Report if going to Committee will be made public 5 working days prior to the date of the Committee
	<ul style="list-style-type: none"> • Sign Legal Agreement (if required).
Week 13	<ul style="list-style-type: none"> • Issue Decision Notice



**Rochford District
Council**

Council Offices South Street
Rochford
Essex SS4 1BW

Tel: 01702 546366 Fax: 01702 545737
Website: www.rochford.gov.uk