

## Guidance Notes for:

### Application for Planning Permission

*Town and Country Planning Act 1990 (as amended)*

The Application for Planning Permission form should be used for making a detailed planning application for development under Section 62 of the Town and Country Planning Act 1990 (as amended).

For the purposes of this form, development includes building, engineering or other works, in, on, over or under land, or the making of any material change in the use of any buildings or other land.

Examples of building works which may require planning permission include:

- structural alterations of or additions to buildings
- demolition of buildings
- rebuilding
- other work normally undertaken by a builder

Building works which are not classed as 'development' and therefore do not require planning permission can include maintenance, improvements or other alterations inside the building, or which do not 'materially affect' the way the outside of the building looks.

Examples of building works which may not require planning permission include:

- development permitted by a specific order
- if the intended use will be incidental to the existing use(s)
- certain uses for agriculture or forestry

Planning permission will also be necessary, in most cases, if there is a proposed change of use of buildings or other land.

If you have any questions about whether your proposal requires planning permission, it is best to speak to the planning department of your local authority.

It is often helpful to discuss your proposal with your local authority before you send in your application – this is known as 'pre-application advice'. Your local authority will normally have details of how to go about this on its website.

Further information about Use Class Orders

(<http://www.planningportal.gov.uk/england/genpub/en/1011888237913.html>) can be found on the Planning Portal, or refer to the *Town and Country Planning Use Classes Order 1987 Act (as amended)* (<http://www.opsi.gov.uk/si/si2006/20060220.htm>)