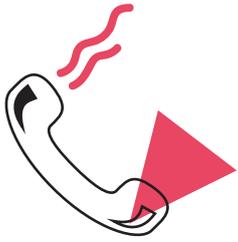


## Planning Application Process



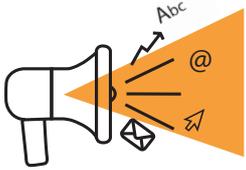
**1** Before completing your application form you should contact your local planning authority for professional help. You can do this via the phone or our online services.



**2** Submit your planning application to the South Somerset District Council planning team online, or in paper format, and pay the correct fee in full.



**3** Once your application has been submitted, the South Somerset District Council planning department will validate your application and request any missing documents. Once the process is underway, you will receive notification.



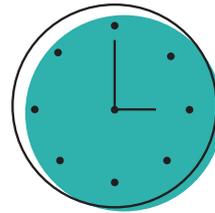
**4** Your application will be publicised and South Somerset District Council's planning office will begin consulting.



**5** Your application is considered by a Planning Officer or the Planning Committee.



**6** If your application concerns trees in a conservation area, you should receive the decision within six weeks.



**7** You should hear back from the Planning Office within eight weeks. This timescale is set by the Government. If you are not granted permission, you have the right to appeal.



**8** If your application is large or complex, the time limit is extended to 13 weeks.



**9** After this point no further appeals against your request can be made.



**10** Approved plans must be started within three years. If not, your planning permission is no longer valid and you must reapply.

## Factors Leading to Delay

- If an unexpected issue arises, it could take more time. These issues could come in the form of a noise survey, ecology survey or flood risk assessment.
- It may be that you're asked to make amendments to your plans if your building is too tall or it reduces visibility for a highway. If this is the case, you'll be asked to make your revisions before a decision is made.
- You may be asked to supply further information detailing the effects your application may have on landscapes, highways and heritage.
- Sometimes changes can be proposed to consider those who live near the development. This could be

the erection of a wall rather than a fence or additional landscaping to screen those affected from the development or traffic.

- There are now fewer people within local organisations to answer consultations.
- Having to consult with parish and town councils can slow your application as it adds additional processes.
- The consultation process can slow development as proposals can be met with hundreds of letters of response, all of which need to be read and assessed.
- The plans are for a large or complex development and need to go to the Area Committee for review and determination.

