



CK ARCHITECTURAL

**PLANNING
APPLICATION
GUIDE**



YOUR GUIDE TO THE PLANNING APPLICATION PROCESS

STAGE 1

PREPARATION ESTIMATED 1 WEEK

- We complete the drawings and add location map and site details to the application.
 - We write the planning and design statements, if required.
 - 3rd party consultants are sourced and collated.
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STAGE 2

SUBMISSION & APPLICATION FEE ESTIMATED 1 WEEK

- We complete and submit relevant forms on the Planning Portal.
- You are directly emailed by Planning Portal to pay application fee.
- Once the application fee is paid, the Planning Portal will submit the drawings to your local council.



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STAGE 3

VALIDATION CHECK

2-3 WEEKS

- We receive and forward you the confirmation letter from the local council or Planning Portal that your application has been received along with the application reference number and case officer.
- The council's validation/admin team will check the application fits the validation check criteria prior to being reviewed by the Planning Officer.
- We will amend/issue any additional information if requested and this will be sent if necessary.

STAGE 4

CONSULTATION PERIOD

3 WEEKS

- During this phase, the Planning Officer will write to the neighbours, highways, environment, relevant utility services etc regarding the application. They will also put up notices on lampposts in the vicinity and speak to the local Parish Council regarding the application.
- All comments from neighbours and various consultees are collated along with information from the Parish Council and the lamppost notices, ready for the Planning Officer to review.



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STAGE 5

VALIDATION CHECK

2-3 WEEKS

- **At this stage, your application will be live and will take 8 weeks to go through the process.**
- The Planning Officer looks at the proposal against the relevant planning policies and consultees comments.
- The Planning Officer may request design changes at this point if required.
- A decision will be issued unless the application is delegated to committee.
- If the application is deemed as contentious, the application will be delegated to the committee to review.
- A decision will be reached, and you will be updated by us.
- We will then advise you on the next steps.
- If the application is unsuccessful, we will be in touch to discuss a redesign/submission.
- This is no application fee for resubmissions within 12 months.