

Planning Permission Application

Process Step	Description
Submit Application	<ul style="list-style-type: none">• Logged onto national planning system and a code is issued (Code is not St Albans District Council code)• Passed down to St Albans local planning system and a new code is issued (Format 5/YYYY/Number)• Advised of application number. A full list of all application numbers goes out to all councillors every Friday. We can check with Councillor (cllr.a.davies@gmail.com) when 21 days starts, which starts from the Friday.
Call to Committee	<ul style="list-style-type: none">• Contentious applications, especially in the conservation area are likely not to be approved by council officers. As an insurance policy it is recommended that applicants ask a councillor to call an application into committee• This has to happen within 21 days of issuance of the application number in the weekly list.
Neighbour engagement	<ul style="list-style-type: none">• Garner support from neighbours (complaints rarely affect decisions unless grounds are planning related)• Request letter of support and submit to planning officer, cc applicant and local councillor. (cllr.a.davies@gmail.com)
Case officer decision	<ul style="list-style-type: none">• This will take about 6 weeks. You cannot challenge the initial decision. As such it is advisable to call to committee as insurance.• The committee date will then fall on a Monday, allowing 2 weeks for committee members to assess application. The first that committee members will know that the application is on the agenda will be two Fridays before. The officer will advise you the committee date prior to the Friday.
Invite committee to view property	<ul style="list-style-type: none">• Suggest a date and a time for committee members to visit the property to support their assessment of the application. [See web site for current committee membership]• Include plans, short summary of rationale for approval, focus on planning points e.g. Consistency of approvals (examples), in keeping with the surroundings, and in keeping with the property style.
Attend committee meeting	<ul style="list-style-type: none">• Planning Officer to present their case first• 3 Minutes for applicant to present the case for approval. Copy / expand on rationale from the committee invite. Bring plans. Thank people for site visits.• 5 Minutes for councillor to present in favour or against your application.