

PD Enquiries

Do I need permission?

If you are proposing some work and you need to know whether you need to apply for planning permission, then you need to make a PD enquiry. This is because if your proposal is 'Permitted Development' within the legislation, then you will not need planning permission.

What you need to provide:

- Completed form
- Sketch drawings of floor plans and appearance
- Photographs of the site if they would help
- Fee (see overleaf)

What service we will provide:

- We will respond in writing within 10 working days
- We will confirm whether you need to make an application for planning permission, and if so why
- If you do need permission, details of what would be required as part of the application submission, and how to apply will also be provided
- Cases will be allocated by a manager to an appropriate case officer to respond
- Responses will be checked by and made in the name of a manager

What happens next?

- If you need permission, you will need to apply
- If you do not need permission, then you can carry on with the works, providing you comply with all other relevant legislation

Pre-application discussions

Will I get planning permission?

If you know you need to apply for planning permission, but you are not sure whether your proposals would be acceptable, you need to seek some pre-application advice.

For smaller schemes, this is a simple process that can be done through the exchange of correspondence, however for larger schemes, meetings may also be necessary, and the discussions can continue for a longer time period.*

For smaller schemes:

What you need to provide:

- Your contact details, including a telephone number and email address (if you have one)
- A description of your proposed development
- A location plan to scale, with the site clearly marked
- Photographs or drawings of what you propose
- Sketch drawings of floor plans and elevations
- Access and parking details
- Fee (see overleaf)

What service we will provide:

- We will respond in writing within 20 working days
- We will consult specialist colleagues where appropriate

For larger schemes:

What you need to provide:

- Your contact details, including a telephone number and email address (if you have one)
- A description of your proposed development
- A location plan to scale, with the site clearly marked
- Photographs or drawings of what you propose
- Sketch drawings of floor plans and elevations
- Access and parking details
- Fee (see overleaf)

What service we will provide:

- We will respond in writing within 30 working days
- We will consult specialist colleagues where appropriate
- We can arrange round-table meetings (for an additional charge)

Planning Performance Agreements (PPAs) are also available – please call the Development Control Manager to discuss these as they fall outside the remit of the information provided on this leaflet.

What happens next?

- Once a point in the discussions is reached where your proposal is considered likely to be acceptable, you will be invited to submit an application

Post-decision amendments

Can I change my permission?

If you have begun your development and want to make some changes to the approved scheme, then it may be possible to do so by exchange of correspondence if the changes are minor, or it may be necessary to submit a new application. To establish which is the case, you should engage in the following process.

What you need to provide:

- Letter explaining the changes you wish to make and why
- Two copies of all relevant plans and elevation drawings, showing proposed amendments, to recognised metric scale

What service we will provide:

- We will respond in writing within 15 working days

What happens next?

- If the amendment is acceptable, one copy of the plans will be kept on the file and the other returned endorsed with a covering letter and the development can then proceed in accordance with these details
- If the amendment is not acceptable, the response will return both sets of plans unendorsed, with advice on submitting an appropriate application which would be required in order for your amendments to be considered further.

*In this context a small scheme consists of less than 10 dwelling, a floor area less than 1000m² or a site less than 1ha, and a larger scheme falls above these thresholds.

Table of fees

Type of enquiry	Size of proposal	Charge
PD Enquiry	Householder	£15
	Other	£35
Pre-application discussions	Householder	£25
	Minor/other	£50
	Major (small scale)	£100
	Major (large scale)	£250
Post-decision amendments	Householder	£15
	Minor/other	£25
	Major	£50

Additional charges

Cost of a meeting	£50
Cost of additional correspondence	£20
PPA	To be agreed by relevant parties as part of process

All charges include VAT

Cheques must be made payable to 'Redditch Borough Council'

The charges are based on the classifications set out by government and used widely within the planning sector for performance management. For clarity, these are explained below:

	Dwellings	Floorspace	Site area
Minor	1-9	<1000m ²	<1ha
Small scale major	10-199	1000-9999m ²	1-2ha
Large scale major	200+	10,000m ² +	2ha+

General information

- ☑ The fee must be paid in advance of any work commencing on your enquiry
- ☑ All advice is provided on a 'without prejudice' basis
- ☑ The advice provided is based on the information submitted
- ☑ Works carried out on site without the benefit of planning permission (where it is necessary) are at risk from enforcement action and applicants and their representatives should be fully aware of this and mindful of it
- ☑ For more information on PPAs and whether they would be appropriate for your proposal, see the ATLAS website www.atlasplanning.com

Contact details

To seek further assistance or submit an enquiry, please use any of the following contact details:

Development Control Manager
Redditch Borough Council
Town Hall
Walter Stranz Square
Redditch
B98 8AH

01527 64252 ext. 3399

developmentcontrol@redditchbc.gov.uk

Your planning services: how to engage and what to expect



www.redditchbc.gov.uk



www.redditchbc.gov.uk

A guide to the advice provided by the
Development Control Team at Redditch
Borough Council