

# Making a Planning Application

A Guide for Residents of Condover Parish

*Helping you prepare a strong and successful submission.*

## What Is a Planning Application?

A planning application is a formal request to your local planning authority (LPA) for permission to carry out building work, change land use, or make significant alterations to a property. It ensures development is safe, sustainable, and in keeping with the character of our parish.

## What Makes a Good Application?

- **✓ Clear Purpose**  
Explain what you want to do and why. Reference how your proposal supports *sustainable development* (NPPF Section 2).
- **✓ Accurate Plans**  
Include scaled drawings, site location plans, and elevations. Use professionals if needed.
- **✓ Respect for Neighbours**  
Consider privacy, light, noise, and access. This supports *healthy and safe communities* (NPPF Section 8).
- **✓ Fit with Local Character**  
Use materials and designs that complement nearby buildings. Align with *well-designed places* (NPPF Section 12).
- **✓ Environmental Awareness**  
Address drainage, trees, wildlife, and flood risk. Reflect *natural environment protection* (NPPF Section 15).
- **✓ Climate and Sustainability**  
Include insulation, solar panels, and low-carbon features. Support *climate change mitigation* (NPPF Section 14).
- **✓ Complete Documentation**  
Include all required forms, statements, and assessments. Missing items cause delays.

## Before You Apply

- **Check if you need permission**  
Some works are allowed under *permitted development*.
- **Visit the Planning Portal**  
[www.planningportal.co.uk](http://www.planningportal.co.uk)
- **Speak to the Local Planning Authority**  
They can advise on policies and requirements.
- **Consult the Parish Council**  
We welcome informal discussions and offer local insight.

## How We Can Help

As your Parish Council, we are a *statutory consultee*. We review and comment on all planning applications in our area. While we don't make final decisions, our input helps shape outcomes.

We aim to:

- Represent community views
- Promote good design and sustainability
- Support fair and transparent development
- Ensure application are aligned to our Parishioners approved Neighbourhood Plan
- Any thing else to add?

## Need Advice?

Thinking about submitting a planning application?

We're here to help.

Visit: CPC Website URL

Email: CPC Email

Call: CPC Phone Number

Or attend your next Parish Council meeting to discuss your ideas.