



## How do I apply?

Applications should be made on forms which are available on the council's website [www.welhat.gov.uk](http://www.welhat.gov.uk), or can be collected from the council's reception in Campus East.

No fee is payable for the application provided the works have not been carried out. However, from 1 January 2009 retrospective applications will incur a fee of £200. In order to assess an application the council requires that all applications include the following:

1. **Completed application form**
2. **Ordnance survey plan 1:1250 with the site outlined in red**
3. **A block plan showing existing/proposed fences, boundaries, hard surfacing, trees**
4. **Existing and proposed plans and elevations drawn in a legible metric scale (e.g. 1:50 or 1:100)**
5. **Supporting justification for the proposal (if applicable)**

Without this information, we may not be able to accept your application. Other information can be included and will be helpful when we look at the visual impact of the works including photographs.

The council's officers can offer advice in writing on your proposal's design and acceptability prior to you making an application.



## What happens to my application?

The council will acknowledge and check the application to see if it has all the information it needs. Applicants will be notified if any additional information is required to accept an application. If we have everything we need, we aim to inform the applicant which officer is dealing with the case within 3 working days of receipt. The council will also write and ask neighbours for their comments. The application will then be passed to an officer for consideration who will visit the property and/or contact you to clarify any details.

In looking at applications the council has to consider the need to balance the objectives of the scheme with the wishes and aspirations of today's residents who wish to extend or alter their property. Everyone, the council and residents, have a role in ensuring that the town's environment continues to be of the highest standard, retaining its value and passing the heritage onto future generations.

## Can I appeal if my application is refused?

Most applicants have the right of appeal to the council's Planning Control Committee if an application is refused. All appeals and supporting information, outlining your request and the reasons, must be submitted in writing to the council. The appeal will then be considered by the committee, usually within 8 weeks of receipt of the appeal. As the appellant you have the opportunity to present your case by speaking at the committee meeting. For dates of the meetings, please look on the website [www.welhat.gov.uk](http://www.welhat.gov.uk).