

- Submission of application (6 copies of the application form, signed and dated/ 1 copy of the Certificate under Section 65, signed and dated in 2 places/ 6 copies of a location plan/ 6 copies of all other plans and elevations/ The correct fee/ A covering letter if it will assist)
- Issue of acknowledgement which states the name of the officer and the date by which a decision can be expected.
- The Council writes to neighbours to invite comments on the proposals and will take into account comments made by neighbours in reaching its decision.
- The planning officer will visit the application site without a prearranged appointment.
- A report on the proposal will finally be prepared for determination by the Head of Planning Services or in some cases by a Committee of Councillors.
- Application approved or refused.