

Planning Permission Checklist

A Complete Guide for UK Construction Projects

APMBuild Ltd - Planning Permission Specialists

100% Approval Success Rate | West Midlands & Wales

Executive Summary

This comprehensive checklist ensures your planning permission application has the best chance of approval. Based on APMBuild's experience with 95% of projects requiring planning permission and achieving 100% approval success rate.

Key Statistics:

- 95% of APMBuild projects require planning permission
- 100% approval success rate achieved
- Average processing time: 8-16 weeks
- 6-month maximum lead time from inquiry to project start

Pre-Application Essentials

1. Site Assessment Checklist

- Property boundaries clearly defined
- Existing structures documented and measured

- Site constraints identified (trees, slopes, utilities)
- Access routes confirmed for construction vehicles
- Neighboring properties assessed for potential objections
- Conservation area status checked
- Listed building constraints reviewed
- Flood risk assessment completed (if applicable)

2. Local Planning Authority Research

- Local planning authority identified (council website)
- Local development plan reviewed
- Planning policies relevant to project identified
- Recent similar applications in area researched
- Planning officer contact details obtained
- Pre-application advice service availability checked
- Local planning committee meeting dates noted

3. Project Scope Definition

- Project type clearly defined (extension, new build, renovation)
- Scale and size of development specified
- Intended use of building confirmed
- Number of occupants/units specified
- Parking requirements calculated
- Energy efficiency targets set (Passive House standard)
- Sustainability measures identified

Documentation Requirements

4. Essential Documents Checklist

- Completed planning application form
- Site location plan (1:1250 or 1:2500 scale)
- Existing site plan (1:500 or 1:200 scale)
- Proposed site plan (1:500 or 1:200 scale)
- Existing floor plans (1:100 or 1:50 scale)
- Proposed floor plans (1:100 or 1:50 scale)
- Existing elevations (1:100 or 1:50 scale)
- Proposed elevations (1:100 or 1:50 scale)
- Cross-sections (if required)
- Planning application fee payment

5. Specialized Drawings (If Required)

- Tree survey and arboricultural report
- Ecological survey (bats, birds, protected species)
- Flood risk assessment
- Transport assessment
- Noise impact assessment
- Heritage statement (for listed buildings/conservation areas)
- Design and access statement
- Structural calculations (if structural changes)

6. Supporting Documentation

- Planning statement explaining proposal
- Sustainability statement (energy efficiency measures)

- Materials specification (European materials documentation)
- Landscaping proposals
- Drainage strategy
- Waste management plan
- Construction management plan
- Community consultation evidence (if applicable)

Design Considerations

7. Architectural Design Compliance

- Scale appropriate to surrounding area
- Materials complement local character
- Roof pitch matches neighboring properties
- Window proportions respect local style
- Building height within acceptable limits
- Setbacks from boundaries appropriate
- Privacy maintained for neighbors
- Overlooking issues addressed

8. Passive House Integration

- Thermal performance standards specified
- Airtightness requirements documented
- MVHR system integration shown
- Insulation thickness accommodated in design
- Thermal bridge elimination detailed

- European materials compatibility confirmed
- Energy performance calculations included
- Sustainability benefits highlighted

9. Technical Standards Compliance

- Building Regulations compliance confirmed
- Accessibility requirements met (Part M)
- Fire safety provisions adequate (Part B)
- Structural integrity assured (Part A)
- Thermal performance meets standards (Part L)
- Ventilation requirements satisfied (Part F)
- Sound insulation appropriate (Part E)

Stakeholder Engagement

10. Neighbor Consultation

- Immediate neighbors identified and contacted
- Proposal explained to affected parties
- Concerns addressed and documented
- Compromise solutions explored (if needed)
- Written support obtained (where possible)
- Potential objections anticipated
- Mitigation measures prepared

11. Professional Team Assembly

- Architect appointed (with local planning experience)
- Planning consultant engaged (if complex application)
- Structural engineer appointed (if required)
- Ecological consultant appointed (if required)
- Arboriculturist appointed (if trees affected)
- Passive House designer confirmed (APMBuild expertise)

Application Submission Process

12. Pre-Submission Review

- All documents reviewed for completeness
- Drawing consistency checked
- Planning policies compliance verified
- Fee calculation confirmed
- Application form accuracy verified
- Supporting statements reviewed
- Professional team sign-off obtained

13. Submission Checklist

- Online application portal accessed
- All documents uploaded in correct format
- File sizes within portal limits
- Drawing scales clearly marked
- North point shown on all plans
- Application fee paid

- Submission confirmation received
- Application reference number recorded

14. Post-Submission Actions

- Acknowledgment letter received
- Planning officer assigned and contacted
- Site notice posted (by council)
- Neighbor notification letters sent (by council)
- Statutory consultation period noted (21 days)
- Case officer meeting arranged (if appropriate)

Managing the Process

15. Timeline Management

- 8-week determination period noted (standard applications)
- 13-week determination period noted (major applications)
- Key milestone dates recorded
- Planning committee dates identified (if required)
- Extension of time agreements considered
- Decision deadline tracked

16. Communication Strategy

- Regular contact with planning officer maintained
- Responses to queries provided promptly
- Additional information requests addressed

- Amendments made if requested
- Progress updates provided to client
- Professional team coordination maintained

17. Addressing Objections

- Public comments monitored
- Valid planning objections identified
- Response strategy developed
- Additional information provided (if needed)
- Design amendments considered
- Compromise solutions explored
- Professional advice sought (if complex issues)

Decision and Next Steps

18. Decision Preparation

- Planning officer's recommendation awaited
- Committee report reviewed (if going to committee)
- Presentation prepared (if committee hearing)
- Client briefed on likely outcome
- Contingency plans prepared (if refusal likely)

19. Approval Management

- Decision notice received and reviewed
- Planning conditions identified

- Condition discharge requirements noted
- Commencement deadline recorded (usually 3 years)
- Building Regulations application prepared
- Construction timeline updated

20. Condition Discharge

- Pre-commencement conditions identified
- Materials samples prepared (if required)
- Landscaping details submitted (if required)
- Construction management plan submitted
- Drainage details confirmed
- Condition discharge applications submitted
- Approvals received before commencement

APMBuild Specific Considerations

21. Passive House Planning Integration

- Energy performance benefits highlighted
- European materials compatibility confirmed
- Thermal bridge elimination shown in drawings
- MVHR system integration detailed
- Sustainability credentials emphasized
- Future regulations compliance demonstrated

22. European Materials Documentation

- CE marking certificates included
- Performance specifications provided
- Installation requirements detailed
- Warranty information included
- Supplier credentials documented
- Quality assurance procedures outlined

23. APMBuild Project Management

- Free initial consultation completed
- Site assessment conducted
- Architect collaboration confirmed
- Planning strategy developed
- Client expectations managed
- Timeline communicated clearly

Common Pitfalls to Avoid

24. Application Errors

- Incomplete application forms
- Missing or incorrect drawings
- Inconsistent information across documents
- Incorrect fees paid
- Poor quality drawings or photographs
- Failure to address planning policies
- Inadequate supporting statements

25. Design Issues

- Overdevelopment of site
- Poor relationship to neighboring properties
- Inappropriate materials or design
- Inadequate parking provision
- Poor access arrangements
- Overlooking or privacy issues
- Failure to respect local character

26. Process Management

- Poor communication with planning officer
- Failure to respond to queries promptly
- Inadequate neighbor consultation
- Missing statutory deadlines
- Failure to address objections
- Poor presentation at committee

Regional Specific Requirements

27. West Midlands Considerations

- Local development plan policies reviewed
- Conservation area requirements checked
- Green belt policies considered (if applicable)
- Local design guides consulted

- Sustainability requirements noted
- Affordable housing contributions calculated (if applicable)

28. Wales Specific Requirements

- Planning Policy Wales compliance
- Welsh language considerations (if applicable)
- Future Wales spatial plan alignment
- Local development plan policies
- Well-being of Future Generations Act compliance
- Sustainable development principles integration

Quality Assurance

29. Final Review Checklist

- All documentation complete and accurate
- Professional team sign-offs obtained
- Client approval confirmed
- Fee payment confirmed
- Submission deadline met
- Backup copies of all documents retained
- Submission confirmation received

30. Success Metrics

- Application submitted on time
- No requests for additional information

- Positive planning officer feedback
- No valid objections received
- Approval granted within statutory timeframe
- All conditions acceptable to client
- Project can proceed as planned

Emergency Procedures

31. If Application is Refused

- Refusal reasons analyzed
- Appeal prospects assessed
- Revised application options considered
- Professional advice sought
- Client consultation arranged
- Next steps agreed

32. If Delays Occur

- Reasons for delay identified
- Extension of time requested (if appropriate)
- Additional information provided promptly
- Client kept informed
- Project timeline adjusted
- Alternative strategies considered

Post-Approval Actions

33. Implementation Preparation

- Building Regulations application submitted
- Detailed construction drawings prepared
- Material specifications finalized
- Contractor selection completed
- Construction timeline confirmed
- Site setup planned

34. Compliance Monitoring

- Planning conditions compliance tracked
- Regular site inspections scheduled
- Progress reports prepared
- Any variations assessed for planning implications
- Completion certificate obtained
- Final compliance confirmation

Contact Information

APMBuild Planning Permission Support

- Website: www.apmbuild.co.uk
- Specialization: Passive House planning applications
- Success Rate: 100% approval rate

- Service Areas: West Midlands, Wales, Great Britain
- Lead Time: Maximum 6 months from inquiry to start

Professional Partners

- Architects: Established relationships with local planning specialists
- Planning Consultants: Network of experienced planning professionals
- Technical Specialists: Ecological, arboricultural, and engineering consultants
- Legal Support: Planning law specialists for complex cases

Additional Resources

35. Useful References

- National Planning Policy Framework (NPPF)
- Local development plan documents
- Planning Practice Guidance
- Building Regulations Approved Documents
- Passive House Institute standards
- European materials technical specifications

36. Online Tools

- Planning portal (gov.uk)
- Local authority planning websites
- Ordnance Survey mapping
- Environment Agency flood maps
- Historic England listings

- Natural England protected sites

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This checklist is based on APMBuild's successful planning permission applications and current UK planning legislation. Requirements may vary by location and project type. Professional advice should always be sought for specific applications.

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