



Applying for planning permission

This fact sheet can be made available in other languages or formats on request by contacting 0161 770 6666. For further information please see our detailed fact sheet Information for all.

The Environmental Services Directorate provides many of the services that directly effect residents and businesses. Planning Services (also referred to as Development Control) is concerned with providing for new development in a sustainable way.

What is planning permission?

Our fact sheet [Planning permission and building control approval](#) will tell you, and it will give examples of the sorts of things that require permission.

How long does it take?

We aim to decide 80% of applications within 8 weeks of receiving your application. For more straightforward proposals, we can often turn them round in 4 to 6 weeks.

How do I apply?

The list below shows you what you need to send us in order that we can process your application efficiently and within time:

- 4 copies of a completed and signed application form;
- A signed Certificate of Ownership (either Certificate A, B, C or D);
- A location plan at 1:1250 scale (or 1: 2500 if 1:1250 not available);
- 4 copies of existing plans;

- 4 copies of existing elevations;
- 4 copies of proposed plans;
- 4 copies of proposed elevations;
- The fee, where applicable; and
- Photographs, if appropriate, to support your application.

We will not process your application unless the minimum information shown above is provided. For further advice and information you can use the contact details shown below.

Can I apply online?

Yes. There is a national Planning Portal www.planningportal.gov.uk that is intended to be the first point of call for anyone who wants to find out about the planning system in England and Wales.

By using the web address above you can, amongst other things, submit an application electronically.

Who decides whether to approve refuse an application?

We consider each case on its merits, according to our policies and standards, and Government guidance.

We operate 2 levels of decision making when determining planning applications. Planning officers have delegated responsibility for deciding on the majority of applications. However, the Council's Planning Committee determines some applications. This meets every 4 weeks, and meetings are open to the public. Applicants and other members of the public have an opportunity to speak in relation to a particular application.

What is the process?

Once an application is submitted, we assign a case officer to deal with it. We have to consult other members of the public about the application, and allow 21 days for comments to be made before a decision can be considered. Other consultees, such as government agencies and the utility companies, have up to 28 days to make their comments.

The case officers visit all sites in order to assess the merits of the proposals. If any modifications are required, the case officer will negotiate such changes with you or your agent.

The case officer will then prepare a brief report on the application and will summarise, and carefully assess, any comments received before making a recommendation.

Either the Planning Services Manager or Planning Committee then gives a decision on the application.

Delegated decisions

The sorts of things that can be determined by planning officers include:

- Advertisement applications;
- Household applications;
- Listed building applications; and
- Applications for works to protected trees

The Planning Services Manager will make the decision to approve or refuse the application, and impose any conditions thought to be necessary. If approved, the decision notice will then normally be sent out on the same day or following day.

Planning Committee decisions

Planning Committee consider:

- All applications involving major and strategic planning matters, such as housing development and large retail schemes;
- Minerals and waste applications; and
- Applications that don't fit in with the policies of the Oldham Unitary Development Plan (UDP).

Members of the Committee (local councillors) can either decide to follow the planning officer's recommendations, make a different decision, or defer the matter for more information or a site visit.

In some cases the decision is subject to the signing of a Section 106 planning obligation, which is a legal agreement used to either enhance the quality of a

development or to enable proposals to go ahead that might otherwise be refused.

Can I appeal against a decision?

If planning permission has been refused, or if it has been granted subject to certain conditions, you are able to appeal against the decision. For most applications you have 3 months from the date of the decision, and you make your appeal to the Planning Inspectorate. You can get more information on this through the Planning Portal.

There is no third party right of appeal against a planning decision.

Contacting us

If you would like more information about planning and building control you can contact us by:

Writing to

Planning Services, Civic Centre, PO Box 30, West Street, Oldham OL1 1UQ

Phoning

0161 770 4105

Faxing

0161 770 3104

Emailing

planning@oldham.gov.uk

In person

Level 12 Reception, Civic Centre

For more information about planning please see our detailed fact sheet:

- [Planning permission and building control approval](#)

We value your comments and suggestions

We want to provide good quality service for people in Oldham and as we are a public service you have a say in what we do. We want you to be completely satisfied with our services but to ensure this we need to know what you think.

What do we do best? Where could we improve things? Do you have any ideas or suggestions? Only by listening to you can we give you the service you deserve.

If you wish to make a comment about our services you can e-mail us on customer.feedback@oldham.gov.uk

Or you can phone us on 0161 770 4191

Or you can write to us: Complaints Officer
 Strategy and Resources Directorate
 PO Box 160
 Civic Centre
 Oldham, OL1 1UG

JAN 2007 OCFS-ENV-EPPBC3S (Version 2) PID485/487 MJS