

Due to demand for our pre-application advice service and the current volume in planning application submissions, we have regrettably taken the decision to temporarily extend some of our response target dates to 28 days (20 working days). We will still endeavour to respond as quickly as we can and will always seek to assist where possible in relation to urgent enquiries.



Planning and Building Control

Householder Enquiries and Applications

Fees and Guidance Notes

March 2021

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Introduction

This document provides guidance to assist with the making of household pre-application requests and planning applications. For guidance on all other development types, and other services that we offer, please refer to the Fees and Charges Schedule.

All formal requests should be made using either the [online form](#) or by email to planning@eastsoffolk.gov.uk

Do I need Permission 'DINP' Form

Many alterations or extensions to residential properties (including fences and boundary treatment) do not require planning permission and have 'deemed consent' as laid out in [The Town and Country Planning General Permitted Development \(England\) Order \(2015\) \(as amended\)](#). Sometimes, however, these have been removed by planning condition or Article 4 direction meaning that all changes and alterations require permission from East Suffolk Council.

It is also important to note that houses created through permitted development rights to change use from shops, financial and professional services premises or agricultural buildings cannot use householder permitted development rights to improve, alter or extend homes: planning permission is required.

The planning portal have produced an interactive guide to advise people on what can and cannot be done using permitted development rights. The guide can be accessed via the [Interactive House on the Planning Portal](#).

If you are seeking clarification as to whether planning permission, please use the [pre-application form](#). One of the team will research the planning history and provide you with a letter of comfort on whether planning permission is required within ²⁰ten working days. This response will also clarify, if you need permission, what documents will be required to support any application.

The fee for this is £74

Pre-application Requests

East Suffolk Council operates a pre-application service to all customers, including on householder proposals.

Pre-application advice is a good way of getting feedback on your development proposals and can increase your chances of submitting a successful planning application. The advice provided will guide you through the issues and policies relevant to your scheme, based on the information submitted with the request.

We will also advise on how issues should be approached and give an indication of whether a scheme is likely to be successful, but no guarantees can or will be given about the decision that will be made on any such application.

The cost for a formal pre-application discussion on your proposal is £74 and we will aim to issue you a formal written response within ²⁰~~ten~~ working days of valid receipt. There are some exemptions to the need to pay a fee (such as if it is for the benefit of a disabled person). For a comprehensive list of all exemptions please refer to the [associated document](#) or contact us via the means at the end of this guidance.

Submission of a Planning Application

The fee for the submission of a 'householder' planning application is £206 where it relates to one dwelling or £407 where it relates to two or more dwellings.

[East Suffolk Local Validation Requirements](#)

Once your application is valid you will receive a written acknowledgement letter from us advising you of the case officers contact details and a link to the website to keep up to date with the progress of your application. We aim to issue formal decisions within eight weeks of valid submission.

The payment of Community Infrastructure Levy may be appropriate for some householder extensions depending on the size proposed. For more guidance on this please visit the [webpage](#) or use the contact details at the end of this document.

Building Control

East Suffolk Council's Building Control Team have significant experience of working with all customers across East Suffolk and would be pleased to discuss your needs with you to help you realise your aspirations. Working with the East Suffolk Building Control Team means that all aspects of your proposal are handled in a comprehensive, seamless, 'one authority' way which simplifies the process for you.

[Building Control » East Suffolk Council](#)

All Building Control Fees are individually calculated, we operate a not for profit service which means all fees simply cover the cost of the tailored service we provide to ensure your project is controlled in the most effective, prompt and reasonable manner.

We aim to provide all individual fee quotes within 24 Hours of the initial fee quote request.

Please email bcfeequotes@eastsoffolk.gov.uk to request your tailored fee quotation.

Contact Details

If you would like any further information please use the following contacts:



Contact us by E-mail

General Planning Enquiries– planning@eastsoffolk.gov.uk

Duty Planner Enquiries– dutyplanner@eastsoffolk.gov.uk

Building Control Enquiries– buildingcontrol@eastsoffolk.gov.uk

Community Infrastructure Levy Enquiries– cil@eastsoffolk.gov.uk



Contact us by phone

General Planning and Building Control Enquiries – 01394 444832



Contact us by post or visit one of our offices

Planning and Coastal Management
East Suffolk Council
Riverside
4 Canning Road
Lowestoft
NR33 0EQ

Planning and Coastal Management
East Suffolk Council
East Suffolk House
Station Road
Melton
Woodbridge
IP12 1RT