

can advise you of progress on the consideration of the application.

Some applications are considered by the Development Control Committee. Members of the public may attend meetings of the Development Control Committee. Both applicants and other interested parties have the right to speak on applications being considered by the Committee – see the Speaking at Development Control Committee Guidance Leaflet.

- 15** When a decision has been made on your application, you (or your agent) will be sent a written notice giving details of the Council's decision and any conditions, if appropriate, together with a report detailing how the decision was arrived at and all relevant background information.

## APPEAL

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### Applicant's right of appeal

- 16** If your planning application is refused, or a decision is not made within 8 weeks or if planning permission has been granted but you disagree with a Condition, you have the right to appeal. This must be done within 3 months of your decision. The appeal becomes the responsibility of Central Government – The Planning Inspectorate, who will then determine the appeal. Details of how to appeal will be sent with your decision notice.

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## SUBMISSION OF YOUR APPLICATION

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### What happens next?

- 1** Your application is checked. If the application form has been filled in correctly, with all the necessary plans, information and the correct fee, an acknowledgement letter will be sent. If an agent submitted the application on your behalf, the letter will be sent to your agent. The acknowledgement letter will give the name and telephone number of the planning officer dealing with your application, an **application reference number** and a date by which we should have made a decision on your application. This date will be 8 weeks from the date on which your application was registered. However, in most cases, our aim is to deal with almost all householder applications in less than 8 weeks.

- 2** If your application is incomplete, a letter explaining what is wrong and asking for additional information will be sent to you within a few days of your application being received. Please ensure the proposed development is as you want it to be as any alterations to the scheme following the grant of permission may require further planning permission.

## CONSULTATION

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### Will anyone be told about my application?

- 3** The Local Planning Authority is required to notify in writing occupiers of any properties who might be affected by your proposal. This will always include your next door neighbours and, in many cases, the occupiers of any houses at the rear of, or opposite, your house. Owners of adjacent land are not necessarily known by the Council and therefore may not be contacted directly.
- 4** The notification letter will explain that a planning application has been submitted, where a copy of the application can be inspected and what the person receiving the letter can do if he/she wants to make any comments on your application within a 21 day period. A Notice will also be posted near the site. Your local Parish/Town Council will also be consulted.
- 5** We must also keep the details of all planning applications in a register, which is kept at the Council's Planning Reception. Anyone may look at this register.
- 6** In addition to consulting other Departments in the Council, in some cases we may also need to consult other organisations about your application. These could include the Highway Authority and the Environment Agency.

## CONSIDERATION

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### What does the Planning Officer dealing with my application do?

- 7** Visits the site to assess relevant planning issues; for example, the effect of the proposal on neighbouring

properties, the character of the area and the design of the proposed development.

- 8** Assesses whether the proposal takes into consideration policies contained in the Local Plan and the relevant Supplementary Planning Guidance.
- 9** Considers any comments from neighbours or other people and organisations.
- 10** Makes a recommendation that the application should be either permitted, possibly with conditions or refused. If the Officer considers a scheme could be amended, so that it can be recommended for approval, you or your agent will be contacted.

## DECISION

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### How are decisions on planning applications made?

- 11** No earlier than the end of the 21 day consultation period, the decision will be made either by the:
- Director of Planning and Environmental Services, who has delegated authority to determine the majority of applications on a daily basis; or
  - Development Control Committee which meet every four weeks.
- 12** If you are a member of staff of Hambleton District Council or an elected Member of the Council it will be necessary for your application to be determined by the Development Control Committee.
- 13** Decisions will be made on the basis of a written report, recommendations which will summarise comments received and the key planning issues involved.

## CONTACT

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### How will I find out what has happened to my application?

- 14** You may contact the Officer named in the acknowledgement letter, quoting the **application reference number**, who