




# Your annexe planning permission guide, in association with the NAPC



## Included in this guide:

- The application process 
- Top tips for gaining planning permission 
- NAPC and how we can help 

## The planning process

**1**

### Seek expert advice

In the first instance, seek advice from an expert. A planning consultant will be able to advise the likelihood of your project being approved by undertaking a feasibility study.

**2**

### Thorough preparation

Preparation of a robust planning application to justify the proposal, including all relevant planning documentation. This will then be submitted to your Local Planning Authority electronically.

**3**

### Application registration

Once submitted, the next stage is validation for the application. This can take between 1-3 weeks for your application to be registered.

**4**

### Public consent

Your application will be published for the local community to comment. They have 21 days from the published date to do so.

**5**

### Site visit

A site visit maybe required for planning officers to undertake any inspections.

**6**

### Local Assessment

Considerations will then be made. Planning officers will draw upon existing or emerging policies, check council standards plus any previous decisions relating to the site or similar applications.

**7**

### Recommendations

Taking all things into account, the planning officer will give a recommendation to a senior member of staff.

**8**

### Decision time

A decision will then be reached. Approval or refusal.

From the validation stage, applications should reach a decision within 8 weeks, however this is dependent on the local planning authority and their case load.

Should you be issued with a refusal, you have the right to appeal to the secretary of state. We advise always to chat to a planning expert.

## Top Tips For Gaining Planning Permission:

These are some things to consider when planning your annexe. Of course all cases vary and every application is judged on its own merits, but there are some ways to give you the best chance of success

1

Think of your neighbours, will the building impact their property? It is always a good idea to discuss your plans with them before submitting an application.

2

Ensure the design of your annexe reflects the character of the surrounding area.

3

Share facilities with the main dwelling, such as, water, sewage connections, internet and TV accounts, this all helps ensure the annexe has a link to the main dwelling.

4

Access to the building, must be accessed through existing access arrangements.

5

Check whether your house is in a Conversation Area, Area of Outstanding Natural Beauty or is a Listed Building.

6

Some councils have parking standards; therefore, some areas may require sufficient parking for the occupants.

7

The building must be ancillary, so the occupants must have a close relationship with the occupants of the main house.

8

The location of the annexe doesn't divide the garden off.

9

The annexe is located within the residential garden and not within an area such as a paddock.

## How We Can Help:

As partners of the NAPC, the UK's only annexe and garden room planning and development consultancy, we provide homeowners with expert advice at the early stages of a project right through to gaining a decision.

We will lead you through every stage, ensuring you feel fully supported and are aware of updates through out the process. Our planning consultants have over 15 years' experience having worked with 250+ local planning authorities. From over 500 garden building applications submitted, NAPC have a 95% planning success rate; so you can rest assured that you are in safe hands when it comes to gaining annexe planning approval.

Let's talk  
about your  
project

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