

HOUSEHOLDER PRIOR NOTIFICATION (PCN) – PROCEDURE NOTE (DM)

Application ref: 21/0113

	WHEN	WHO	CHECK		✓ x	ACTION
1	On receipt	ADMIN				Register the application and pass to Head of DM.
2	On receipt	DM	Has the developer provided the following:	Length of extension	✓	If any of this information is missing, either seek it out or refuse pursuant to para 3(a) of condition A.4 of Part 1 (standard wording) and pass back to admin to issue the decision.
				Max. height of extension	✓	
				Eaves height of extension	✓	
				Plan showing the site and the proposed extension	✓	
				Addresses of adjoining premises	X	
				Applicant's contact address	✓	If all of the information has been provided, proceed to step 3.
3	On receipt	DM	Check planning history, have PD rights been removed?	Yes		Refuse pursuant to para 3(a) of condition A.4 of Part 1 (standard wording) and pass back to admin to issue the decision.
				No	✓	Continue to step 4
4	On receipt	DM	PD check, does the proposal comply with the criteria? (see attached)	Yes		Pass back to admin to proceed.
				No or don't know	X	Refuse pursuant to para 3(a) of condition A.4 of Part 1 and pass back to admin to issue the decision. NB: materials can be conditioned. As HPNs attract a fee, information that is easy to provide should be sought out.
5	On receipt	ADMIN			EITHER/OR	Issue decision and pass back to Head of DM. Consult neighbours and pass back to case officer.
6	Day 21	DM	Have any representations been received?	Yes		Continue with application
				No		Issue decision notice that prior approval not required

Case officer: C. Hirst	Date: 12.02.2021
Senior officer: Clare Johnson	Date: 12/02/2021