

How do I obtain advice on how to complete application forms?

[Guidance notes](#) are available on this website. Further advice can be sought by contacting the planning help line on 020 7361 3012 or e-mailing planning.info@rbkc.gov.uk . Alternatively, you can visit the Planning Information desk at the Town Hall.

How do I make a planning application?

You can obtain the correct [application form](#) and information about the relevant [fee](#) by clicking the appropriate links. Should you require any help with completing your application form or further advice about the information required as part of your application, please telephone us on 020 7361 3012 or visit the Planning Information desk at the Town Hall.

You can also submit your application electronically via the [Planning Portal](#). There are some extra requirements if you chose to do this, so please read our [guidance notes](#) on submitting an application via the portal in order that your application can be accepted without delay.

Can I make a planning application online?

Yes. The Royal Borough is fully integrated with the [Planning Portal](#). You can make your application through this, send it to us online and also pay us electronically. For larger plans and drawings there are restrictions on the file sizes which can be sent through. If you have any drawings which exceed these, then you can burn them onto a CD and send them to us that way instead.

How do I make an application for a Certificate of Lawful Proposed Use or Development?

There are [guidance notes](#) on submitting an application for a Certificate. These notes explain what information is required and you can obtain the correct [application form](#) and information about the relevant [fee](#) by clicking on the appropriate links. Should you require any help with completing your application form or further advice about the information required as part of your application, please telephone PlanningLine on 020 7361 3012 or visit the Planning Information Office at the Town Hall.

You can also submit your application electronically via the [Planning Portal](#) . Please read our [guidance notes](#) on submitting an application via the portal in order that your application is accepted without delay.

How do I make an application for a Certificate of Lawful Existing Use or Development?

There are [guidance notes](#) on submitting an application for a Certificate. These notes explain what information is required and you can obtain the correct [application form](#) and information about the relevant [fee](#) by clicking on the appropriate links. Should you require any help with completing your application form or further advice about the information required as part of your application, please telephone PlanningLine on 020 7361 3012 or visit the Planning Information Office at the Town Hall.

You can also submit your application electronically via the [Planning Portal](#) . Please read our [guidance notes](#) on submitting an application via the portal in order that your application is accepted without delay.

I want to build a basement – what do I need to know?

A Supplementary Planning Document will be published shortly, called 'Subterranean Developments SPD'. This will explain what you will need to take into consideration when applying for planning permission.

Should you wish to apply for any development that involves substantial excavation, you have to provide a structural method statement with your submission. This statement should set out

the methods by which you intend to construct your basement and why you have chosen these methods. The inclusion of borehole tests and structural calculations are usually required. These statements are checked by an independent structural engineer who may request additional information before they can properly assess your submission.

In order not to delay the determination of your application you are advised to submit a comprehensive assessment at the outset.

How do I obtain the site location plan required for my application?

You may already have an appropriate plan with the deeds of your property. As long as the plan is accurate, clear and up to date, you can submit this with your application.

If not, maps can be obtained from the public library on Philimore Walk for a small charge. Please follow this link to obtain the opening times of the library.

<http://www.rbkc.gov.uk/libraries/general/>

Ordnance Survey produces these site location plans so you may be able to purchase one from their company directly.

How much does it cost to make a planning application?

That depends what type of application it is or what you want to do. See the [schedule of planning fees](#), which are set by the government and not by us.

Do I have to pay for a planning application if I am disabled?

If the work is to provide access and facilities for disabled persons in your home and/or buildings to which the public have access then fees are exempt. You will need to provide proof of your disability with your planning application.

How do I pay my planning fees?

If you submit your application online through the [Planning Portal](#), you can pay online too, by credit or debit card.

Alternatively, you can pay in person by cash, cheque or credit card at the Planning Information Desk on the Ground Floor of the Town Hall, or you can post a cheque to our usual mailing address: -

The Royal Borough of Kensington and Chelsea
Planning and Borough Development
Town Hall
Hornton Street
W8 7NX

All cheques should be made payable to 'The Royal Borough of Kensington and Chelsea'. Please do not send cash by post.

Unfortunately we are unable to take card payments over the telephone.

If I am submitting more than one planning application can I pay all fees on one cheque?

No. Please provide separate cheques for each application you submit.

Can I have a refund on my planning application if I decide not to proceed with it?

Not if the application has already been accepted and validated by us. Any cheques submitted with an application will be banked immediately your application is validated.

Can I have a refund on my planning application if it is refused?

No. Planning application fees are paid towards the costs we incur when processing an application. These fees are payable no matter what the outcome of the application as the work involved for the Council is the same whether it is approved or refused.

How many copies of documents do I need to submit?

We require four copies of all documents relating to each application. Therefore, if you are submitting (or amending) a planning and a listed building application, you will need to send us eight copies of each relevant document.

How long does it take to get a decision on a planning application?

The Council has targets to determine 60% of major applications within 13 weeks, 65% of minor applications in 8 weeks 80% of "other" applications in 8 weeks (this includes householder applications).

Once I submit a planning application, what is the process?

Please click here to view a flowchart of the [planning application process](#).

If I am changing the sign on the front of my shop do I have to re-apply for planning permission?

Some non-illuminated signs do not require consent depending on their size but most likely yes, you will need to apply for express consent to display advertisements. For further advice, please contact us.

What are the policies that Development Control Officers will assess my planning application against?

The [Unitary Development Plan \(UDP\)](#) is currently the main policy document that all planning applications are assessed by. This can be viewed by clicking on the above link. The UDP is prepared having consideration to national planning guidance, generally known as Planning Policy Statements (PPS) and Planning Policy Guidance (PPG) and [The London Plan](#).

The Mayor is responsible for producing a planning strategy for London. The London Plan is the name given to the Mayor's spatial development strategy for the whole of London.

There are also Supplementary Planning Guidance documents, which supplement the policies in the UDP. A new planning system called the Local Development Framework is currently being produced and once adopted, this will replace the UDP.

How do I find out what stage my planning application is at?

Information relating to planning applications can be obtained by contacting the Planning help line on 020 7361 3012.

Who is the Case Officer/Planning Officer who is dealing with my planning application?

Following validation of your application, a Case Officer will be allocated. The letter you receive confirming the validation of your application will tell you the name and direct telephone number of your Case Officer. You can also view your planning application and the Case Officers details on our website under [Current Applications](#).

Can I resubmit my planning application if it is refused?

You have twelve months to re-submit from the date the refusal notice was issued as long as it is the same site, applicant and roughly the same proposal. You have one chance of re-applying

at no cost and all relevant forms and documentation must be resubmitted. The Council cannot copy information from the old application to the new one for you.

Can I resubmit a planning application I have previously withdrawn?

If you withdraw an application you have twelve months to re-submit from the date of the submission of the original application as long as it is the same site, applicant and roughly the same proposal. You have one chance of re-applying at no cost and all relevant forms and documentation must be resubmitted. The Council cannot copy information from the old application to the new one for you.

If my planning application is rejected and then re-submitted within 12 months of the decision date do I need to pay the fee again?

If plans are resubmitted within 12 months of the original refusal no fee will be payable if all the issues regarding the refusal have been addressed, the applicant and the site are the same and the scheme is broadly similar.

What can I do if I disagree with the Council's decision to refuse my application?

If you disagree with the Council's decision to refuse your application, you can appeal to the Secretary of State. The appeal process is run by the [Planning Inspectorate](#).

You would need to lodge your appeal with them within 6 months of the date of your refusal (with the exception of an advertisement appeal which has to be lodged within 2 months). You can download the relevant form from their website. You can also find guidance on the appeals process on the Council's website under [Appeals](#).

What can I do if I disagree with a Condition(s) attached to my planning approval?

Firstly, you can submit an application to vary or remove the Condition(s). You are advised to discuss your proposal with your original case officer prior to doing this, particularly if the approval has been granted recently. The Royal Borough only imposes conditions on planning approvals if they consider them necessary to avoid refusing a development. Therefore, we are unlikely to grant a variation or removal of a condition we have considered necessary to impose.

Alternatively, if you disagree with the Council's decision to impose Planning Conditions on your planning approval, you can appeal to the Secretary of State. The appeal process is run by the [Planning Inspectorate](#). You would need to lodge your appeal with them within 6 months of the date of your approval. You can download the relevant form from their website. You can also find guidance on the appeals process on the Council's website under [Appeals](#).

What is a Design and Access Statement?

There is now a formal requirement for Design and Access Statements to be submitted with ALL Outline and Full applications involving building operations, except for householder applications.

However, household applications in a Conservation Area **always** require a Design and Access statement. If works are proposed to a Listed building you will **always** require a Design and Access Statement. You do not require a Design and Access Statement in the following instances

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments: **but statements are required if the property is located within a Conservation Area**
- Advertisements
- Tree Preservation Orders
- Storage of Hazardous Waste

Design and Access Statement Requirements

The statement should be appropriate to the scale of the proposal with a single dwelling only requiring a brief statement of approximately one page in length where as one for a major development is likely to be more extensive

The Design Component

A design and access statement should explain the design principles and concepts that have been applied to particular aspects of the proposal - these are the amount; layout; scale; landscaping and appearance of the development- and explain how issues relating to access to the development have been dealt with. Statements should evolve throughout the design and development process.

Design and access statements for outline and detailed applications should also demonstrate how crime prevention measures have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places set out in [Safer Places - The Planning System and Crime Prevention \(DCLG/Home Office 2003\)](#).

The Access Component

Formal requirements for the access component of the statement relates only to 'access to the development' and therefore does not extend to internal aspects of individual buildings.

Statements should explain how access arrangements will ensure that all users will have equal and convenient access to buildings and spaces and the public transport network. The statement should address the need for flexibility of the development and how it may adapt to changing needs.

The design and access statement should also explain the policy adopted in relation to access and how relevant policies in local development documents have been taken into account. The statement should also provide information on any consultation undertaken in relation to issues of access and how the outcome of this consultation has informed the development proposals. This should include, for example, a brief explanation of the applicant's policy and approach to access, with particular reference to the inclusion of disabled people, and a description of how the sources of advice on design and accessibility and technical issues will be or have been followed.

Access for the emergency services should also be explained where relevant. Such information may include circulation routes round the site and egress from buildings in the event of emergency evacuation.

You are strongly advised to consult the document '[Design and Access Statements - How to write, read and use them](#)' by CABI (Commission for Architecture and the Built Environment - The Government's advisor on architecture, urban design and public space). The document can be accessed by clicking the link above. You are also advised to lay out your statement in the clear format suggested in that document.

Do I need to provide affordable housing as part of my development?

The UDP affordable housing policies have been deleted, so we currently use The London Plan Affordable Housing Policy 3A.11, "Affordable housing thresholds", which states that 'Boroughs should normally require affordable housing provision on a site which has a capacity to provide 10 or more homes'.

What percentage of affordable housing do I need to provide?

The London Plan Policy 3A.9, "Affordable housing targets" has a target 50 per cent affordable housing target. However, London Plan Policy 3A.10 "Negotiating affordable housing in individual private residential and mixed-use schemes" states that Boroughs should seek the

maximum reasonable amount of affordable housing when negotiating on individual private residential and mixed-use schemes.

What mix of affordable housing do I need to provide?

70 per cent of the affordable housing should be social housing and 30 per cent should be intermediate housing.