

FAQs – Current Applications

Do I need an appointment to view plans at the Town Hall?

Plans for current planning applications where a decision has not yet been made are available to view during normal opening hours at the Planning Desk at the Town Hall; no appointment is necessary. These plans are also available on our website on the link below.

<http://www.rbkc.gov.uk/Planning/scripts/acolaidform.asp>

Plans for applications that have been determined and that were submitted between 1947 and 1995 are available to view on Microfiche at the Town Hall. You do not need an appointment to view these records and an Officer will be available to assist you if necessary.

Plans for applications that have been determined and that were submitted between 1995 until 1999 inclusive are available as scanned files at the Town Hall. These can be viewed during normal office hours. There is no need to make an appointment. These documents may also be available to be sent as PDF files via e-mail. Please telephone 020 7361 3012 or e-mail planning.info@rbkc.gov.uk.

Plans for applications that have been determined and that were submitted between 2000 to current day are available on the Council's website by searching under planning decisions. It is easier to find these cases if you know the planning application number.

<http://www.rbkc.gov.uk/Planning/planningdecisions/decisionsform.asp>

If you have any queries or need assistance with using any of these systems, please contact the **PlanningLine** on 020 7361 3012 or e-mail planning.info@rbkc.gov.uk.

I have just received notification of my neighbour's planning application and wish to register my concerns/objections/support. How should I do this and what issues can you take into consideration?

Firstly you should consider your neighbour's proposal and ensure that you fully understand what is being proposed. You can view the documents submitted to the Council on our website and in person at the Town Hall. If you require assistance in understanding the plans, an Officer will be available to help you.

If once you have viewed the plans and associated documents you still have concerns, we would encourage you to speak to the applicant or their representative. If you approach them and explain your concerns, either in person or in writing, they may be willing to address these issues and amend their proposal to overcome your concerns.

If having spoke to the applicant, you still wish to comment on a planning application, you must provide your comments in writing; this can be by letter, e-mail or fax. Please include the reference number or address of the application and your full postal address as we will acknowledge your correspondence.

It is important that third parties express their views on an application but unfortunately, some of your concerns may not be issues we can consider when determining an application as they are not "material planning considerations". We would always advise you to comment on any aspect that you feel may be of concern to you irrespective of whether it is something we can take into consideration or not. Issues we can and cannot take into consideration are listed below. This list is not exhaustive and should be used as a guide only.

Material Planning Considerations (issues we can consider)

- Loss of light
- Loss of privacy/increase in overlooking
- Design/appearance of a development
- Increase in smells (from a proposed restaurant for example)

- Noise from equipment that forms part of the development (Air conditioning units or extractor flues for example)

Non Material Planning Considerations (issues we cannot consider)

- Loss of property value
- Land ownership or issues affecting the **party wall** (these are dealt with under separate legislation)
- Disruption and disturbance from building work

My neighbour appears to be building an extension to his house and I have not been notified of this. What can I do?

In the first instance you should search our [current applications](#) and [planning decision](#) pages to see whether your neighbour has applied for planning permission or a Certificate of Lawful Proposed Development.

If you can find no record of any permission being obtained, it could be they have not applied to us or it does not need formal consent from the planning department. However, it may be something the planning enforcement team should investigate to ensure that no breach has taken place. Further details on Planning Enforcement can be found by [clicking here](#).

How do I check the status of a planning application?

Information relating to planning applications can be obtained by contacting the planning help line on 020 7361 3012 or by e-mail planning@rbkc.gov.uk . Alternatively, you can search for the application on the Council's website at the following link <http://www.rbkc.gov.uk/Planning/scripts/acolaidform.asp>

How do I obtain copies of old plans?

Plans from 1947 up until 1995 are available on Microfiche records at the Town Hall. These can be viewed during normal office hours. There is no need for an appointment. There is a charge for obtaining microfiche copies.

Plans from 1995 until 1999 inclusive are available as scanned files at the Town Hall. These can be viewed during normal office hours. There is no need for an appointment. These documents may also be available to be sent as PDF files via e-mail. Please telephone the planning help line on 020 7361 3012 or e-mail planning.info@rbkc.gov.uk for further advice. There is a charge for obtaining photocopies.

Plans from 2000 to present day are available on the Council's website. Please follow this link to view documents on the Council's website.

<http://www.rbkc.gov.uk/Planning/planningdecisions/decisionsform.asp>

Plans, drawings and other material submitted to the Council are protected by the Copyright Acts (Section 47, 1988 Act). You may only use material which is downloaded and/or printed for consultation purposes, to compare current applications with previous schemes and to check whether developments have been completed in accordance with approved plans. Further copies must not be made without the prior permission of the copyright owner.

Please note: The planning department will only have copies of plans if a planning application has been submitted. The Planning department does not hold plans for every property in the Borough.

How do I request a copy of a planning decision notice?

Write in, e-mail or fax requesting details of the permissions required. Please enclose a cheque made payable to RBKC with your request. Decision notices are charged at £17 per decision.

Customers should write to: - Planning and Borough Development, Planning Records Section, Town Hall, London, W8 7NX. E-mail: - planning@rbkc.gov.uk or fax 020 7361 3463.

Alternatively, decision notices for all applications from 2000 to current day are available to print from the Council's website. These decision notices and those prior to this date can also be obtained from the Planning Desk at the Town Hall. There is a charge for this and payment is required before you take the notices away.

How long does it take to get a copy of a decision notice or historical planning documentation?

If you request decision notices in writing or by e-mail it takes five working days depending on how many you require and also the age of the application. If you only have one decision notice to obtain, it may be quicker to come to the Town Hall as you will most likely be able to get a copy of it straight away.

Alternatively, you can download decision notices from 2000 onwards from the Council's website free of charge.

What is the length of time in which I have to comment on a planning application?

The consultation period on most applications is three weeks. The commencement date of the consultation period will be clearly advertised on any relevant documentation. You can check this for each current application on the Council's website.

What can I do if I disagree with the Council's decision on my neighbour's planning application?

There is no third party right of appeal in the English planning system, so once the decision is taken by the Council it cannot be challenged by a third party, unless there are grounds for a judicial review. This can only be sought if there is evidence that the Council can be challenged on a point of law rather than a disagreement with the actual decision or the weight given to concerns that have been expressed. Please see our guidance notes on [Appeals](#) for further advice.

What is a Section 106 and how do I obtain a copy?

A Section 106 is a legally binding agreement by a developer during the process of seeking planning permission. The main purpose of the agreement is to help overcome any adverse affects of the development on the surrounding area.

There is a requirement for any S106 agreement to be available as part of the Planning Register of Decisions. Copies can also be obtained by writing in to Records Section, Planning and Borough Development, Town Hall, Hornton Street, W8 7NX. There is a charge for this service.

If you intend to submit a planning application that you think may require a S106 agreement or a unilateral undertaking, please read our guidance notes prior to submitting your application. You may be required to complete a form signifying your intentions with your application.

How do I find out whether a planning application been submitted for a particular site?

Information relating to planning applications can be obtained by contacting the planning help line on 020 7361 3012, by e-mailing planning.info@rbkc.gov.uk or by searching [Current Planning applications](#) on the Council's website.

How can I view a current Planning Application?

You can view all current applications on the Council's website by following this link and inputting the case reference number. If you do not know the case reference number, you can search by the address - <http://www.rbkc.gov.uk/Planning/scripts/acolaidform.asp>

If you do not have access to the Internet at home, Internet facilities are available at [local libraries](#) although you may have to pre-book with them directly.

You can also view current applications by visiting the Planning Information Desk on the Ground Floor of the Town Hall.

How can I find out about a decision on a planning application?

Information relating to determined planning applications can be obtained via [Planning Decisions](#) on the Council's website. You can search using the case reference number or by inputting the address. Alternatively, you can telephone or visit the Planning Information Desk.