

## 'How to Guide' (14)

### Information on Prior Notifications and how to submit a form

Certain development does not require the submission of a planning application, but a Prior Notification as the proposal is classed as Permitted Development. In most cases Prior notifications have less restrictions and consultation requirements than a planning application. In addition to the existing prior notification types, the Government has changed certain changes of use and single storey extensions, from formal planning applications to prior notifications as detailed below. The proposals for each Prior notification, explains what the submission is for.

The legislation for prior notifications is all explained in the General Permitted Development Order [here](#) which takes you to PART 1 and you can scroll through. [How To Guide 12](#) and [www.bedford.gov.uk/planningenquiries](http://www.bedford.gov.uk/planningenquiries) also provide information.

An enforcement complaint can only be raised if the development is not in accordance with the plans or if the Council has not received a prior notification (where relevant). To check the history on the site go to [www.bedford.gov.uk/searchplans](http://www.bedford.gov.uk/searchplans) and refer to How To Guide 2.

### **SUBMITTING A PRIOR NOTIFICATION AND FEES**

Currently Householder and Change of Use Prior notifications cannot be submitted via the planning portal so to submit and see the fee details please click [HERE](#).

For any other type of submission please refer to [www.bedford.gov.uk/planningforms](http://www.bedford.gov.uk/planningforms).

### **TYPES OF PRIOR NOTIFICATIONS**

#### HOUSEHOLDER PRIOR NOTIFICATIONS (HPN application types)

The Government has changed the permitted development rights so that larger extensions can be built without the need for full planning permission. The changes allow **detached homes** to extend up to **8 metres** into the garden and **all other homes** to extend up to **6 metres** into the garden provided all other restrictions are met click [here](#) for more details (scroll down the page that appears for PART 1). However before building the extension a prior notification is required so that the Council can notify direct neighbours i.e. only those who abut the property. There is no requirement to consult Parish Councils or Statutory (professional) Consultees such as the Highways department or Environmental Health etc. There is no fee.

## CHANGE OF USE PRIOR NOTIFICATIONS (CPN application types)

The Government has also changed the Use Classes Order Part 3, to allow certain changes of use to take place without the need for full planning permission. However, a form and information must be submitted to the Local Planning Authority. Prior notifications for change of use do not require consultation to Neighbours or Parish Councils; however the Council are required to put up a site notice. Each change of use type falls under a CLASS specification, for example a CPN for Class Q would be a CPNQ. If you click [here](#) and scroll down the page you can see each of the classes and what the proposals are. Each Class requires specific criteria to be checked to ensure what is being applied for falls within the relevant legislation and specific criteria for assessment. These are the only considerations that can be taken into account following consultation to the relevant Statutory Consultees who deal with these matters such as Highways, Environmental Health, Waste Services etc. If these Consultees raise no objections to the submission, the Council cannot refuse the prior notification. Any determination has to be done within a very specific time scale or the development can go ahead without the Councils notification. Fees vary, please see submitting a Prior notification on page 1.

## OTHER TYPES OF PRIOR NOTIFICATIONS

There are several other types of prior notifications such as Agricultural, Telecommunications, Hedgerows, photovoltaic equipment etc. form and how to submit is available on [www.bedford.gov.uk/planningforms](http://www.bedford.gov.uk/planningforms) step 4.