



Office of the
Deputy Prime Minister

Creating sustainable communities

Planning Permission

A Guide for Business



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Details of publications mentioned in the text, and of how to obtain them or view them on the internet, are provided at the back of this booklet. Other sources of information are also listed there. If you have questions about a planning matter, your local planning authority may be able to offer advice. The Office of the Deputy Prime Minister, which publishes this booklet, is unable to comment on individual cases or provide legal advice, because of the requirement to remain impartial. However, there is more information on the website www.planningportal.gov.uk. You may need to employ your own professional adviser or consultant, or ask for help from Planning Aid (see Annex 3).

Part 1

Introduction

This booklet is a guide to the planning system for businesses in England. It provides guidance on when planning permission is required, how to make a planning application, and what happens afterwards. However, it is not an authoritative interpretation of the law. If, after reading this booklet, you are still unclear how to proceed, you should ask the planning department of your council for advice.

WHY PLANNING PERMISSION?

The planning system is used to make sure that things get built in the right place. It helps to balance the development the country needs – for example, new homes, factories, offices, and schools – with our need to protect and improve the environment. This balance is essential to ensure that development and growth are environmentally sustainable; that is, meeting the needs of the present without affecting the ability of future generations to meet their own needs. It does not control how a building is constructed – that is the function of the Building Regulations. There are separate systems governing the display of outdoor advertisements and developments affecting ‘listed’ buildings.

DEVELOPMENT PLANS

Each council must prepare and adopt development plan documents for its area, which will include policies relating to commercial and industrial development. The plan documents provide the basis for rational and consistent planning decisions by saying what types of development will be permitted. Plan policies seek to ensure all the necessary infrastructure will be in place for development, and that environmental and conservation goals are met. The public and businesses should try to become involved at an early stage when plans are being prepared, so that they have a say in how

their area is developed. Draft plans are examined by independent inspectors at inquiries to which, again, local people and businesses can contribute.

PLANNING APPLICATIONS

You apply for planning permission from your council. Planning applications are decided in line with the development plan unless there are very good reasons to do otherwise. Points that will be looked at include:

- ◆ the number, size, layout, siting and external appearance of buildings;
- ◆ the proposed means of access, landscaping and impact on the neighbourhood;
- ◆ sustainability, and whether the necessary infrastructure, such as roads and water supply, will be available; and
- ◆ the proposed use of the development.



Part 2

Do you need to apply for planning permission?

You do not always need planning permission. Permission is generally not necessary for alterations affecting only the inside of buildings (though the law may change soon in respect of new mezzanine floorspace); nor need you apply to make small alterations to the outside such as the installation of telephone connections and alarm boxes. Other small changes – for example, creating an access or putting up walls and fences below a certain height – have a general planning permission for which an application is not required.

How can you obtain advice on whether permission is needed?

You can check informally with the council whether your proposed development needs planning permission. However, for a more extended pre-application discussion, the council may charge a fee. Also, for a fee, you can apply for a formal ruling known as a lawful development certificate. This may be helpful if the need for permission is not clear-cut, or if you wish to establish that an existing land-use is lawful. If your council refuses a certificate, you can either apply for planning permission, or appeal to the First Secretary of State. A free booklet, 'Lawful Development Certificates – A User's Guide', is available.

WORKING FROM HOME

You do not necessarily need planning permission to work from home. The key test is whether the overall character of the dwelling will change as a result of the business. If the answer to any of the following questions is 'yes', then permission will probably be needed:

- ◆ Will your home no longer be used mainly as a private residence?
- ◆ Will your business result in a marked rise in traffic or people calling?
- ◆ Will your business involve any activities unusual in a residential area?

- ◆ Will your business disturb your neighbours at unreasonable hours or create other forms of nuisance such as noise or smells?

Whatever business you carry out from your home, whether it involves using part of it as a bed-sit or for 'bed and breakfast' accommodation, using a room as your personal office, providing a childminding service, using rooms for hairdressing, dressmaking or music teaching, or using buildings in the garden for repairing cars or storing goods connected with a business – the key test is: is it still mainly a home or has it become business premises?



CHANGING THE USE OF PREMISES

In many cases involving similar types of use, a change of use of a building or land does not require planning permission. For example, a greengrocer's can be changed to a shoe shop without permission. Planning permission is not required when both the present and proposed uses fall within the same 'class' as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). It is also possible to change use between some classes without applying for planning permission. Details are given in Annex 1.

Before you negotiate a lease or buy a property, it is advisable to consider whether you need to obtain planning permission for your intended use and, if so, your chances of getting it.

Flats over shops

You may be able to convert space over a shop (and certain other premises with a display window), or over a ground floor office, into a single flat without putting in a planning application, provided the following is true:

- ◆ the space is in the same use class, to start with, as the shop or office (either Class A1 or A2);
- ◆ the space is not in a separate planning unit from the shop;
- ◆ you will not change the outside appearance of the building; and
- ◆ if there is a display window at ground floor level, you will not incorporate any of the ground floor into the flat.

EXTENDING EXISTING PREMISES

You will always need to apply for planning permission to extend shop or office premises. However, minor extensions to factories and warehouses, including the erection of additional buildings within the curtilage, may not require a planning application. That is because the development is already granted permission by the Town and Country Planning (General Permitted Development) Order. The guidance below indicates when, in general, an application for permission will or will not be required.

Factory or warehouse extensions

Planning permission **will not** normally be required if your extension is:

- (a) less than 1000 square metres of floor space; and
- (b) less than 25 per cent of the volume of the original building; and
- (c) below the height of the original building.

The extension must be related to the current use of the building or the provision of staff facilities.

Planning permission **will be** required if the extension:

- (a) materially affects the external appearance of the building; or
- (b) comes within five metres of the boundary of the site; or
- (c) reduces the amount of space available for parking or turning vehicles.

Volume is calculated from external measurements. 'Original' means as first built, or as the building stood on 1 July 1948, if built before then. The allowance is once and for all; any previous enlargement of the building counts against these freedoms.

BUILDING NEW PREMISES

The construction of new premises nearly always needs an application for planning permission. The development plan in force in your area (see Introduction) will give you some indication of whether your proposal is likely to be acceptable, so it is worth talking to your council before submitting an application, though you may be charged for this. If there are difficulties, officers may be able to suggest ways to make your proposal more acceptable. However, they cannot guarantee that planning permission will be granted.

Crime prevention

It is often possible to design a new building in a way that will help reduce crime. This should feature in your discussions with the council at the beginning of the design process. Crime Prevention or Architectural Liaison Officers may be able to assist you – contact the Crime Prevention Department of your local police service headquarters. There is advice on crime prevention in 'Safer places – the Planning System and Crime Prevention', and on security lighting in 'Lighting in the Countryside', which is also applicable in towns. Both publications are on the ODPM website.

Do you need to apply for planning permission?

Do you want to work from home?

YES

Planning permission
not needed



NO

Apply for planning
permission

**Do you want to change the use
of a building?**

YES

Planning application
not needed



NO

Apply for planning
permission

**Do you want to alter or
extend the building?**

YES

Planning application
not needed



NO

Apply for planning
permission

Part 3

Applying for planning permission

It is not necessary to make the application yourself. If you wish, you can appoint an agent (for instance, an architect, a planning consultant, or a builder) to make it for you.

Anyone can make an application, irrespective of who owns the land or buildings concerned. However, if you are not the owner, or if you have only part-ownership, you have to inform the owner or those who share ownership, including any leaseholder whose lease still has seven or more years to run, and any agricultural tenant.

If you are not able to engage your own planning consultant to provide expertise on the more difficult aspects of your scheme, why not see if a volunteer adviser from Planning Aid can help. (See Annex 3)

TYPES OF APPLICATION

Outline

For a new building, you may be able to make an outline application to find out whether the development is acceptable in principle. This usually means that detailed drawings are not needed. However, the council can require additional information, or insist that a particular application be made as a full application. If outline permission is granted, you will need to get approval of the details (known as 'reserved matters') before work can start. These comprise siting, design, external appearance, means of access and landscaping. What you propose must be consistent with the outline permission. If your proposal changes, you may be asked to start again with a fresh application.

Full

A full planning application requires the submission of all details of the proposal. It would be appropriate if you wish to change the use of land or buildings, or if you want to start work quickly.

BEFORE YOU APPLY

Before making an application, it is advisable to consult any neighbours who might be affected by your proposal, and the parish or town council. You should also consider meeting planning staff at the local council to which you are applying. There is more about this below. In more complicated cases, the council may say that it is likely to require various appraisals, assessments or statements from you, as supporting evidence to accompany your application. You might have to commission, for example, a Transport assessment, a Flood Risk assessment, a conservation area appraisal or a tree survey. This is so that the impact of your proposal can be understood as early and as fully as possible.

There is a useful guide to these additional information requirements in 'Best Practice Guidance on the Validation of Planning Applications' (see Annex 2).

The council will provide you with a planning application form and guidance on the information they expect you to provide. However, before you start to fill in the form, it is strongly recommended that you arrange to meet a planning officer for an informal discussion. You can be charged for this, but it may save you money and wasted effort.

If you are meeting a planning officer you should be fully prepared to describe your proposals and show plans. It would be sensible to:

- ◆ ask what further information and evidence you will have to provide, and in what form;
- ◆ find out which development plan documents, design guides and national planning guidance you should look at;
- ◆ ensure you know about any relevant constraints such as the proximity of a listed building or a conservation area;

- ◆ enquire about the council's role and policy in encouraging business development;
- ◆ ask about the effect on the rateable value if your scheme goes ahead;
- ◆ see if there are changes planned that could affect your business, such as new traffic or parking arrangements;
- ◆ ask for an informal assessment of whether you stand a reasonable chance of getting permission;
- ◆ decide if you need additional expert help from a planning consultant, architect, engineer, legal adviser or Planning Aid;
- ◆ discuss site matters such as access, roads and rights of way, power cables, watercourses, sewers and telephone lines;
- ◆ check what the fee will be, and how long the application may take to decide;
- ◆ find out about the appeal mechanisms; and
- ◆ ask about potential problems your scheme might create, such as noise or traffic, and whether the council could impose conditions to overcome these problems rather than refuse planning permission.

Say why you think your proposed development should be allowed to go ahead. The level of preparation required depends on what you propose to do. In simple cases it should be sufficient to look at the main issues governing the grant of permission (see Part 1) and decide which of these are relevant to your application. In other cases you may have to back up your arguments with evidence from experts.

Because planning applications will normally be decided in accordance with the development plan you will need to justify any proposals which would be an exception to the plan. If the planning officer tells you that national policies could be an important consideration, you may wish to refer to documents such as the Planning Policy Statements and Planning Policy Guidance Notes issued by the Office of the Deputy Prime Minister.

MAKING AN APPLICATION

What you must submit

Your application must be accompanied by a plan of the site, details of any proposed works and the fee. If you are submitting a paper application form, at least three copies of the form and plans are required, although some councils may ask for more. You must also complete a certificate to confirm that you own the land or have notified all owners of the land. You can hand in the application in person, or post it. Alternatively, you may wish to obtain an application form from the internet, and submit your completed application electronically. Follow the instructions that come with the form. A new standard application form is being introduced.

How long will a decision take?

In many cases a decision will be made within eight weeks. Large or complex proposals may take longer. Your council should be able to give you an idea about the likely timetable. If you apply electronically, you may be able to track the progress of your application through the Planning Portal (see Annex 3).



Paying the fee

Your council will tell you how much is payable. The amount varies according to the type of development proposed. The revenue from fees contributes towards the cost to the council of handling applications and the fee is not refundable unless the application is invalid.

Where the local planning authority fails to decide your application, or where you submit a valid application and then withdraw it before it has been decided, the fee will not be refundable. However, if the local authority does fail to decide your application, you can appeal (see Part 7).

Some applications are exempt from fees. When a previous application has been granted, refused or withdrawn, one further application for the same type of development on the same site can generally be made free of charge within twelve months. It is for the council to decide whether this concession applies.

Progress of your application

If you feel the planning department is being slow in dealing with your application, you can ask them when a decision is likely. If you are still not satisfied, you can raise the matter with the council's monitoring officer or with your elected local councillor.

It may be useful to find out the dates of future committee meetings. Making your application at the right time could gain you three or four weeks if your proposals get on to the agenda of an earlier committee meeting. You have the right to attend the council meeting deciding your application.

Most planning applications are decided by planning officers under powers delegated to them. Where that is the case, you will not have to wait for a planning committee meeting. Permission granted under delegated powers has the same status as permission granted by the planning committee.

(See also Part 6 – What if your application is refused or delayed?)

How to apply for planning permission?

Step One

Contact your council and tell it what you want to do

Step Two

If relevant, ask to see the Development Plan and discuss any potential problems

Step Three

Obtain an application form. Find out how many copies you will be required to submit

Step Four

Decide on the type of permission you wish to apply for

Step Five

If necessary, consult neighbours or others who will be affected by your proposals

Step Six

Submit application with certificate of ownership/notification and the fee

Step Seven

Find out when the decision is likely to be made

Part 4

After you have made an application

Before deciding your application, the council has to tell other people about what you propose and consider their views.

Publicity

Once your application has been accepted, a copy will be placed in the planning register to be available to anyone who wants to see it. As well as the (paper) register at the planning department, there will be an electronic register on the council's website, for inspection of applications via the internet. The council will notify immediate neighbours by letter or will fix a notice on or near the site; it may also advertise your application in a local newspaper and on its website. All these measures are to invite the public to express views. The parish or town council will usually be notified, and other bodies such as the county council, the Environment Agency and the Highways Agency may also need to be consulted.



Comments

Anyone can comment on your proposals. Your local council will assess the relevance of comments and, in the light of them, may suggest minor changes to the application to overcome any difficulties. A report will then be sent to the planning committee or the planning officer making the decision.

Part 5

When permission is granted

The council grants planning permission by sending you a letter notifying you of its decision.

When can you start work?

Generally, unless your permission says otherwise, you can begin the development at any time within three years of the granting of planning permission. If you have not started work by then you will need to reapply. If the permission is subject to conditions, for example, requiring you to submit for approval details of a specified aspect of the development which was not fully described in the application, these must be dealt with before the development can begin.

If outline permission has been granted, you will need to submit a further application for approval of reserved matters before starting work. This must be done within 3 years of the grant of outline permission.

Can you alter details of your proposal?

It may be possible for you to make minor changes as you proceed but you should check the position with the council first. Any significant variation would require a further planning application.

Conditions

As an alternative to outright refusal, the council may grant permission subject to conditions, restricting, for example, what you can do on the premises, or requiring you to get specific approval for aspects of the development, such as the materials to be used, before you can proceed. Again, the council has to give reasons for the conditions. If you are not prepared to accept the conditions, you can discuss the position with the planning officer, who may be able to suggest ways of overcoming the council's objections. You have a right of appeal against any condition imposed.

Can anybody implement a planning permission?

Planning permission runs with the land. Therefore, the question of who is to carry out development for which permission has been granted, or subsequently occupies the premises, is not normally relevant. This means that land or buildings can usually be sold or let with the benefit of planning permission. Occasionally, however, planning conditions (see above) may limit the use or occupation of land or premises to a named person or company. If you wish to sell or let a building or land which is subject to such a conditional permission you will need to apply to the council to remove the condition.



Part 6

What if your application is refused or delayed?

The council must give written reasons for all its decisions on planning applications.

Outright refusal

If the council refuses your application outright, you have the right to appeal to the First Secretary of State (see Part 7).

Delayed decisions

If you do not get a decision within 8 weeks of making your formal application you also have the right to appeal to the First Secretary of State (see Part 7), unless you have agreed in writing to an extension of that period. If you appeal, your application will be out of the council's hands and it may take longer to decide than if you had persevered with the council.

Part 7

Appeals

Appeals are considered by an independent Planning Inspector, appointed by the First Secretary of State.

Most appeals are handled in writing. Others are determined by an informal hearing before an Inspector, and a few are determined after a public inquiry. Further information is given in the free booklets 'Making your planning appeal' and (for third parties) 'Guide to taking part in planning appeals'.

Is an appeal likely to succeed?

Appeals are dealt with purely on their merits. About one third of the appeals for business development are successful.

Is there a time limit on appeals?

You must send your appeal to the Planning Inspectorate to arrive within six months of the date of notice giving the council's decision or, if one has not been given, six months from the date by which the decision ought to have been made. This gives you time to sort out whether you can overcome the council's objections in other ways, either by negotiation or by amending your proposal.

How much will an appeal cost?

There is no charge for making an appeal but you will inevitably incur some expenses in presenting your case. The cost involved will depend on the procedure to be followed and on the complexity of the case.

In an inquiry or hearing, the council, or other people involved in the appeal, may apply for costs against one of the other parties for 'unreasonable' behaviour, for example, failure to submit documents or attend a meeting. It would have to be shown that unnecessary costs had been incurred as a result of this behaviour. An award of appeal costs is not made on the basis of who 'wins' the appeal. The arrangements for awarding costs are explained in detail in Department of the Environment Circular 8/93, 'Awards of Costs Incurred in Planning and Other (Including Compulsory Purchase Order) Proceedings'. There is further information in the free booklet 'Costs Awards in Planning Appeals: A Guide for Appellants' (see Annex 2).

Part 8

What if you have gone ahead without the required permission?

If you have gone ahead without the required permission the council may simply ask you to apply retrospectively. Much depends on the nature of the development and its effect on neighbours and the environment. If the council considers that the development involves a breach of planning control, it may take remedial enforcement action.

Enforcement action

This usually involves issuing an enforcement notice setting out the measures needed to remedy the breach, and the date by which these must be implemented. You may be required to cease your activities, or demolish all or



part of the building. If you have not complied with a condition imposed on the grant of planning permission, the council may issue a breach of condition notice requiring you to carry out work to observe the terms of the condition.

There is a right of appeal to the First Secretary of State against an enforcement notice. If an appeal is dismissed and the notice becomes effective, it is an offence not to comply with it, and the council may decide to prosecute you. As enforcement proceedings are likely to be time-consuming and disruptive to your business, it is as well to consult the council before you go ahead with your proposed development.

There is no right of appeal against a breach of condition notice and you will risk prosecution if you do not comply with it.

If the council wants to bring an immediate halt to certain activities, it can serve a stop notice or a temporary stop notice as well as an enforcement notice. There is no appeal against either form of stop notice, and ignoring them could land you in court.

A free booklet entitled 'Enforcement Notice Appeals: A Guide to Procedure' gives guidance on how to appeal against an enforcement notice.

Annex 1

Use classes

A 'Use Class' is a grouping-together of similar land uses. The categories are set out in the Town and Country Planning (Use Classes) Order 1987 as amended. One can change from any use in a Use Class to another use in the same Class without the need to apply for specific planning permission, though an application would still be required for most external building works. (See also Part 2 of this booklet).

Here is a summary of the main types of use in each Use Class. The descriptions under each heading give a general indication of the sorts of use included; they are not a definition.

A1 Shops

Shops, post offices, travel agents, hairdressers, funeral directors, internet cafés, dry cleaners (but retail warehouse clubs are excluded).

A2 Financial and professional services

Banks, building societies, betting offices, and other financial and professional services provided mainly to visiting members of the public.

A3 Restaurants and cafés

Use for the sale of food and drink for consumption on the premises.

A4 Drinking establishments

Use as a public house, wine-bar or other drinking establishment (but not a night club).

A5 Hot food takeaways

Use for the sale of hot food for consumption off the premises.

B1 Business

Offices, research and development, light industry appropriate in a residential area.

B2 General industrial

B8 Storage or distribution

This Class includes open air storage.

C1 Hotels

Hotels, boarding and guest houses where no significant element of care is provided.

C2 Residential institutions

Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres.

C3 Dwellinghouses

Family houses, or houses occupied by up to six residents living together as a single household, including a household where care is provided for residents.

D1 Non-residential institutions

Clinics, health centres, crèches, day nurseries, day centres, schools, art galleries, museums, libraries, halls, places of worship.

D2 Assembly and leisure

Cinemas, concert halls, bingo and dance halls (but not night clubs or casinos¹), swimming baths, skating rinks, gymnasiums or sports arenas (except for motor sports, or where firearms are used).

¹ With effect from 06 April 2006.

CHANGES OF USE NOT REQUIRING A PLANNING APPLICATION

These changes of use are permitted by the Town and Country Planning (General Permitted Development) Order 1995

From	To
A2 (Financial and professional services) where premises have a display window at ground level	A1 (Shops)
A3 (Restaurants and cafés)	A1 or A2
A4 (Drinking establishments)	A1 or A2 or A3
A5 (Hot food takeaways)	A1 or A2 or A3
B1 (Business) (permission limited to 235 square metres of floor space in the building)	B8 (Storage or distribution)
B2 (General industrial)	B1
B2 (General industrial) (permission limited to 235 square metres of floor space in the building)	B8
B8 (Storage or distribution) (permission limited to 235 square metres of floor space in the building)	B1

A planning application is also not required for change of use in the following circumstances: from A1 to A1 plus a single flat above; and from A2 to A2 plus a single flat above. These changes are reversible without an application only if the part that is now a flat was, respectively, in either A1 or A2 use immediately before it became a flat.

CHANGES OF USE REQUIRING A PLANNING APPLICATION

Applications for planning permission are always required for material changes of use involving amusement centres, theatres, scrapyards, filling-stations, car showrooms, taxi and car hire businesses, night clubs, retail warehouse clubs, and hostels. A ‘retail warehouse club’ is defined as a club where goods are sold, or displayed for sale, only to members.

Annex 2

Further Guidance

PLANNING POLICY

Planning Policy Guidance Notes [or ‘PPGs’] are gradually being replaced by Planning Policy Statements [‘PPSs’] and associated guidance. Here are some of the relevant documents:

PPS1 Delivering Sustainable Development

Outlines the purpose of the planning system, and emphasises the need for plan-led sustainable development.

PPG2 Green Belts

Explains the purpose of Green Belts and the need for a general presumption against inappropriate development within Green Belts.

PPG4 Industrial and Commercial Development and Small Firms

Describes the need to balance industrial and commercial development against the need to protect the environment.

PPS6 Planning for Town Centres

Sets out the Government’s objective of vitality and viability in town centres through planning for growth, development and encouraging a wide range of accessible services in a well-designed, safe and attractive environment.

PPS7 Sustainable Development in Rural Areas

Contains advice on non-agricultural development in the countryside, including use of agricultural land and buildings for other purposes.

PPG8 Telecommunications

Gives comprehensive advice on planning aspects of telecommunication development.

PPS12 Local Development Frameworks

Explains the statutory requirement for district-wide local plans which provide the basis for decisions on applications for planning permission.

PPG13 Transport

Advises on policies in England to reduce the need to travel, suggests alternatives to the private car and gives guidance on parking, access and visibility standards.

PPG19 Outdoor Advertisement Control

Gives advice on the display and design of outdoor advertisements.

PPS22 Renewable Energy

Sets out the Government's planning policies for renewable energy, to which planning authorities should have regard when preparing local development documents and taking planning decisions.

PPS23 Planning and Pollution Control

Explains the relevance of pollution controls to the exercise of planning functions and advises on the relationships between authorities' planning responsibilities and the separate statutory responsibilities exercised by local authorities and other pollution control bodies in England.

PPG24 Planning and Noise

Outlines the considerations to be taken into account in determining planning applications in England, both for noise-sensitive developments and for those activities which will generate noise.

PPG25 Development and Flood Risk

Explains how flood risk should be considered at all stages of the planning and development process.

PLANNING CIRCULARS

- 3/83 Awards of Costs Incurred in Planning and Other (Including Compulsory Purchase Order) Proceedings
- 9/95 General Development Order Consolidation 1995
- 11/95 The Use of Conditions in Planning Permissions
- 10/97 Enforcing Planning Control: Legislative Provisions and Procedural Requirements
- 05/00 Planning Appeals: Procedures (including Inquiries into Called-In Planning Applications)
- 05/05 Planning Obligations

Paper copies of Planning Policy Guidance Notes, Planning Policy Statements and Government circulars can be purchased from:

The Stationery Office
PO Box 29
Norwich
NR3 1GN

Telephone: 0870 600 5522

Other Useful Information

ODPM publications

Best Practice Guidance on the Validation of Planning Applications

Building Regulations – Explanatory Booklet

Costs Awards in Planning Appeals: A Guide for Appellants

Enforcement Notice Appeals: A Guide to Procedure

Guide to taking part in planning appeals

Lawful Development Certificates – A user's guide

Lighting in the Countryside

Making your planning appeal

The Party Wall Etc Act, 1996 – explanatory booklet

Planning and Access for Disabled People: A Good Practice Guide

The Planning System: General Principles

Safer places – the Planning System and Crime Prevention

The above publications (except *Lighting in the Countryside*) can be obtained from:

ODPM Publications
PO Box 236
Wetherby
West Yorkshire
LS23 7NB

Telephone 0870 1226 236

They can also be viewed on the ODPM website, www.odpm.gov.uk. Alternatively, you may wish to look at www.planningportal.gov.uk, which contains many links to useful sources of information.

Other publications

Planning for small rural businesses is published by the Royal Town Planning Institute in conjunction with The Countryside Agency. It can be downloaded from the Agency's website, www.countryside.gov.uk

Annex 3

Useful contacts and websites

Business Link

www.businesslink.gov.uk

Telephone 0845 600 9006

Confederation of British Industry

Planning Team

Centre Point

103 New Oxford Street

London WC1A 1DU

Telephone 020 7395 8049

The Countryside Agency

John Dower House

Crescent Place

Cheltenham

Gloucestershire

GL50 3RA

www.countryside.gov.uk

Telephone 01242 521381

Planning Aid

The National Planning Aid Unit

Royal Town Planning Institute

Unit 419, The Custard Factory

Gibb Street

Birmingham, B9 4AA

www.planningaid.rtpi.org.uk

Telephone: 0121 693 1201

Planning Portal

www.planningportal.gov.uk

Royal Institution of Chartered Surveyors

Contact Centre

Surveyor Court

Westwood Way

Coventry CV4 8JE

www.rics.org

(see also: www.planning-applications.co.uk)

Telephone 0870 333 1600

Royal Institute of British Architects

66 Portland Place

London W1B 1AD

www.riba.org

Telephone 020 7580 5533

Royal Town Planning Institute

41 Botolph Lane

London EC3R 8DL

www.rtpi.org.uk

Telephone 020 7929 9494

(see also **Planning Aid**, above)



Further copies of this booklet are available from:

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Fax: 0870 122 6237

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