

We will write to you to tell you we have received your application.

We will then decide if you need to obtain building or planning consent. If you do we will contact you to advise you of this and let you know how to apply for any consent. Please note that we cannot grant permission unless you have obtained the necessary consents.

If you do not need building or planning consent we may decide to make an inspection of your home prior to any work being started, this is to establish the nature and extent of the works. We will let you know if we need to do this.

When we have received all the information we need, have carried out any necessary inspections, and have seen proof of all consents (where appropriate), we will notify you of our approval, or refusal, of the works being able to start. This will usually happen within 15 days of receipt of your application.