

Overview of the Planning Application Process (Residential)

East Devon District Council (EDDC) is the local planning authority for West Hill and surrounding area. They are the decision makers. The [EDDC website](#) offers lots of useful information.

This diagram gives a high level overview of the process for West Hill residential planning applications. Further detail and useful links can be found on the next pages.

Householder

Step 1: Pre-application

Is Planning Permission needed?

Step 2: Application form completed online and sent to EDDC



Neighbours and Consultees are notified and invited to comment



Neighbours



EDDC District Cllr Jess Bailey + other Consultees such as, Highways, EDDC Tree Officers

Overview of the Planning Application Process

West Hill & East Devon

The planning process is largely governed by legislation and is designed to allow the input of experts and interested parties into the decision-making process.

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The planning application process can be separated into key stages

Step 1 Pre-Application: Do you need planning permission?

Some types of work, such as small alterations or an extension may not need planning approval. These are [Permitted Developments](#). Please read the rules carefully to check if your work is eligible under this category.

Useful sources of information

- [Do you need permission? | Planning Portal](#)
- [Do I need planning permission? - East Devon](#)

If you're unsure whether planning permission is needed for your proposal, EDDC can provide [informal advice](#) . [Pre-application advice](#) is also available. EDDC charge a fee for these services.

Step 2 Application

Anyone can apply for planning permission, however If you are considering a new build or changes to your home you may wish to appoint an architect, surveyor or other such professional to apply on your behalf. Most applications require the submission of detailed plans and other supporting information. These requirements are set out on the Planning Portal together with the associated application fees.

EDDC will validate the application form and documents to ensure all necessary information has been provided. Once this has been completed the application will be given a reference number and the consultation period begins.

Step 3 Consultation and Publicity

EDDC will write to neighbours to notify them of the proposed works. Adverts are also published in local newspapers together with the deadline for responses.

Anyone can submit comments on the application but Planning Officers can only take into account comments relating to '[planning considerations](#)'. Comments can be submitted via the [EDDC website](#) or in writing to EDDC Planning Team, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton EX14 1EJ

EDDC also notify Consultees such as EDDC Cllr Jess Bailey plus Highways, South West Water to obtain their expert views.

WHPC is a Consultee on all applications in West Hill Parish.



- Details of applications are published on the [WHPC website](#)
- The application is considered at the next Parish Council meeting.
- Before the meeting
 - Residents are encouraged to submit their written views to WHPC before the meeting (email clerk@westhillparishcouncil.gov.uk).

Please copy your comments to EDDC as well since they are the decision makers. You may also wish to contact EDDC Cllr Jess Bailey jbailey@eastdevon.gov.uk.

- WHPC Councillors will study the application. They may also view the site from the road or in some cases Cllrs may ask to carry out a site visit. They'll also consider the application against the policies set out in the [West Hill Neighbourhood Plan](#).
- At the meeting
 - Residents may wish to attend the WHPC meeting to speak to Cllrs. Meetings are open to the public and details of the meeting are published on our website.
 - Councillors discuss the application taking into account resident's comments and planning policies before agreeing their response to be submitted to the EDDC Planning Team. This may be
 - support for the application,
 - an objection to all or part of the application and express their reasons

Step 4 Site Visit and Assessment by EDDC

EDDC Planning Officers will inspect the site and gather additional information as necessary. They will then assess the application taking into account planning policies, responses from Consultees and the general public.

Step 5 Recommendation

The EDDC Planning Officer will make a recommendation via a written "Officers Report".

Step 6 EDDC Decision

If neither Parish council nor District Councillor object, the matter can be decided by EDDC Planning Officers only. If the Parish Council object, the application will be discussed & decided by a "Chairman's sub-committee" (Chairman of Planning Committee, Ward Member and Senior Planning Officer). If the District Councillor objects, it will go to the Planning Committee to decide. Other applications can go to the Planning Committee if the Chairman requests, or if it is a really major application.

Applications can be approved or refused.

Approved application will often have conditions attached which must be complied with.

If an application is refused you have the [right to appeal](#) to the Planning Inspectorate. It is recommended that you seek professional advice before deciding whether to appeal as this can be an expensive and lengthy process.

Further information is available at [Planning - East Devon](#) or [Planning Portal](#)