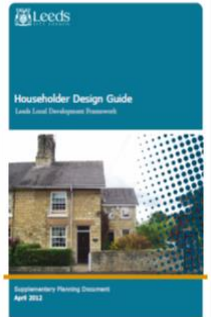


Householder applications protocol

This protocol is to support the expedient processing of householder applications and sets out the process and standards applicants of householder applications should expect and aligns with our Planning Protocol [Delivering Growth, Working Together](#).

The expectation is that planning applications, including retrospective applications, are compliant with relevant Leeds Development Plan policies, for householder applications this is the [Householder Design Guide](#). Where applications comply with relevant policies, the planning case officer will recommend an approval.



Where proposals are unacceptable in principle, are found to lack important basic information or would need to be significantly amended or re-designed to comply with our planning policies and supplementary planning guidance, then planning permission will normally be refused without any negotiation or communication. The pre-application advice service should be used for guidance on revised proposals prior to any resubmission.

Where applications require minor amendments for them to be acceptable, the applicant or agent will be contacted in writing, with the changes that are required and deadline for submission (date when revised plans should be received, or when the application should be withdrawn to avoid a decision). A revised plan form is required to be completed and returned. Attention will also be drawn to the next steps depending on the applicant's response: -

- Should the applicant not wish to make the changes, or if revised plans are not received by the deadline, the application will be determined based on the original submission.
- If revised plans are submitted by the deadline, the application will be determined on those revised plans even where they do not reflect officer advice.

There will only be this single opportunity to send in revised plans which reflect the officer's advice. Please note, after this point no further communication or negotiations will be entered into regarding the detail of the application. Where revised plans are submitted that reflect the changes or make changes which are equally acceptable, a recommendation of approval will be made.

Retrospective applications will be subject to the same process as set out above.

Following a decision, we will be unable to communicate with you further on this application. For further discussions about the development, please make a [pre application enquiry](#). [Public Access](#) should be used to track the progress of an application; the planning case officer will not routinely provide a written or verbal update.

This protocol reflects national planning policy which states that decisions on applications should be made as quickly as possible and that local planning authorities should approach decisions on proposed development in a positive and creative way using the range of planning tools available. Where schemes are unacceptable and the decision is made the pre-application service will be offered to discuss alternative schemes, but no further communication or negotiations will be entered into regarding the refused application itself.