

# Making an application ‘offline’

We recommend that the [free Adobe Acrobat Reader](#) or the full version of Adobe Acrobat is used to view and print our PDF forms. Many internet browsers and other software can be used to view PDF format files, but we cannot guarantee their compatibility or functionality.

Generally, we would recommend that you use our online system to submit applications wherever possible. This can be accessed at: <https://www.planningportal.co.uk/apply>

Please note: You should not use our online system to attach and submit our PDF application forms.

## Obtaining the correct blank form

The Planning Portal provides all application forms for every Local Planning Authority (LPA) as printable PDF documents. You can [download these from our website](#) and then print, complete and submit them by post.

If you use our 'Paper Form Chooser', you can find the correct LPA by searching for the proposed location of the development.

The chooser will then present a list of available application types. Select an application type to view a short description.

Once selected, you will be provided with links to the form (specifically branded for the relevant LPA) and question-by-question help text.

**Please note:** These downloadable PDF forms are specifically designed to be printed out and completed offline.

In addition, there are also a [small number of forms for application types that are not currently available through our online system or paper form chooser](#).

As we currently don't provide the ability to apply online for these application types, the forms can be completed electronically for email submission, or printed and completed offline if necessary.

These forms also lack specific branding so are suitable for submission to any local authority in England. You can find the relevant contact details by [using our 'Local Authority search' function](#).

## Making the application

Details of the individual steps you will need to complete before the application can be submitted to the Local Planning Authority are as follows:

1. **Forms** - Complete the application form
2. **Supporting Documents** - Additional required information
3. **Fees** - Determine the correct fee for the application
4. **Submit** – Send the application to the Local Planning Authority

## 1. Forms - Complete the application form

The form is made up of a series of questions that need to be answered to allow the Local Planning Authority (LPA) to determine the application.

If you think that the question being asked is not relevant to the application then you should enter 'not applicable' within the relevant section. However, we would advise you to contact the LPA to ensure they do not need this question answered to validate the application.

You should also contact the LPA if you have any specific planning queries about the proposals or the completion and submission of the application. You can find LPA contact details on first page of the form or by [using our 'Local Authority search' function](#).

**Please note:** Most questions in the form have help text to assist you in completing them correctly. You should download the associated 'Help text' document from the Planning Portal when you download the application form.

## 2. Supporting Documents – Additional required information

Most applications require more information than can be provided by the application form alone. [Further information is available in the 'Making an application' guidance published by government](#).

**Please note:** The LPA cannot register an application until all supporting documentation has been received.

### Mandatory documents

The Local Planning Authority (LPA) will not be able to process the application unless all the mandatory supporting documentation has been provided.

There are two levels of mandatory documents, national and local:

- **National** - The checklist on the application form will tell you the required documents and the number of copies you need to submit. Some LPAs will have reduced the requirements for the number of copies needed. The form states the national standard but you can check this with the LPA alongside any other local requirements (as per below).
- **Local** - The LPA will have produced a list which details any specific documentation that is required to accompany the application in addition to the national requirements. This is usually available via [our 'Local Authority search' function](#), if not, it should be available via the LPA website.

### Optional documents

You can also provide any other relevant documentation which you think will help the LPA make a decision on the application.

## Plans and drawings

Although not a legislative requirement, it is recommended that all drawings include a scale bar, key dimensions, the direction of North, original paper size and scale (e.g. 1:200 at A3) clearly marked on them.

While not compulsory, submitting plans and drawings on A3 will help the Local Planning Authority (LPA) process the application more efficiently. For example, consider placing fewer elevations on smaller page sizes, even if this means submitting more documents.

## Posting Electronic Documents

As well as printed documents, many LPAs will accept supporting documents in electronic format by post (e.g. on a disc, memory card or USB memory stick).

However, you should always:

- Check that the files can be read correctly before sending them; and
- Clearly state the documents contained and the file formats used in a covering letter.

We would also always advise contacting the LPA to discuss this option and to confirm the preferred method of submission (e.g. what file formats are acceptable).

You can find LPA contact details on first page of the form or by [using our 'Local Authority search' function](#).

## 3. Fees - Determine the correct fee for the application

Planning Portal provides an online fee calculator so that by selecting the relevant options and entering the specifics of the proposal, the fee required for the application can be determined.

[Access the fee calculator and a full PDF list of the fees on the Planning Portal website.](#)

While every effort has been taken to ensure that the fee will be calculated correctly, the determination of whether the fee is correct is solely the responsibility of the relevant Local Planning Authority (LPA). Once you have submitted the application, the fee will be checked by the LPA and they will confirm whether the fee is correct.

If you are claiming an exemption in payment (e.g. if the proposed works are in connection with the provision of disability access to a building), or if you are claiming a reduction in payment (e.g. if it is a development by a parish council), then the LPA may require a statement attached to the application giving the appropriate details. You will need to contact the authority before submission to confirm this.

You can find LPA contact details on first page of the form or by [using our 'Local Authority search' function](#).

## 4. Submit – Send the application to the Local Planning Authority

Post or deliver the application form and supporting documents to the address provided and make the fee payment.

**Please note:** You should not use our online system to attach and submit completed PDF application forms.

Once the Local Planning Authority (LPA) has received the application, documents and fee payment it will validate the application within its normal workflow processes and timescales. If the LPA needs more information or has any queries it will contact you directly.

They will then contact you confirming if the application is valid or not. If invalid, they will inform you of the steps you need to take to make it valid. They will also inform you if the fee for the application was correct.

For information on the progress of the application please contact the LPA directly.

You can find LPA contact details on first page of the form or by [using our 'Local Authority search' function](#).

## What happens next?

Once validated and paid for, the application will proceed as normal. For most applications, LPAs have eight weeks to determine them. They will send you notification of their decision.

If the application is not determined on time or is refused (or allowed with conditions you feel are unreasonable) you are allowed to appeal the decision. [View further information about appeals on our website](#).

## Getting help

If you have a specific question regarding the application (for example a query over the fees, requirements for supporting documents or answers to specific questions) you should contact the relevant Local Planning Authority (LPA).

The Planning Portal are unable to answer such questions as they fall under the jurisdiction of the LPA.

You can find LPA contact details on first page of the form or by [using our 'Local Authority search' function](#).