

Requirement for Planning Permission or Building Regulation consent guidance notes



Environmental Services Department

Enquiries about whether Planning Permission and/or Building Regulation consent was required for building works already carried out on dwellings

We have a procedure to deal with these type of enquiries which usually arise when dwellings are being sold and questions are raised by buyers or their Solicitors.

The procedure

The procedure is based on information being provided by enquirers about:

- the property involved;
- any previous extensions or building works;
- the date building works were carried out; and
- in some cases, the methods of construction and the materials used.

The form

The form “Requirement for Planning Permission or Building Regulation Consent?” should be completed and sent together with the fee. We will try to reply within 10 working days and tell you:

- what relevant records we hold for the property;
- whether enforcement action has been taken;
- whether or not Planning Permission and Building Regulation consent would have been needed for the work;
- whether or not we are likely to take any action under the Planning Act or Building Act;
- whether there is any action the property owner may consider taking to regularise the situation.

Fee

You need to pay a fee of £53.60, including VAT in advance for this service. Payment should be made by cash or by credit or debit card (VISA, Mastercard, Maestro, VISA Electron, Switch and Solo) at the Reception counter in our offices or by cheque made payable to Wigan Council.

You can get further copies of the form by telephoning: 01942 404256 or 404227 or from our web site at www.wigan.gov.uk.