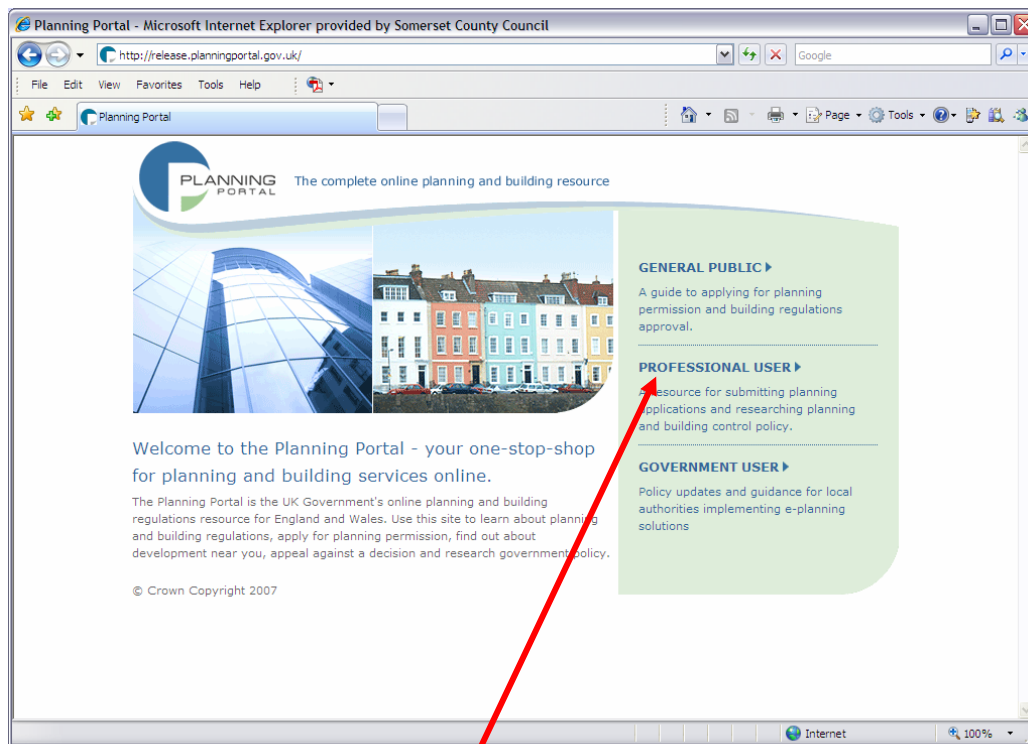


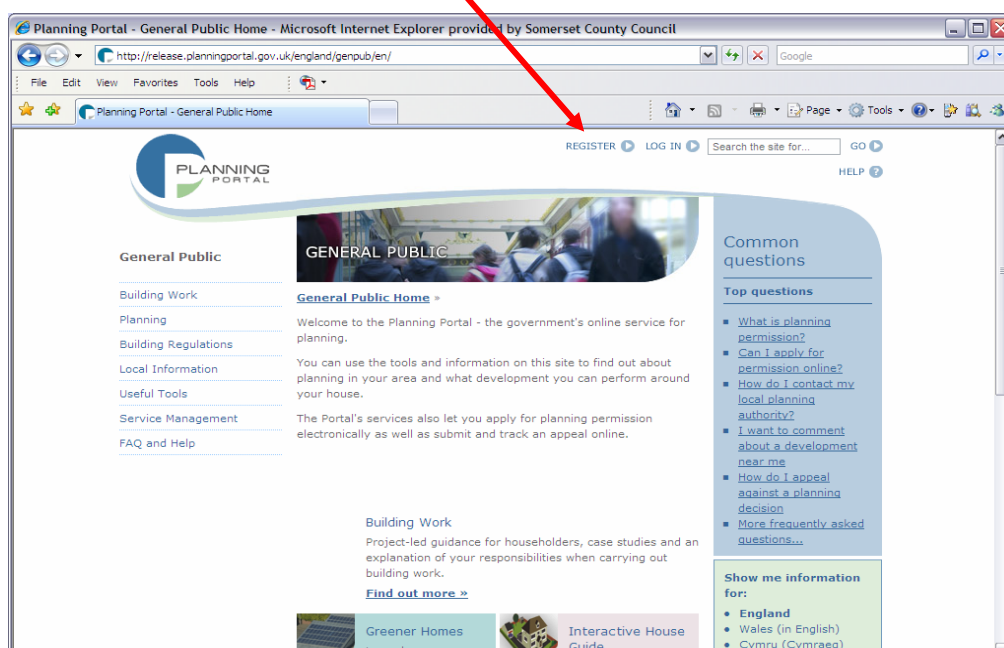
# Guidance for Applicants / Agents submitting an application to Cumbria County Council via the Planning Portal for Regulation 3 (County Council Development) or Waste Applications

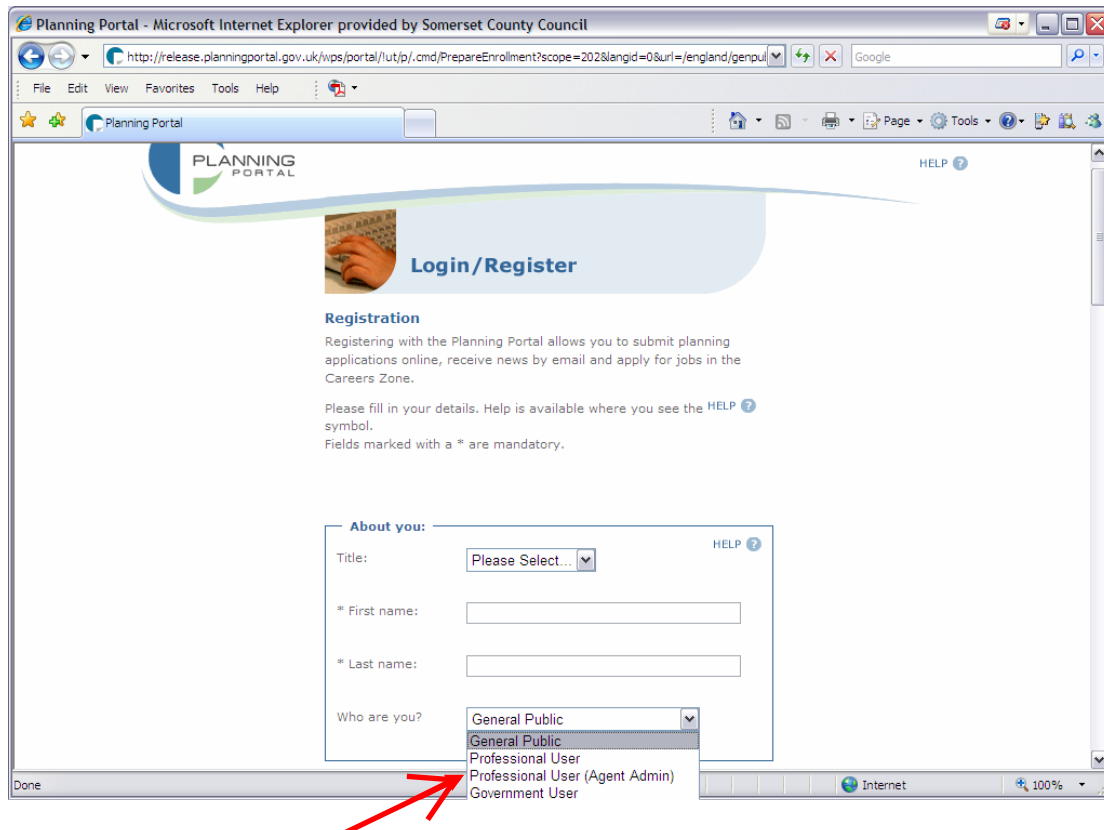
Submitting your first 1APP planning application:

1. Go to [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

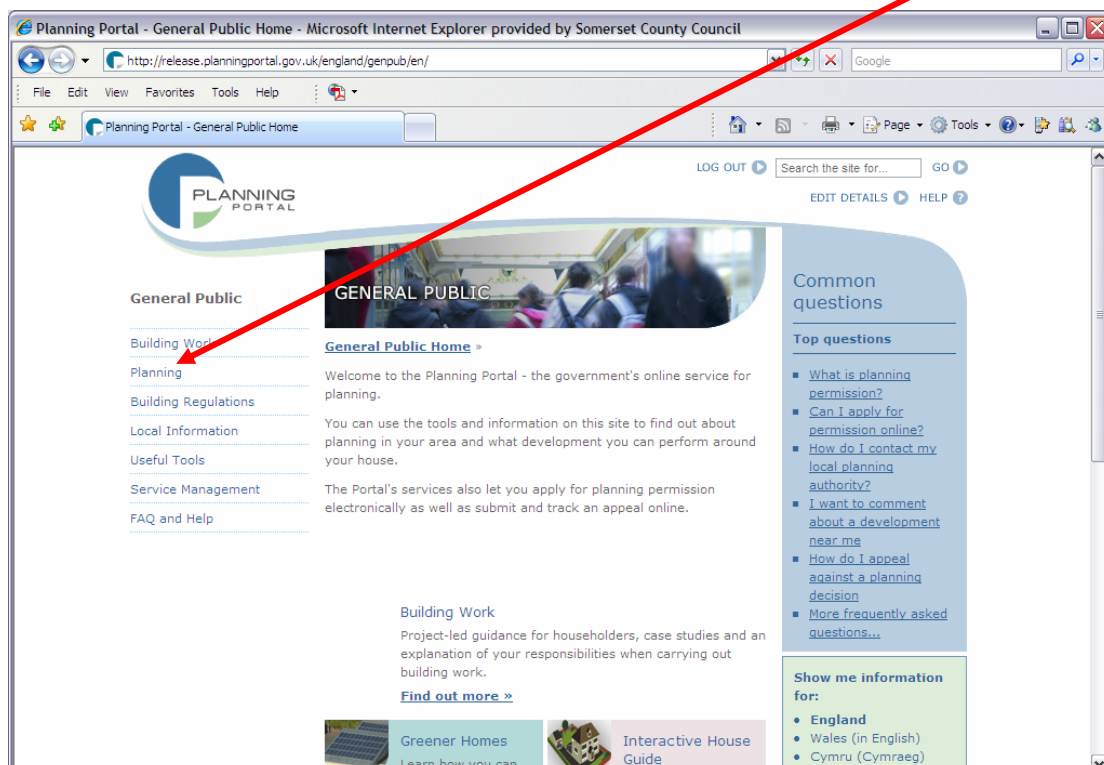


2. Select 'PROFESSIONAL USER'
3. You will need to Register your details:

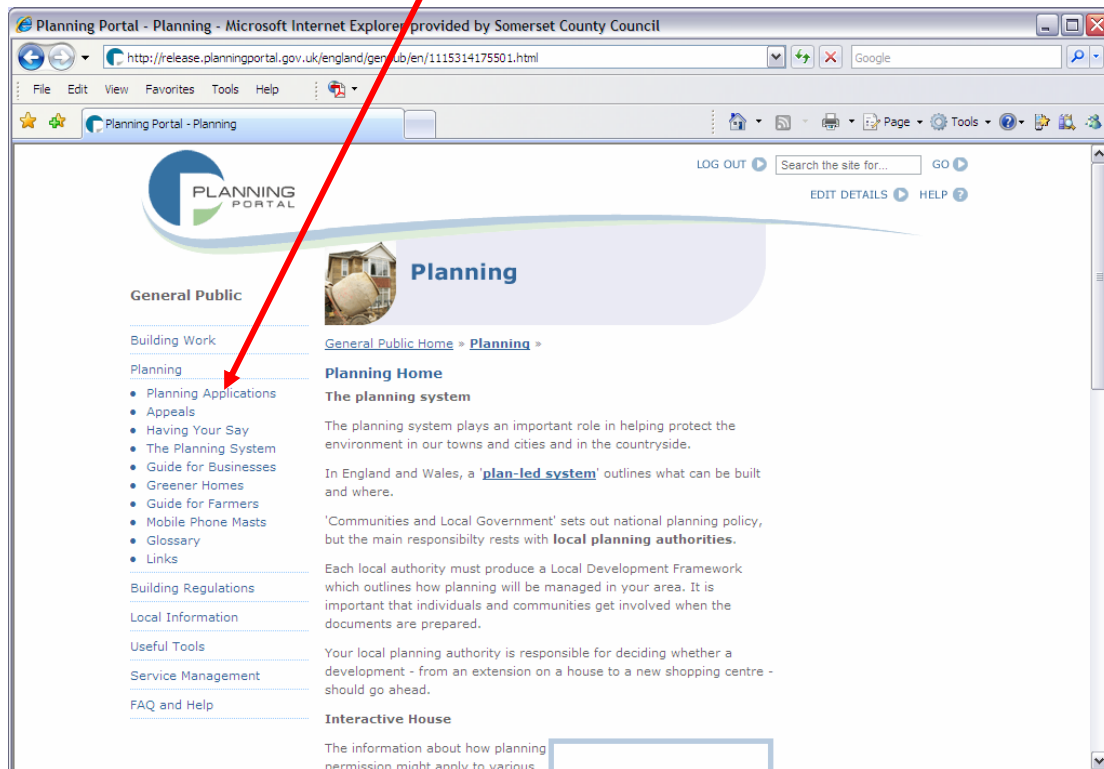




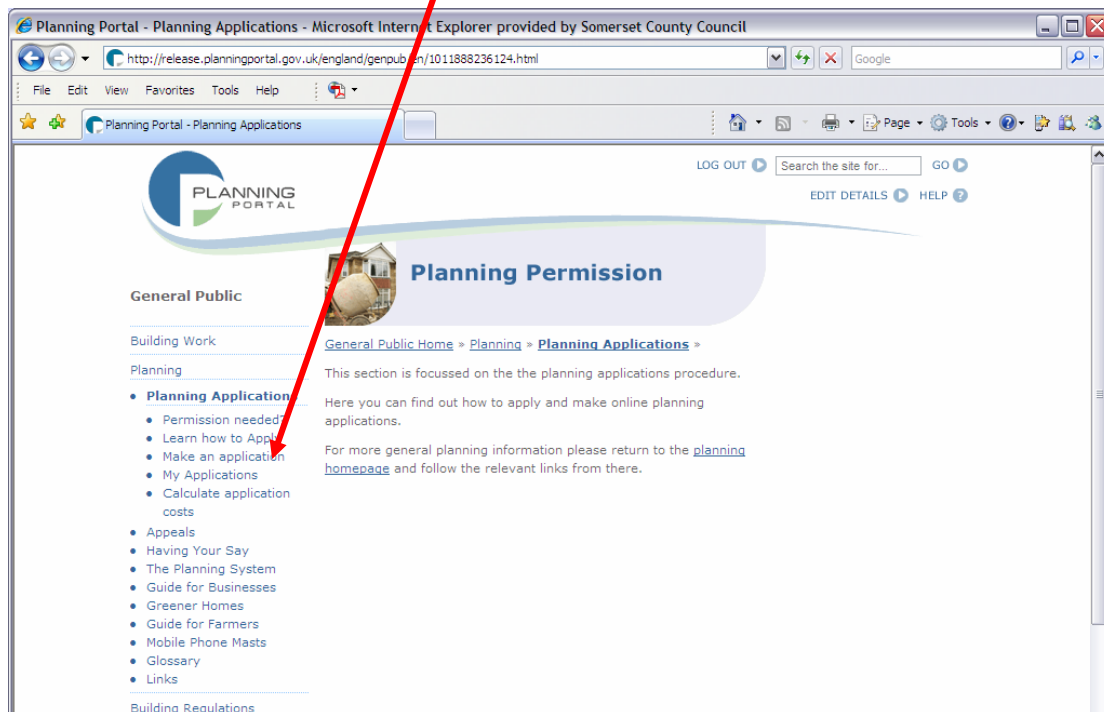
4. In the 'WHO ARE YOU BOX' you must select 'Professional User (Agent Admin)'
5. On completion of the Registration process you will be Logged on and return to the General Public Home page – select 'Planning'



## 6. Select 'Planning Applications'



## 7. Select 'Make An Application'



8. Give you application a unique name for you to identify the application

Planning Portal | 1-App - Microsoft Internet Explorer provided by Somerset County Council

http://release.planningportal.gov.uk/PpApplications/genpub/CreateApplication

LOG OUT Search the site for... GO

AGENT ADMIN EDIT DETAILS HELP

**General Public**

Building Work

Planning

- Planning Applications
  - Permission needed?
  - Learn how to Apply
  - Make an application**
  - My Applications
  - Calculate application costs
- Appeals
- Having Your Say
- The Planning System
- Guide for Businesses
- Greener Homes
- Guide for Farmers
- Mobile Phone Masts
- Glossary
- Links

Building Regulations

Local Information

Case Studies

General Public Home > Planning > Planning Applications > **Make an application**

**Make an application**

Your application will be saved in "My Applications" allowing you to access it any time you are online

**Your application**

What do you want to call this application?

e.g. Home extension

NEXT

9. Identify the Local Planning Authority by entering the Post Code

Planning Portal | 1-App - Microsoft Internet Explorer

http://www.planningportal.gov.uk/PpApplications/professional/CreateApplication?action=name&appName=Test&Next.x=208&Next.y=2

LOG OUT Search the site for... GO

EDIT DETAILS HELP

**Professional User**

Applications

- Make a new application**
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FAQ and Help

Professional User Home > Applications > **Make a new application**

**Application Chooser - step 1 of 4**

**Your Local Planning Authority**

Please enter details of the site location so we can determine the Local Planning Authority (LPA) for this application

**Address Search** Grid Reference Map Search

Enter the postcode to find the site address

House name or number

Postcode

CANCEL NEXT

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## 10. Select the correct address from the drop down list

The screenshot shows the Planning Portal interface in Microsoft Internet Explorer. The browser address bar displays: `http://www.planningportal.gov.uk/PpApplications/professional/CreateApplication?action=addressSearch&addressNumberName=&addressPostcode=LA9 4RQ&Next.x=138&Next.y=8`. The page title is "Planning Portal | 1-App - Microsoft Internet Explorer". The left sidebar contains a "Professional User" section with links: "Applications", "Make a new application", "My applications", "Calculate application cost", "Building Regulations", "Appeals", "Policy", "News", "Local Information", "Jobs and Training", "Info for Planning Agents", "Glossary", "Links", "Useful Tools", "Service Management", and "FAQ and Help". The main content area is titled "Application Chooser - step 1 of 4" and "Site address selection". It prompts the user to "Please select the site address from the list below". A dropdown menu is open, showing a list of addresses. A red arrow points to the dropdown menu. The list includes: "Please select...", "Please select.", "Made in Cumbria Trading Ltd, Busher Walk, KENDAL, Cumbria", "Capita Symonds, County Offices, County Hall, Busher Walk, KENDAL, Cumbria", "Cumbria County Council, County Offices, County Hall, Busher Walk, KENDAL, Cumbria", "Cumbria County Council, County Offices, County Hall, Busher Walk, KENDAL, Cumbria", "Cumbria County Council, County Offices, County Hall, Busher Walk, KENDAL, Cumbria", "Cumbria County Council, County Offices, County Hall, Busher Walk, KENDAL, Cumbria". The bottom of the page has links for "Terms and Conditions", "Privacy Policy", "Disclaimer", "Contact Us", "GENERAL PUBLIC", and "GOVERNMENT USER". The footer says "© Crown Copyright".

## 11. Check the site address is correct

The screenshot shows the Planning Portal interface in Microsoft Internet Explorer. The browser address bar displays: `http://www.planningportal.gov.uk/PpApplications/professional/CreateApplication?action=addressSelection&addressSelected=38&Next.x=318&Next.y=5`. The page title is "Planning Portal | 1-App - Microsoft Internet Explorer". The left sidebar is identical to the previous screenshot. The main content area is titled "Application Chooser - step 1 of 4" and "Site address confirmation". It prompts the user to "Please ensure this is the correct site address:". Below this is a form with the following fields: "Name or flat number" (Cumbria County Council), "Street address" (Busher Walk), "Town" (KENDAL), "County" (Cumbria), and "Postcode" (LA9 4RQ). There are "CANCEL" and "NEXT" buttons at the bottom. A note says "If this is not correct try [searching again](#)". On the right side, there is a green box with contact information for "South Lakeland District Council", including an email link for "Planning Application Requirements (PAR)" and a telephone number (01539) 733333. The bottom of the page has links for "Terms and Conditions", "Privacy Policy", "Disclaimer", "Contact Us", "GENERAL PUBLIC", and "GOVERNMENT USER".

12. NOTE: The next screen will show the Local Planning Authority (i.e. South Lakeland District Council)
- YOU NEED TO SELECT 'OR BEGIN A WASTE OR REGULATION 3 APPLICATION HERE' TO ENSURE YOUR APPLICATION IS SENT TO THE COUNTY COUNCIL.**

Planning Portal | 1-App - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go

Address <http://www.planningportal.gov.uk/PpApplications/professional/CreateApplication?action=confirmAddress&Next.x=248&Next.y=8>

LOG OUT Search the site for... GO EDIT DETAILS HELP

**PLANNING PORTAL**

Professional User

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Application Chooser - step 2 of 4

**Our Local Authority**

The local authority that will deal with your planning application is: **South Lakeland District Council**

Click "Next" below to continue with your application

**Waste and Regulation 3 applications**

[Or begin a Waste or Regulation 3 application here](#)

**South Lakeland District Council**

[South Lakeland District Council](#)

Email

[Planning Application Requirements \(PAR\)](#) (opens in a new window)

Telephone (01539) 733333

[More contact info](#)

13. Select Waste or Regulation 3 as appropriate.
- N.B. Regulation 3 refers to County Council Development (e.g. Schools, Highways Depots, Offices, etc...)**

Address <http://v>

**PLANNING PORTAL**

Professional User

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EDIT DETAILS HELP

Application Chooser - step 2 of 4

**Waste and Regulation 3 applications**

These applications are handled by County and Unitary Councils.

☐ I want to begin a Waste application.

☒ I want to begin a Regulation 3 application.

☐ No, I do not want to begin this type of application. I want to begin a Local Planning Authority application.

**Local authority information**

If the application you want to begin is **not** a Waste or Regulation 3 application you should select the No option above. Clicking **Next** will enable you to begin a Local Authority Planning Application.

**South Lakeland District Council**

[South Lakeland District Council](#)

Email

[Planning Application Requirements \(PAR\)](#) (opens in a new window)

Telephone (01539) 733333

[More contact info](#)

**Cumbria County Council**

[Cumbria County Council](#)

Email

[Planning Application Requirements \(PAR\)](#) (opens in a new window)

Telephone

14. **NOTE: On the next screen Cumbria County Council should be identified as the Local Planning Authority**

Planning Portal | 1-App - Microsoft Internet Explorer

Address: <http://www.planningportal.gov.uk/PpApplications/professional/CreateApplication?action=countyMattersSelect&countyMatterSelection=reg3&Next.x=10&Next.y=6>

LOG OUT Search the site for... GO EDIT DETAILS HELP

**PLANNING PORTAL**

Professional User

**Make an application**

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FAQ and Help

Professional User Home > Applications > **Make a new application**

**Application Chooser - step 3 of 4**

**Your Local Planning Authority**

The local authority that will deal with your applications is:  
**Cumbria County Council**

**Type of planning permission required**

Do you know the type of planning application you need?

☒ No, I need help choosing

☐ Yes

BACK NEXT

**Cumbria County Council**

[Cumbria County Council](#)

[Email](#)

[Planning Application Requirements \(PAR\) \(opens in a new window\)](#)

[Telephone](#)

[More contact info](#)

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15. **Select either option for the 'Type of permission required'**  
16. **Select the type of application you want to submit**

Planning Portal | 1-App - Microsoft Internet Explorer

Address: <http://www.planningportal.gov.uk/PpApplications/professional/FormChooserWizard?action=helpSelection&helpNeeded=y&Next.x=17&Next.y=3>

LOG OUT Search the site for... GO EDIT DETAILS HELP

**PLANNING PORTAL**

Professional User

**Make an application**

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Professional User Home > Applications > **Make a new application**

**Application Chooser - step 4 of 4**

**Choose the primary type of permission you need**

☐ **Householder planning consent**  
- includes garages, outbuildings, dormer windows, garden walls or new/alterd access to the residence

☒ **Full planning consent**  
- includes change of use and conversion (excludes householder developments)

☐ **Outline planning consent**  
- planning permission with some/all matters reserved

☐ **Conservation area consent**  
- an application for work within a conservation area (excludes listed buildings)

☐ **Listed building consent**  
- an application for alterations to, extension or demolition of a listed building

☐ **Work to trees or hedgerow removal**  
- work to protected trees (TPO/conservation area) or notification of hedgerow removal

☐ **Display of advertisements**

☐ **Lawful Development Certificate**

**Cumbria County Council**

[Cumbria County Council](#)

[Email](#)

[Planning Application Requirements \(PAR\) \(opens in a new window\)](#)

[Telephone](#)

[More contact info](#)

17. Continue with the application form filling in the relevant fields (*as you would a paper copy*).

Fill in the form as per the instructions.

If you require any assistance please contact the Planning Portal via the details found on the following web-linked page:

<http://www.planningportal.gov.uk/helpcentre>

The screenshot shows the Planning Portal website in a Microsoft Internet Explorer browser window. The address bar displays the URL: <http://www.planningportal.gov.uk/PpApplications/professional/FormChooserWizard?action=lpal.level2Selected&secondaryPermissionType=PCT25CT3&Next.x=24&Next.y=1>. The page is titled "Professional User" and features a sidebar with navigation links such as "Applications", "My applications", "Calculate application cost", "Building Regulations", "Appeals", "Policy", "News", "Local Information", "Jobs and Training", "Info for Planning Agents", "Glossary", "Links", "Useful Tools", "Service Management", and "FAQ and Help". The main content area is titled "Application Chooser" and displays the message: "You have selected the following type of form: Full Planning Consent. An application for full planning consent." Below this message are two buttons: "BACK" and "CONTINUE WITH APPLICATION". A red arrow points to the "CONTINUE WITH APPLICATION" button. On the right side of the page, there is a contact box for "Cumbria County Council" with links for "Email", "Planning Application Requirements (PAR) (opens in a new window)", "Telephone", and "More contact info". The footer contains links for "Terms and Conditions", "Privacy Policy", "Disclaimer", and "Contact Us", along with the text "© Crown Copyright".