



frenchplans

French planning & architectural services

Post Approval Requirements
Declaration Prelable

www.frenchplans.com

Congratulations

your application has been approved!

Now you have received planning permission for your project there are some things you need to do and be aware of to ensure your project runs smoothly.

To help you with this we have pulled together the following information / action points that we recommend you read carefully before progressing with any building work.



WHAT NOW?

Actions **you** need to take

Put up your planning notice	Pages 4-6
Provide your builder with the relevant thermal attestations	Pages 7-8
Once completed, submit your closing of works declaration	Page 9
Don't be surprised by your tax d'aménagement	Page 10
Start your project within the validity period	Page 11



Planning Notice

ACTIONS YOU NEED TO TAKE

DÉCLARATION PRÉALABLE
Construction ou travaux

N° Déclaration :

En date du :

Bénéficiaire(s) :

Nature des travaux :

Superficie hors œuvre nette autorisée : m²

Hauteur de la/des construction(s) : m

Surface des bâtiments à démolir : m²

Superficie du terrain : m²

Le dossier peut être consulté à la Mairie de (ville et adresse) :

Droit de recours :

Le délai de recours contentieux est de deux mois à compter du premier jour d'une période continue de deux mois d'affichage sur le terrain du présent panneau (article R. 600-2 du code de l'urbanisme).

Tout recours administratif ou tout recours contentieux doit, à peine d'irrecevabilité, être notifié à l'auteur de la décision et au bénéficiaire du permis ou de la décision prise sur la déclaration préalable. Cette notification doit être adressée par lettre recommandée avec accusé de réception dans un délai de quinze jours francs à compter du dépôt du recours (article R. 600-1 du code de l'urbanisme).

Sample of a planning notice or "panneau" These can be purchased at most DIY stores for a few euros

Upon receipt of your planning permission, you must put up a planning notice at the earliest opportunity (technically, immediately!).

This notice must be displayed in a place that can be seen from the public highway.

It must be in place for a minimum of two months, AND for the full duration of works if that lasts longer than 2 months.

This is a legal requirement and without it, your permit may be invalidated, and you could face a fine of 1500 €.

Take a dated photo of the sign in place at the point you erect it, and on the day you remove it



Planning Notice

what is the purpose of it?

Displaying this board allows the possibility of objections being raised by a third party (for example a neighbour) for a period of 2 months after the approval date.

The Prefecture also has a period of 3 months in which to challenge or withdraw the permit if it is judged to be illegal, though that rarely happens.

In order to be 100% certain that no objections have been raised, it is wise to wait for the expiry of this period (3 months) before commencing works.

Please note it is also obligatory to note the name of the architect (where relevant) on this notice.

Please contact us for further advice if necessary.



Planning Notice

Why is it important?

In rare cases where the permit is challenged, the existence of the planning notice, erected immediately after consent is granted is of utmost importance.

Although there is no legal requirement to 'prove' the notice was erected and remained in place for the required period, the minimum suggested action is to take dated photographs of it in place. To be as certain as possible that you avoid any future action, or to prove it was erected correctly, you can appoint a huissier (bailiff) to issue a 'constat' (attestation) to this effect. The fee varies from one to another, but is typically around 300 - 400 euros.

An alternative is to ask the local Mairie to visit the site and issue an attestation that the notice is in place.



RT2012 / RE2020 Thermal Regulations

If the building project is subject to RT2012 or RE2020 thermal regulations, it is essential that work follows the minimum regulatory thermal values (either for new build/extension or for the renovation of existing buildings under certain circumstances).

For projects that may not have been subject to a thermal report at the application stage, sometimes the planners ask for an attestation of conformity with thermal regulations when the work is complete.

For applications requiring RT2012 or RE2020 at the outset, a copy of the thermal attestation and report (where applicable) will have been sent to you as part of the service we provide during the planning process, or upon approval.

Please ensure the thermal report is given to your builders' and/or ensure you take account of the values during the works if you intend to undertake them yourself.



RT2012 / RE2020 Thermal Regulations

Final inspection

A final inspection and certification may be required before the authorities sign off the project, and without it, the completion notice (DAACT) will not be validated.

A document outlining the values for the renovation of existing buildings (where there is no extension) is available - please ask us for details (sorry, it is only available in French!).

We strongly suggest you:

- retain copies of all invoices for the purchase of insulation materials, plus the labels from the packages showing the thermal values
- take photographs during the work to show the various layers of construction (eg, external stone, insulation, stud, plasterboard, etc).

If you keep all of these together, they can be submitted for a certificate of conformity if necessary.

We can sometimes review the documents and issue an attestation ourselves, but other times it requires a qualified thermal technician.



Closing of Works Declaration

Within 90 days of completion of works it is necessary to submit a further declaration to that effect.

This is called a “Déclaration attestant l’achèvement et la conformité des travaux” (DAACT).

This needs to be submitted in triplicate, one copy of which will be signed and returned to you for safe-keeping.

If your original quote included the post approval / additional services pack, we will complete this on your behalf, so please simply contact us when your project has been completed. If this was not included in our original proposal, and you would like us to submit the declaration on your behalf, please contact us for a quote.

In the event of a subsequent sale of the property this declaration will be required by the Notaire as part of the sale contract.



Tax Declaration and Tax D'aménagement

Once planning permission has been granted the local tax office will automatically issue an "H1" tax form. This has to be completed and returned within 90 days of completion of works.

In the event that your planning consent concerns an increase in taxable space (extension, garage, pool, shed, car parking areas, etc), a one-off tax will be payable **approximately a year after approval has been granted**. You will receive notification of the amount from the tax office well before payment is due. There could be more than one invoice, depending on the nature of the application.



Validity Period

Generally current planning permits have a validity period of 3 years*.

This can usually be extended for a further year provided an application is submitted at least two months before the expiry of the permit. Once work has commenced, the validity of the permit is only assured provided work is continuous (ie there is no break in work of more than 12 months duration).

*Please refer to your permit where the "durée de validité" will state the validity period



Is there any help available?

We do offer a Post Approval Service Package

If required, we offer several post approval services relating to planning permits including:

- Completion and submission of the closing of works declaration, plus the H1 tax form: please request a quotation if this was not included in the original fee proposal.
- Extension of validity period: subject to current rates
- Cancellation of permit: subject to current rates
- RT2012/RE2020 certification: Subject to quotation from independent service provider
- Other services: subject to individual quotation

Please note that your personal planning consent may be subject to other conditions or requirements - if you are in any doubt about the details of your approval, please contact us for further advice

