

# Planning Application

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Notes to help you fill in the application form

## Checklist

**Please make sure you send in:**

1. 4 copies of completed application form(s) ☐
2. An up to date Ordnance Survey based plan showing the sited and adjoining roads and properties. The plan should be to a scale of 1:1250 or 1:2500 and show the direction of north. The application site should be edged in red and any adjoining land that the applicant owns or controls should be edged in blue on a maximum paper size of A3 ☐
3. Survey plans and elevations showing existing and proposed works and demolitions clearly marked scale 1:50 on a maximum paper size of A3 ☐
4. The correct fee and completed fee form ☐
5. A separate Article 7 certificate (if needed) ☐
6. A Design and Access Statement (if needed) ☐
7. Any other supporting information ☐

## 1. Applicant and agent

If someone makes the application for you (as an 'agent'), all correspondence and the decision notice will be sent to the agent. In all cases, please give the name of the person to be contacted about the application and a daytime telephone number if possible.

## 2, 3, 4. Application site

An up-to-date site plan is needed with every copy of the application form, showing the site and the adjoining properties and roads. The plan should be to a scale of 1:1250 or 1:2500 and show the direction of north. The application site should be edged in red and any adjoining land the applicant owns or controls should be edged in blue. It is best to use an Ordnance Survey plan and the Planning Department may be able to help you to obtain one. The site area is not usually required for house extensions or changes of use of existing buildings.

## 5. Your proposal

You should clearly describe the type of development proposed or the purposes for which a building is to be used e.g. 'House extension', 'Residential development (2 detached bungalows)' or 'Use of shop as an estate agent's office'. If a development has been carried out without permission and you are now applying to put the matter right please make it clear that you wish to retain a building or continue an existing use, e.g. 'continuation of use of ground floor as a shop'.

## 6. Type of application

### Please answer only one of parts A to G

Simple extensions will normally be 'B'

#### A. Full application (change of use only)

This is for a change of use only where no external alterations are involved. The only plan normally needed for this type of application is the site plan described in question 2, however you may be asked to provide more details including plans in some cases.

#### B. Full application (for new building/alterations extensions or other works)

This is for new building/engineering works/or alterations when the use will stay the same. You need to submit all the details of the proposed development including where appropriate details of: materials, landscaping, car parking, access. You must submit accurate plans, to accompany each form, to a scale of 1:100 or larger. These plans should include floor plans, elevations and sections of the new building, together with and changes in

ground levels. If existing and new works are shown on the same drawing, colour the new works to make them clearly distinguishable, or include separate plans showing the existing situation. You should also submit a plan to a scale of 1:500 which shows the existing features of the site and adjoining land together with the proposed layout of buildings.

#### C. Full application (change of use with new building/alterations)

Full details should be given as for 'B' above.

#### D. Outline application (for new buildings)

This section applies if you intend to erect a building(s) but do not wish to submit all the details at this stage. Any matters not submitted at this stage are termed reserved matters. In sensitive locations such as a conservation area or in open countryside the Planning Department may require more details before determining the application, as siting, means of access, or appearance could be critical. It is therefore very useful to discuss an outline application with the Planning Department before submitting it to see how much detail will be required. In all cases you should submit as much detail as you can (see 7 below).

#### E. Reserved matters application

These are submitted following an outline permission, which must still be valid, i.e. normally within 3 years. A condition on the outline permission will specify which reserved matters have to be submitted, and these can be dealt with in a single application or separately if required. It will help the Planning Department if you can provide the reference number of the outline permission.

#### F. Renewal of a temporary permission

This applies if a previous permission has been granted with a condition that a use must cease or a building must be removed by a specified date, and you wish to obtain a further permission. It will help the Planning Department if you can provide the reference number of the previous permission.

#### G. Alteration or removal of a condition

If you do not wish to comply with a condition of a planning permission then you can apply to have it removed or changed. We recommend that you discuss this matter with the Planning Department before applying. Remember that conditions are applied to planning permissions for good reasons. It will be helpful if you can provide the number of the planning permission and the relevant condition. If you are applying to have a condition removed you should carefully state your reasons in a covering letter to be submitted with the application. If you want a condition to be changed, you should clearly state your proposed new version.

## 7. Outline Applications

Detailed consideration is required on the use and amount of development. Even if layout, scales and access are reserved, an application will still require a basic level of information on these issues. The following information is to be provided:-

- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified.
- **Amount of Development** - the amount of development proposed for each use
- **Indicative layout** – an indicative layout with separate development zones proposed within the site boundary where appropriate.
- **Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary.
- **Indicative access points** – an area or areas in which the access point or points to the site will be situated.

The local planning authority still has the power to direct an applicant in writing to supply further information necessary for them to determine an application. If we consider that the application ought not to be considered separately from all or any of the reserved matters, we will within one month, beginning with the receipt of the application, notify the applicant/agent that we are unable to determine it unless further details are submitted and we will specify the further details required.

- a) **Layout** – the way in which buildings, routes and open spaces are provided within the development and their relationship to buildings and spaces outside the development.
- b) **Scale** – the height, width and length of each building proposed in relation to its surroundings.
- c) **Appearance** – the aspects of a building or place which determine the visual impression it makes, excluding the external built form of the development.
- d) **Access** – this covers accessibility to and within the site for vehicles, cycles and pedestrians in terms of the positioning and treatment of access and circulation routes and how these fit into the surrounding access network.
- e) **Landscaping** – this is the treatment of private and public space to enhance or protect the site's amenity through hard and soft measures, for example, through planting of trees or hedges or screening by fences or walls.

## 8. Access

Your plans should show the position of any new or altered accesses to the site and those which will no longer be required.

N.B. It is your responsibility to make sure you have a legal right of way/access. If not, you will have to include in your application the land over which access is to be gained.

## 9. Trees

Trees are an important part of the environment and the Council wishes to see existing trees retained wherever possible. Construction near trees could affect them. You should accurately show the position and spread of all existing trees and hedges on your plans and which, if any, you propose to prune, fell or remove. Trees in a Conservation Area or covered by a Tree Preservation Order have special protection and you must not lop or fell them without notifying the Planning Department in advance. Further advice is available from the Planning Department, and a separate consent might be necessary.

## 10. Demolition

Your plans should clearly show any demolition. Separate consent may be required for whole or partial demolition of buildings. This is particularly important for LISTED BUILDINGS or buildings in CONSERVATION AREAS. Further advice is available from the Planning Department.

## 11. Existing Uses

This question should be completed for all applications and describe all the existing uses, e.g. 'vacant ground floor shop with self-contained flat above'.

## 12. Drainage

Most development is connected to the public sewerage and surface water system. The position of all underground services should be determined before detailed plans are prepared. In the case of development in rural areas or for new buildings near or over a drain or sewer, you are advised to discuss your proposal with the relevant drainage engineers; (further advice from the Planning Department). Any discharge of effluent by soakaway or into a watercourse requires the separate consent of the Environment Agency.

## 13. Materials

Please provide details of all external materials to be used (including roofing materials and surfacing for car parks and other 'hard areas'. Please give the type of material, its colour, make and name wherever possible.



## 14. Plans

If you list the submitted plans and drawings we can be sure that we have received a complete application. If you are not sure exactly what plans and drawings need to be submitted with your application our staff can advise.

## 15. Additional information

For most applications other than for new houses or house extensions, **you will need to complete another form** (Planning application 2). Please check with the Planning Department whether you need to complete this form.

## 16. Agricultural dwellings

For applications involving dwellings connected with an agricultural use, **you will need to complete another form** (Planning application 3). Please check with the Planning Department whether you need to complete this form.

## 17. Design and Access Statements

With effect from 10th August 2006 Design and Access Statements are required for all planning applications except for

- A material change in the use of the land or building, unless it also involves operational development
- Engineering or mining operations
- Development of an existing dwelling house or development within the curtilage of a dwelling house for any purpose incidental to the enjoyment of the dwelling house, where no part of that dwelling house or curtilage is within a "Designated Area"; a site of Special Scientific Interest or a conservation area

Design and Access Statements must explain how you have considered the proposals and understand what is appropriate and feasible for the site in its context. It should clearly explain and justify the design and access principles that will be used to develop future details of the scheme. (See: <http://www.planningportal.gov.uk/england/professionals/en/1115314212495.html>)

## 18. Certificate of ownership

When making a planning application you must complete an 'Article 7 Certificate', which provides details of the ownership of the site. This is necessary to let owners and agricultural tenants know about proposed developments on their land.

- (a) Complete the Certificate on the application form **if the applicant is the sole owner of all the land to which the application relates and no part of it is an agricultural tenancy.** (Owner means a

person having a freehold interest or a leasehold interest with at least seven years unexpired).

- (b) **If the applicant is not the sole owner or part or all of the land is an agricultural holding,** please complete the separate Article 7 Certificate which is available at the Planning Department. You will also need to give a formal notice to the owner before making the application.
- (c) **If you do not know the name and address of the owner** there are other Certificates which you can complete and you should contact the Planning Department to discuss the matter.

Note that it may be an offence to complete an Article 7 Certificate incorrectly.

## 19. Signature and date

Please make sure you sign and date the form.

## Making your application

Please check that your application is complete before sending it to the Planning Department. You should send:

- 4 copies of the completed form.
- 4 copies of any additional form required (see notes 15 and 16).
- 4 copies of a site plan.
- 4 copies of any other plans.
- An 'Article 7 certificate' if required (see note 18).
- A fees form and the correct fee (see below).
- A Design and Access Statement (see note 17 if necessary)

### Fees

The fees required are set out in Regulations which are revised from time to time and the current charges are shown on the fees form. The correct fee must be submitted together with a completed fees form. If you are in doubt what fee is applicable the department's staff will be able to advise.

**YOUR APPLICATION WILL NOT BE CONSIDERED UNLESS A CORRECT FEE HAS BEEN PAID.**