

GUIDANCE NOTES FOR PLANNING APPLICATIONS

These notes are provided to help you complete a full planning application and are set out in the same order as the questions on the form.

If the forms are not completed correctly, along with the correct **certificate, plans** and **fee**, it is likely to delay your application and may result in your application being returned.

1 - Applicant

Please state your name and address clearly and include your daytime telephone number.

Agent

All correspondence will be sent to the agent if this section is completed, including the decision notice.

2 - Address / Location of application site

This may be different to the applicant's address

3 - Area of the application site in metric

This must be in metric measurement e.g. m² or ha.

4 - Does the applicant own or control any adjoining land?

If YES please indicate with a **BLUE LINE** on your location plan

5 - Full description of the proposal

Please state clearly what the proposal involves.

For example: single/two storey, rear/side/front extension/garage/car port/vehicular access, change of use to 3 flats, B1 Industrial etc.

6 - Type of application (tick **one** box only)

a. Change of Use only

Where no building works are involved and only the use of the building(s) or land will change

b. New building/alteration only (full application)

This allows for both category 'a' and 'c'.

c. Change of Use involving new build/alteration

This involves building work.

d. Outline application for new buildings (complete Question 7)

This type of application is used to establish the principle of a use on the site before finalising details. You must also complete question 7.

e. Reserved matters (state no. of Outline Permission)

f. Renewal of temporary permission (state no. of previous consent)

g. Alteration or removal of a condition (state planning permission ref. no.)

Please state the relevant reference numbers in each category. For Question 6g. please state the condition number in addition to the planning consent reference. For Question 6e. you must also complete Question 7.

h. Retain building or works already constructed or carried out

Tick as appropriate.

i. Full Application

This covers all other types of application for full consent e.g. engineering works.

7 - Reserved Matters (In respect of OUTLINE applications and Reserved Matters. Please tick which matters are inc. for approval now)

Please specify which matters are included for approval. Detailed plans will be required. Any matters which are not included will require details to be submitted as a subsequent Reserved Matters or as part of a Full Application.

8 - Access Does the proposal involve a new/altered access?

Planning permission is required for a new access onto a classified road. However details of any change/creation of a new access should be included as part of any application.

9 - Does this planning application require the felling of any trees?

Full details of any trees on the site should be clearly indicated on the submitted plans showing those to be retained and those to be felled.

10 - Does this planning application involve any demolition?

Please indicate clearly on the plan the position of any buildings to be demolished.

11 - Describe either the existing use of the site, or (if vacant) the last use and date vacated

Please indicate clearly on the plan the position of any buildings to be demolished.

12 - Drainage a. How will surface water be dealt with?
b. How will foul sewage be dealt with?

Please indicate the type of drainage to be used.
For example: to existing/new drainage/soakaway.

13 - How many car parking spaces are to be provided? Show these on the plans & indicate no. of spaces.

14 - Please list all external materials to be used, stating make and type & overall height of development

An indication of the colour and type of materials to be used will help in making a decision.

15 - Please ensure 6 sets of all plans/drawings are enclosed - refer to the notes for the plans required

6 sets of all drawings should be enclosed. The followings are required:

- Location Plan - Based on an Ordnance Survey plan of scale 1:1250 or 1:2500 showing the whole application site and adjoining property and roads. The application site should be edged in **RED** and any other adjoining land owned or controlled by the applicant edged in **BLUE**.
- Site Plan - Should indicate clearly the location of the proposal in relation to the existing property/site boundaries and adjoining properties, preferably to a scale of 1:200 with the site edged in **RED**.
- Elevations - At a scale of not less than 1:100. If the appearance of the building is to be altered, existing and proposed plans should be included.
- Floor Plans - Should detail existing and proposed. These are also required for change of use applications.
- Structural Survey - This will be required for e.g. when submitting an application for a barn conversion or for full demolition and rebuild of a dwelling.

Please note: All measurements must be in metric, or if using Imperial scales (i.e. feet & inches) the metric equivalent must be quoted. Drawings which state that they should not be scaled will not be acceptable.

16 - Non Residential Development. Is the application for industrial, shopping or other non residential use?

If **YES** you must complete Planning Application Form Part 2.

17 - Please complete the enclosed certificates

- Certificate A To be completed if you are the sole owner of the land on the day, or 21 days prior, to the submission of the planning application.
- Certificate B To be completed if you are not the owner of land but know who the owner(s) are. The Notice No.1 (below Certificate B) should also be completed, detached and sent to the owner(s).
- Certificate C/D These apply if the owner of the land is not known.

All certificates should be accompanied by the Agricultural Declaration

18 - Signature and Date Please remember to sign and date the completed forms and tick the relevant box.