



Penarth Conservation Area

Town & Country Planning Act 1990 (Amended) Article 4(2) Direction

Information in support of a Planning Application

You have been asked to submit a planning application because your property is covered by an Article 4(2) Direction. This note offers some advice on the information required in support of your application.

If you would like to discuss your application with an officer before its submission, please contact the Planning Division on the numbers given overleaf.

Although no fee is required in support of a planning application submitted wholly as a result of the Article 4(2) Direction, the appropriate certificates should be signed and submitted, together with

6 copies of a signed application form,

and

6 copies of plans, drawings and any supporting information.

All details should be to a metric scale.

Once registered, consultations will be undertaken and the application advertised.

A well documented application is important to avoid delays in registration and determination.

A Location Plan

A plan which shows the house and the garden in relation to adjoining property and roads must be submitted. The plan should be based on an Ordnance Survey plan, to a metric scale of 1:1250.

The application site should be edged red and any other adjoining land owned or controlled by the applicant edged in blue.

Changes to the Elevations of a House

These should show existing and proposed elevations of the house. Although you will always benefit from plans which are well drawn and considered, a photograph of the house as existing may be sufficient to show the existing situation, provided you identify clearly the element you wish to change and there is sufficient information in your drawings of proposed work to enable the change to be clearly assessed and monitored.

If you are planning a change to joinery, for example windows or doors, a more detailed specification will be required which shows

the new dimensions, materials and method of opening, including any ironmongery and fixing details. If the opening into which the joinery is set changes, identify these details as well. If you are using a standard built element, the manufacturer's details will sometimes specify dimensions and materials. The trade literature can be submitted as supporting information.

Alterations to Roofs

If you are proposing a change in the roof covering, please specify the material including colour, trade name and style, and identify clearly which parts of the roof will be affected. A change in the appearance of the roof can occur as a result of the loss or alteration of small detail and so information on ridge tiles, lead work, fascias and barge boards, as well as rain water goods, should be provided too.



Extensions

(including porches and conservatories)

These will require a properly documented application which describes the existing situation and how the extension will change it. Plans and elevations should be drawn to an appropriate scale (metric). For plans, sections and elevations, 1:50 is usually adequate, with floor plans at 1:100.

Alterations to or demolition to boundary walls, gates and gate pillars

A site plan including elevations eg. to show the new/proposed height of wall, which is dimensioned is sufficient to show where the

change will take place. New work should be drawn in sufficient detail to show the means of construction, materials, and the method of linking new with old.



A photo to show the existing arrangement can support your application.

Demolition

Where demolition is proposed, your application should identify the part of the building which is to be removed, and how the remaining building will appear following demolition or partial demolition.

What Happens Next?

Following receipt and registration, your application will be assessed including consultations, and its impact on the character of the Conservation Area considered. Changes may be recommended to ensure that the character of the Conservation Area is maintained and that the application is acceptable in other respects. Once the application has been fully assessed a report will be prepared, a decision made and you will be formally notified by means of a decision notice.

Further Advice

If you have any queries, please contact an officer on the number given below.



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