

Requirements for the Submission of Planning and Other Applications



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special

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1.0 Introduction

2.0 Standard Application Form

3.0 National Requirements

4.0 Information requirements for applications for full planning permissions

- 4.1 Location plan
- 4.2 Site plan
- 4.3 Ownership Certificate
- 4.4 Notice(s)
- 4.5 Agricultural Holdings Certificate
- 4.6 The correct fee (where one is necessary)
- 4.7 Design and Access Statement (where required)

5.0 The Local Lists of Plan Requirements

6.0 The Local Lists of Information Requirements

7.0 Table of Local List Requirements by Application Type

8.0 Local List of Pre-Registration Requirements

- 8.1 Affordable Housing Statement
- 8.2 Agricultural Justification Statement
- 8.3 Wildlife Survey and Report
- 8.4 Flood Risk Assessment (FRA)
- 8.5 Foul Sewage Assessment
- 8.6 Heritage Statement
- 8.7 Landscaping Details
- 8.8 Lighting Assessment
- 8.9 Photographs
- 8.10 Planning Statement
- 8.11 Excavated Material Assessment
- 8.12 Structural Survey
- 8.13 Sustainability and Renewable Energy Statement
- 8.14 Tree Survey and Impact Assessment
- 8.15 Ventilation / Extraction Statement
- 8.16 Applications for a Lawful Development for an Existing use or operation or activity including these in breach of a Planning Condition
- 8.17 Non Material Amendment Applications
- 8.18 Minor Material Amendment Applications
- 8.19 Application for a new planning permission to replace an extant planning permission in order to extend the time limit for implementation.

Appendix 1 Extract from Department for Communities and Local Government publication “Guidance on Information Requirements and Validation” on the contents of Design and Access Statements

Appendix 2 Environment Agency Guidance on Flood Risk Assessment.

Appendix 3 Application Fees

1.0 Introduction

The Exmoor National Park is a working and living community where development is necessary to ensure that the needs of the community, businesses and visitors are met. The Local Plan, adopted in 2005, sets out a range of policies that allow development to take place and the Local Planning Authority permit approximately 95% of the applications which are submitted.

The planning policies seek to ensure that development is of the right scale, directed to appropriate locations and conserves and enhances the character and appearance of the National Park. Development proposals should be of a high quality so that the special qualities of the National Park are maintained.

The National Park Authority is the sole planning authority for the area and deals with approximately 360 applications per annum. The introduction of the national planning application form and the requirements of the Local List will assist applicants to demonstrate that proposals are acceptable and meet the planning policies of the National Park. In the past some applications have been delayed in their processing because of a lack of clear information, or applicants have had to make subsequent applications because initial proposals were not thought through.

With more information submitted at the outset, consultees in the process such as Parish Council, neighbours and other bodies such as the Environment Agency will have a greater understanding and are more likely to be supportive. This should lead to swifter decision making. Applications that are not controversial and comply with the planning policies can be made a delegated decision rather than one that needs to be presented for consideration to the monthly meeting of the Planning Committee.

Pre- Application Advice: Planning Officers are happy to look at draft proposals prior to submission. Weekly planning surgeries are run at Porlock Lovelace Centre (10am – midday on Mondays) and Lynton Town Hall (10am-midday on Wednesdays). No appointment is needed to attend these surgeries but any information which can be sent through in advance will assist planning officers to research and advise. Draft proposals can also be sent in to Exmoor House by post or e-mail and officers are happy to then meet in the office or on site as appropriate.

If there are queries regarding the level of information that is required with your submission then please contact the Development Control Section of the National Park Authority.

For national planning guidance please see the details on the planning portal www.planningportal.gov.uk/ and for details of the Exmoor National Park Local Plan and links to the County Structure please see www.exmoor-nationalpark.gov.uk/ldf.htm

2.0 A Standard Planning Application Form (1APP) has been introduced across England and replaces all existing types of planning application forms, except for mineral workings. The forms are the only official method of submitting a planning application.

The forms can be found at the Planning Portal web site at www.planningportal.gov.uk. The Local List requirements can be found by following the planning links from <http://www.exmoor-nationalpark.gov.uk>

The Standard Application Form covers the following types of application;

- Householder consents
- Outline and full planning permission and approval of reserved matters
- Listed building consent
- Conservation Area consent
- Advertisement Consent
- Consent under the Tree Preservation Orders and Notification of proposed works to trees in conservation areas
- Lawful Development Certificates
- Applications for Prior Approval under the General Permitted Development Order 1995
- Removal or variation of conditions
- Extensions to the time limits for implementing planning permissions, and
- Non-material amendments to existing planning permissions.

The Standard Application Form process consists of three parts;

1. the Appropriate Form;
2. the Planning Application Requirements (National); and
3. the Planning Application Requirements (Local). (these can only be found on the National Park Authority web site).

Attached to each application form on the National Park Authority web site is a validation checklist which applicants should complete and return ensuring that all the required information is included.

Failure to supply all the appropriate information will render an application invalid.

If you wish to examine further information on the validation of planning applications please refer to the Department for Communities and Local Government publication "Guidance on Information Requirements and Validation" at www.communities.gov.uk/documents/planningandbuilding/pdf/1505220.pdf

The National Park Authority has consulted on the information requirements that should be included within the Local List. A comprehensive and public consultations exercise was undertaken. The results of the consultation were considered by the Planning Committee who formally adopted the list on 2 November 2010; to be operative from 1 December 2010. The information

later in this document sets out the information requirements from the Local List that is required with each type of application.

The National Park Authority encourages the submission of your application electronically via the national Planning Portal. The Portal assists by providing a structured way to complete the forms; checks the planning fee and allows the completed process to be completed on line (or partially on line if you prefer). The Planning Portal also provides a range of planning and Building Control guidance. The Portal can be accessed at www.planningportal.gov.uk. It will also be necessary to visit the National Park Authority web page to ensure that the local list requirements, which are set out in this document, have been met.

If you do not wish to submit your application on line then the planning application forms can be downloaded from the National Park Authority web site by following the planning links from www.exmoor-nationalpark.gov.uk . Please ensure that the correct form is used. If you wish us to send the forms then please contact the Planning Section (01398 323 665); we will be happy to advise on the appropriate forms and send them in the post.

By which ever method you wish to submit your application please can we reinforce the need to check and submit the details required on the validation checklist and the details needed in the Design and Access Statement.

3.0 National Requirements

Information requirements for applications for outline planning permission.

Outline applications can be appropriate when the principle of a development proposal needs to be established. However, in the National Park, given the sensitivity of the area, a full detailed planning application will usually be necessary to help to demonstrate that the impacts are acceptable. The Development Control Team are happy to advise on whether an outline application will be suitable for your proposal.

Applications for outline planning permission generally need not give details of any proposed reserved matters unless the matters include layout, scale or access. However, if the local planning authority receives an application for outline planning permission but decides that the application ought not to be considered separately from all or any of the reserved matters it must notify the applicant within one month from the receipt of the application that further details are submitted. The local authority will also specify what further details are needed.

The reserved matters which can be considered as a second stage are;

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

Even if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, applications should always include information on:

- **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 (for retail this should be the gross retail floorspace expressed as square metres).
- **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.

In addition to the information above, applications for outline planning permission should also include a design and access statement. The requirements relating to Design and Access Statements are explained in Appendix 1.

4.0 Information requirements for applications for full planning permissions.

The Authority wishes to encourage all applications to be submitted electronically. However, applicants retain the option of submitting paper versions of the forms and information. Four copies of all the forms and information are required, unless submitted electronically.

The Department of Communities and Local Government has set out the national requirements to be submitted with planning applications. It is important to note that the requirements are clearly set out and the information and plans should be supplied if your application is to be validated.

If a particular plan or document is not considered necessary or appropriate in relation to the specific development proposal then an applicant or agent should set out in writing why this is the case and the Local Planning Authority will take this information into account when deciding whether to register an application as valid.

4 copies of all plans, papers and particulars are required to be submitted unless the application is submitted electronically.

4.1 The location plan

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500 and wherever possible the plans should be scaled to fit onto A4 or A3 size paper. In exceptional circumstances plans of other scales may also be required. Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking, areas of earth movement and/or disposal and open areas around buildings.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

4.2 Site Plan

A Site Plan should be submitted. The legislation requires three copies plus the original (unless submitted electronically). The site plan should be drawn at a scale of 1:500, 1:200 or 1:100 (depending on what is the most appropriate scale to clearly show the proposals in relation to other buildings, features, boundaries and land) and should accurately show:

- a) The direction of North.

- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.

And the following unless these would NOT influence or be affected by the proposed development.

- c) all the buildings, roads and footpaths on land adjoining the site including access arrangements,
- d) all public rights of way (including footpath, bridleway, restricted byway or byway open to all traffic) crossing or adjoining the site,
- e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development,
- f) the extent and type of any hard surfacing, and
- g) boundary treatment including walls or fencing where this is proposed.

4.3 Ownership Certificates

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. Ownership Certificates must also be completed for applications for listed building consent, and conservation area consent for demolition.

4.4 Notice(s)

A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

4.5 Agricultural Holdings Certificate

All agricultural tenants on a site must be notified prior to the submission of a planning application. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. This certificate is required whether or not the site includes an agricultural holding. It is incorporated into the standard application form, and must be signed in order for the application to be valid.

No agricultural land declaration is required if the applicant is making an application for the approval of reserved matters, renewal of temporary

planning permission, discharge or variation of conditions, tree preservation orders, conservation area consent for demolition, listed building consent, a lawful development certificate, prior notification of proposed agricultural or forestry development, a non-material amendment to an existing planning permission, or express consent to display an advertisement.

4.6 The correct fee (where one is necessary)

Please see the schedule of application fees which are set nationally and attached at Appendix 3. With the Planning Portal there is a fee calculator available and with the submission of applications on line, the fee is automatically calculated. We are happy to advise on planning fees on specific cases.

4.7 Design and Access Statement

A Design and Access Statement must be submitted for some types of planning application. The statutory requirements for design and access statements are set out in Article 4C of the GPDO, as amended. Attached to this document at Appendix 1 are extracts from the DCLG “Guidance on Information Requirements and Validation” which explains when a Design and Access Statement is required and advises on its contents to meet the statutory requirements.

5.0 The Local List of Plan Requirements.

In addition to the statutory plan requirements other plans will normally be essential to explain the proposals. The following plans will normally be expected to be included in the application submission unless it is explained why they are not required.

- **Existing and proposed elevations** (At a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there, where a change is proposed. If an elevation is not to be altered then this should be clearly stated on the plans, although it is not necessary to draw those unchanged elevations. The submitted elevations should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

- **Existing and proposed floor plans** (At a scale of 1:50 or 1:100)

Existing and proposed floor plans are needed for new development and for existing buildings altered by the proposed development. These plans should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should also show details of the existing building(s) as well as those for the proposed development. If the application relates simply to a change of use and no physical development work is to be carried out, a floor plan may not be necessary, although it could be helpful to explain how the new use may operate from a building.

- **Existing and proposed site sections and finished floor and site levels** (At a scale of 1:50 or 1:100)

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s) and adjoining land. In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings and/or where there are earth movements.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

- **Roof plans** (At a scale of 1:50 or 1:100)

A roof plan will be required for all development proposing residential use to ensure that materials, flues and other details are clearly identified. In other cases a roof plan may be helpful to explain complex roof formations with several pitches and ridges.

6.0 The Local List of Information Requirements.

In addition, following consultation and adoption, the National Park Authority has adopted a Local List of information required when submitting a planning and/or other application. The list has been tailored to the particular circumstances of the National Park and seeks to ensure that applicants and their agent submit detailed information which helps to justify their proposals and demonstrates that it is compatible with the planning policies seeking to conserve and enhance the National Park.

It is important to note that the scope and detail of the information which is submitted should be proportionate to the location and type of proposal. Each application will need to be considered on its merits and some proposals will require more detailed analysis of some information subjects than others. The Local Planning Authority has set out guidance for each subject heading that forms part of the Local List to assist applicants in deciding the type and range of information that is needed in each case. It is recommended that each heading is set out in the accompanying statement so that it is clear that each subject has been considered and appropriate information submitted. Some information, such as the need for landscaping details, are a requirement of the local list and the Design and Access statement and these can be cross referenced to prevent duplication. Planning Officers are happy to discuss the information requirements for each proposal.

If a particular plan or document is not considered necessary or appropriate in relation to the specific development proposal then an applicant or agent should set out in writing why this is the case and the Local Planning Authority will take this information into account when deciding whether to register an application as valid.

The table below sets out the Local List requirements for each type of application.

7.0 TABLE OF LOCAL LIST REQUIREMENTS BY APPLICATION

	Affordable Housing Statement	Agricultural Justification	Wildlife Survey and Report	CLEUD list of information	Flood Risk Assessment	Foul Sewage Assessment	Heritage Statement	Landscaping Details	Lighting Assessment	Photographs	Planning Statement	Excavated material Assessment	Structural Survey	Sustainability & Renewable Energy Statements	Tree Survey and Impact Assessment	Ventilation/Extraction Statement
Outline Planning Permission	✓1		✓2		✓	✓		✓	✓	✓	✓			✓	✓4	✓5
Full Planning Permission	✓1	✓	✓2		✓	✓		✓	✓	✓	✓	✓3	✓	✓	✓4	✓5
Approval of Reserved Matters	✓1				✓	✓		✓	✓	✓	✓	✓3		✓	✓4	✓5
Householder Application			✓2		✓				✓	✓	✓			✓	✓4	
Listed Building Consent							✓		✓	✓	✓	✓	✓			
Conservation Area Consent							✓		✓	✓	✓	✓				
Removal or Variation of a Condition					✓				✓	✓	✓					
Advertisement Consent									✓	✓	✓					
Hedgerow Removal Notice										✓					✓4	
Prior Notification – proposed demolition										✓		✓3				
Certificate of Lawful Existing Use or Devt				✓						✓						

1 Only for housing proposals 2 For the conversion of non-residential buildings and in other cases subject to a checklist of considerations

3 Only for development excavating more than 250 cubic metres of material, 4 Only for trees within 15m of any development works 5 Only for sites with A3, A4 and A5 uses

* Non-Material Amendment applications – the same information requirements as for an original proposal.

* Minor Material Amendments – the same information requirements as for an original application.

* Replacement of an extant planning permission in order to extend the time limit for implementation – the same information requirements as for an original proposal.

8.0 Local List of Pre-Registration Requirements

8.1 Affordable Housing Statement

Background

The National Park has well established planning policies for the provision of affordable housing (these lie within the Housing Chapter of the Local Plan). There is much information available to applicants following the survey work of the Rural Housing Project which can be viewed on the National Park Authority's web site. Most applicants, either individuals or Registered Social Landlords, proposing affordable housing will have had discussions with the Rural Housing Enabler to ensure that their application reflects the needs of that community or individual for housing. Planning Officers would also welcome, in conjunction with the Rural Housing Enabler, discussions to ensure that applicants provide sufficient information to demonstrate that there is a need for the sufficient type of affordable housing that is sought.

Requirements

That those proposing local needs affordable housing should demonstrate that there is a local need for the proposals and that may include the evidence from a Local Needs Survey or in parishes without a completed or up to date survey the Individual Local Needs Questionnaire should be completed (this questionnaire will be analysed by the Rural Housing Enabler and the details will remain confidential). The details with an application should specify the number of units, the mix of units, with numbers of habitable rooms and/or bedrooms. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained.



ENPA: An example of local affordable housing at Cutcombe

8.2 Agricultural Justification Statement.

The National Park Authority is supportive of farming activity within the Park not least because of the close relationship between farming and the landscape. It is accepted as a matter of principle that on occasions farmers may require further agricultural buildings and some of the modern livestock buildings proposed can be large. While there may be issues of landscape impact and highway access etc in the way of all applications, there is also a need to demonstrate that an agricultural building of the size proposed is reasonably necessary for the purposes of agriculture on that holding. In the past it has not always been clear why an agricultural building has been required and this has led to concerns and delays with dealing with farm building applications.

Requirements.

The Agricultural Justification Statement is the opportunity for the applicant to set out the size and activities on the farm holding, detail the stocking levels now and proposed in the future, identify the existing buildings and their uses and to explain the agricultural justification for the new building, track or other development proposal.

8.3 Wildlife Survey and Report

Background

The National Park is rich in wildlife and has adopted a Biodiversity Action Plan which aims to increase Exmoor's biodiversity, targeting those species and habitats most valued nationally and locally. There is also a range of accompanying targets in the National Park Management Plan. The Local Plan has policies which seek to protect the nature conservation value of sites and species (LNC9 – LNC14).

Many parts of the National Park are designated County Wildlife Sites, SSSIs or Special Areas of Conservation. Many water courses are identified as sites important for both fauna and flora. Even simple proposals can give rise to biodiversity issues and potentially affect habitats. For instance, the National Park is home to all 16 of the British bat species which can roost in many types of building and/or trees. Bats are often found in the roofs of application sites. Simple applications such as the provision of forestry and farm tracks can affect habitats for vertebrates such as dormice which need to be considered and addressed in application proposals.

Examining wildlife issues and constraints at the outset will allow applicants to understand a potential key consideration to their proposals and demonstrate how issues have been addressed. Many species, such as bats, are protected by law and it would be a criminal offence to disturb such species and their roosts. If some harm is justified to a habitat then the Wildlife Survey and Report will give the ability for applicants to set out mitigation and replacement habitat, if that is possible.

Requirements.

The Planning Checklist, which should accompany all full planning applications, seeks to help applicants identify when wildlife issues may require greater investigation. The information is intended to target the situations where it is most likely that a wildlife issue needs to be understood and addressed in the initial design work. Where the checklist indicates that on initial evaluation no wildlife issues are evident then the application can be submitted with only the checklist completed. However, this does not exclude the consideration and potential requirement to address wildlife issues which may arise during the processing of an application. Where the Checklist highlights that a Wildlife survey is required then, unless it is can be demonstrated that an exemption applies, the survey report and analysis will need to be submitted with the application for it to be registered.



8.4 Flood Risk Assessment (FRA) -

Background

Many properties/sites and village centres within the National Park fall within land that the Environment Agency has identified as liable to flood. Flood Risk Assessment is a very important part of an application's assessment in those areas liable to flood. It not only helps reduce the potential threat to individuals and damage to individual properties but also assesses the potential displacement of flood water; and therefore examines the potential for other properties to be flooded from development. The Environment Agency is very specific in their requirements and the submission of a FRA is a requirement for an application in flood risk areas. This is supported by Policy U7 of the Local Plan.

There are guidance notes at Appendix 1 in respect of a simple Flood Risk Assessment which may be suitable in many cases and more detailed advice on the Environment Agency site at www.environment-agency.gov.uk. The Environment Agency is prepared to check and discuss a draft Flood Risk Assessment prior to the submission of a planning application and if flood risk is a key constraint to development this consultation is strongly recommended.

The Environment Agency identifies three zones of potential flood risk. Flood Zone 3 shows flooding from rivers with greater than a 1% (1 in 100) chance of happening each year or flooding from the sea with greater than with 0.5% (1 in 200) chance of happening each year. Flood Zone 2 shows the extent of an extreme flood with a greater than 0.1% (1 in 1000) chance of happening each year. Flood Zone 1 is the remaining area outside of Flood Zones 2 and 3, where there is less than a 0.1% (1 in 1,000) chance of flooding each year.

The Flood Zone category of any particular site can be identified by contacting the Environment Agency (01278 484 669) or by visiting their web site <http://www.environment-agency.gov.uk/> Please note that the Environment Agency regularly update their flood risk maps and that with global warming the area that they consider likely to flood has increased over past map revisions.

Requirements

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. It may be necessary to undertake a sequential analysis for some forms of development if it proposed in an area liable to flood.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding include the design of surface water management systems such as Sustainable Drainage Systems (SUDs). The FRA should also

address the requirement for safe access to and from the development in areas at risk of flooding.

The FRA should form part of an Environmental Statement where one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. **Planning Policy Statement 25: Development and Flood Risk** (December 2006) and its associated Practice Guide provide comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. These documents and others relevant to FRAs can be found on the Environment Agency web site.



ENPA: house surrounded by flood water

8.5 Foul Sewage Assessment

Background

Sewage issues are often raised by the drainage bodies and/or local residents who question whether a development proposal will be acceptable in relation to existing systems. While some of the more complex issues arise with larger scale developments there is also the issue that some of the local sewer systems and treatment works within the National Park are near capacity. On other occasions many properties do not have any local connection.

In these circumstances, it is considered reasonable for developers to have investigated the sewage systems that will be used in relation to their development and to explain this in the application submission. With new development it will often be necessary to connect to existing services and this may have either a visual, tree or archaeological impact. It will be necessary for applicants to work through these issues at some stage of the development process and there are considered benefits if this information is included at the registration stage.

With many sites that cannot connect to a mains network, there will be a need for a treatment system which releases a discharge to a watercourse. This will require a Discharge Consent from the Environment Agency and the specification of that consent will depend on the watercourse where the out flow is being discharged to. Many water courses have been identified for their conservation importance and that can have an impact on the requirements set out in the consent and, in turn, the system that can be installed to meet those requirements.

Requirements

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. It will be necessary to demonstrate in all submissions how surface water will be dealt with.

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in DETR Circular 03/99¹ and Building Regulations Approved Document Part H².

¹ www.communities.gov.uk/publications/planningandbuilding/circularplanningrequirement

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on public highway, then notice may need to be served on the owners of that land. That land should also be included in the application red-lined site.

² www.planningportal.gov.uk/england/professionals/en/1115314110382.html

8.6 Heritage Statement

Background

The first purpose of National Park designation is to conserve and enhance the natural beauty, wildlife and cultural heritage of Exmoor. The National Park is rich in history and important cultural heritage which is not only confined to the 1026 Listed Buildings and 16 Conservation Areas.

Applications for Listed Building Consent are already required to be accompanied by a Design and Access Statement. The guidance states that, in particular, such a statement should address:

- the special architectural or historic interest of the building;
- the particular physical features of the building that justify its designation as a listed building (not simply the listed building description); and
- the building's setting.

Conservation Area applications will need to assess the importance of the Heritage asset and the wider impact on the Conservation Area of the proposed changes.

Requirements

The Heritage Statement may be combined with the Design and Access Statement on this issue if the detail which is included is comprehensive. The statement will need to explain the approach to ensuring that the historic and special architectural important of the listed building is preserved or enhanced. Where an aspect of the design has the potential to affect this adversely, the statement should explain why it is necessary, and what measures have been taken to minimise its impact.

The scope and degree of detail necessary in a Heritage Statement will vary according to particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. The following is a guide to the sort of information that may be required for different types of application.

For applications for listed building consent, a written statement that includes:

- ◆ an analysis of the significance of archaeology, history and character of the building/structure,
- ◆ a schedule of works to the listed building(s),
- ◆ the principles of and justification for the proposed works and their impact on the special character of the listed building or structure,
- ◆ an analysis of its setting and the setting of adjacent listed buildings may be required.
- ◆ A structural survey may be required to support the application.

As the Listing Description is only a method to identify a listed building, and is unlikely to form a list of the key historic features, commenting only on the listing description is unlikely to meet the requirements of a Heritage Statement.

For applications for conservation area consent, a written statement that includes:

- ◆ a structural survey,
- ◆ an analysis of the character and appearance of the building/structure,
- ◆ the principles of and justification for the proposed demolition, and
- ◆ its impact on the special character of the area may be required.

On many occasions this will be simple because of the poor quality of the element to be removed, on others, there will need to be more detailed justification.

In Heritage Statements applicants will need to refer to the guidance and principles in Planning Policy Statement 5 (Planning for the Historic Environment and the accompanying Historic Environment Planning Practice Guide and demonstrate that the principle in these documents have been met. In particular, Section 6 of the Practice Guide provides valuable advice on repairs and the approaches that should be adopted. Both documents can be inspected by visiting <http://www.communities.gov.uk/publications/planningandbuilding/pp5>.

8.7 Landscaping Details

Background

The landscape treatment of development sites is a key element in assisting its assimilation into the wider landscape setting and demonstrating that proposals will be acceptable. Criteria (iv) of Policy CBS12 (which relates to all new development) requires development proposals to “incorporate landscape design appropriate to the site and character of the area having regard to existing features including trees, hedges, walls, railings and gates, traditional surface treatments such as stone pitching, paving and structures”. This requirement refers to both hard and soft landscaping. An assessment of landscape proposals is required as part of the Design and Access Statement.

Requirements

Many sites will require only a simple landscape scheme which shows the retention and further planting of existing trees, hedges and vegetation while others will need to be more extensive proposals. The Authority is predominantly interested in the structural, long term planting and its maintenance rather than the individual planting in gardens. The Design and Access Statement can set out the approach to the landscaping of the site, including an understanding of the main viewpoints and what the landscaping is intended to achieve. The statement should also explain how the scheme responds to and enhances the sense of place and character of the site.

There is the option at the registration stage of submitting an Indicative Landscaping Scheme. These plans should be at a scale of a least 1:500 and identify the trees, hedges and other vegetation to be retained and the additional areas where planting is proposed. The plans should also show existing and proposed hard surface areas such as paths and parking areas, together with the existing and proposed materials.

The alternative, at the registration stage, is to submit a Detailed Landscaping Scheme which should be shown on a plan, usually at a scale of 1:100 or 1:200 and set out in detail the proposals. The soft landscaping scheme should specify the size, species and siting of any trees and, for hedges and other planting, the density and position of plants. The landscape scheme should also set longer term management and maintenance of the planting.

While the Indicative Landscaping Plan make give a general impression of proposed landscaping if permission is granted it is likely that a condition would be attached to any approval requiring the submission of a Detailed Landscaping Scheme to ensure that precise details on planting, where needed, are agreed prior to work commencing. If a Detailed Landscaping Scheme is submitted at the registration stage, and it is considered acceptable, then the planting will form part of the overall permission and there will not then need to be a need to submit a further scheme post approval.

8.8 Lighting Assessment

Background

One of the identified special qualities of the National Park is a landscape mostly free from intrusive development including light pollution. The Local Plan (para 2.33) states “Exmoor is one of the few areas of southern England that are still relatively free from mass sources of artificial light pollution. The experience of the night sky is a valued quality of Exmoor and an important part of the wilderness experience.”

Policy LNC2 of the Local Plan seeks to restrict external lighting associated with new developments to those which are essential in the interests of safety. If one of the special qualities of the National Park is to be maintained and enhanced, development proposals should take account of the need to control lighting and for them to be incorporated into the detailed design at an earlier stage to minimise their wider impact.

Requirements.

Development proposals should include a lighting assessment where any external lighting is to be provided. Again this can be very simple if only limited lighting is proposed. The details and design of the lighting should be set out in the application details together with hours of operation (if appropriate), intensity of light, beam orientation and any cowls to ensure that lighting is directed on to the ground and not into the night sky. The proposed lighting shall be shown on the elevations and lay out plan. For larger schemes the document ‘Lighting in the countryside: Towards good practice (1997)³ helps to demonstrate what can be achieved to lessen the effects of external lighting including street lighting and security lighting.

³ The document can be found at:
www.communities.gov.uk/archived/publications/planningandbuilding/lighting.

8.9 Photographs

Background

Applications are scrutinised by many bodies such as statutory consultees and Parish Councils who may not have the opportunity to visit the site. Photographs of the application site provide a valuable tool for understanding and appreciating the character of a site and the related proposals by all in the process and help to speed up determination of the application.

Requirements.

That photographs appropriate to the application proposal be included within the submissions. They should include relevant elevations of the building and its setting and can be used to demonstrate the suitability of the development proposals. For Listed Building applications, the photographs should cover all the elements that are to be altered / replaced including internal areas. Any building or part of a building to be demolished should to be photographed.

Please note that the photographs will form part of the application submission and will be included in the application file and on the Authority web site and be available for public inspection.

8.10 Planning Statement

Background

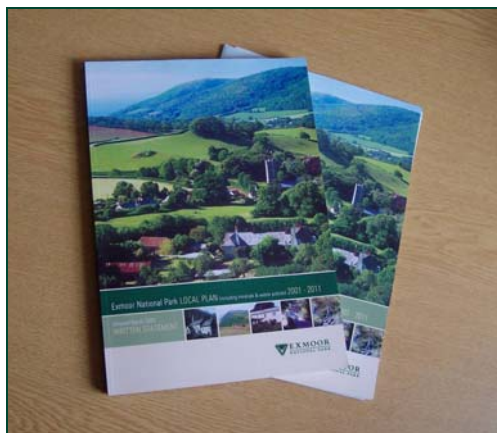
A planning statement is required with the initial submission of an application. It gives the opportunity for applicants to set out their case to demonstrate compliance with planning and other policies and also allows the public, Parish Councils, officers and members to understand the planning case which is being made. The statement needs to be proportionate to the development proposal under consideration

The Exmoor National Park Local Plan and the Somerset and Exmoor National Park Joint Structure Plan have been the subject of much public consultation prior to their adoption. The Act requires that decisions be made in accordance with the policies of the Development Plan unless material considerations indicate otherwise. The analysis of compliance with policies of the Development Plan is therefore crucial to the determination of applications. Both the Local Plan and the Structure Plan can be viewed at

Applicants are asked to ensure that they are familiar with the various planning policies, particularly those in the Local Plan. There are both general planning policies such as LNC1 (National Park Policy) and CBS12 (General Development Principles) which will be applicable to all applications and certain policies, such as, H12 (House Extensions) and RT10 (Domestic Equestrian Proposals) which will be relevant to specific applications. The planning statement should look at each of the relevant policies and explain how the proposals have been designed and/or adapted to meet the policy requirements.

Requirements

The planning statement should identify the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.



ENPA: The Exmoor National Park Local Plan 2001 – 2011

8.11 Excavated Material Assessment

Many developments require the excavation of material, either from foundations or to level a sloping site. The resulting material has, with some applications in the past, not been considered as part of the submission proposals. This has resulted in tipping at some sites with adverse impact on the landscape or on other occasions excessive lorry movements to remove material that has had an impact on narrow country lanes, even though the development itself has been acceptable.

It is important that the amount of excavated material from a proposed development is estimated and a method statement as to how it will be dealt with set out with the planning application submission. With some proposals such as the construction of agricultural barns or the formation of equestrian arenas the material which is excavated can be many hundreds of tonnes. If the material is clean it could be used on site, say to construct a hedge bank, extend a track or fill in undulations in a field. In these circumstances, this should be explained in the Assessment and the areas for the deposit of the material included within the application red lined site.

An assessment is only required when the estimated excavated material exceeds 250 cubic metres, although it is good practice to explain how any excavated material will be dealt with in all application cases.

Requirements.

That an Excavated Material Assessment be submitted with all applications where the material to be excavated exceeds 250 cubic metres in volume. The Assessment should identify the volume and type of material to be excavated, opportunities for the reuse and recovery of materials on site and demonstrate how off-site disposal of waste will be minimized and managed.



8.12 Structural Survey

Background

The Local Plan has a series of policies that allow the reuse of buildings in rural areas on the basis that the building can be converted rather than substantially reconstructed. It is important for applicants to demonstrate to the Local Planning Authority that the application building is structurally stable and can be converted. To accord with the policies in the CBS Section of the Local Plan, and guidance in Planning Policy Statement PS7, it is considered that a structural survey is an important information requirement for building works where they are being converted to any form of residential use.

Requirements

A structural survey shall be included in support of an application if the proposal involves conversion of a building to any form of residential use.



ENPA; barn conversions at Simonsbath

8.13 Sustainability and Renewable Energy Statement

An increasing important element when considering applications are the sustainability and renewable energy elements of design and how an application has incorporated them into the proposals. Part of Local Plan Policy CBS12 states:

“In considering applications, the Authority will give favourable consideration to proposals incorporating energy efficiency and resource conservation measures through their siting, layout, design and the use of materials. If it is considered that the applicant has not taken reasonable opportunities to incorporate such measures, permission will not be granted”.

The Sustainability and Renewable Energy Statement should explain how opportunities to include sustainability and renewable energy elements have been incorporated into the design. For example, there may be opportunities to insulate the building or extension to a higher standard than the Building Regulations, use of local and/or sustainable materials in construction, design for solar gain, triple glaze, recycle building materials, use grey water and in terms of energy incorporates incorporate a wood burning stove, Solar and/or PV, air or ground source heats pumps and other technology. Applicants need to look at the potential for each site which will be different. Such measures usually lead to reduced heating and running costs for occupiers as well as reducing carbon emissions in the longer term.

Requirements

The Sustainability and Renewable Energy Statement should set out the options that have been considered and the resulting conclusions which have led to the incorporation of the various measures in the building design and specification. All building projects can accommodate some form of sustainability and/or renewable energy elements in their proposals and these needs to be detailed in the Statement to ensure that all reasonable steps have been made in the case of the application submission.

8.14 Tree Survey and Impact Assessment

Background

Trees and the relationship of development to those trees are an often a point of controversy and concern with many applications. Mature trees are important within the landscape and the setting of buildings within villages. The national requirements for the submission of applications require trees to be plotted on the application plans where they may be affected by development proposals. There are established British Standards for the construction and positioning of buildings in relation to trees and often developers do not take these standards into account when designing and positioning new buildings and extensions. This leads to amendments to applications and/or the submission of further details, all which delay the determination of a proposal.

Requiring the submission of a report on tree matters at the submission stage, where necessary, will help ensure that the importance and protection of trees are given increased weight and is more likely to ensure appropriate siting of development in the first place. This requirement is reflected by Policy LNC4 which seeks to protect woodlands, groups of trees or individual trees of significant landscape or amenity value.

Requirements.

Tree Survey and Information will be required where there are trees within the application site or on land adjacent to it that could influence or be affected by the development. There is a need for a survey and impact assessment if any building or earth works are proposed within 15m of the base of a tree. Also the storage of materials and equipment, site access by heavy machinery as well as the digging of service trenches will need to be included in the survey and impact assessment.

Within that 15m area, information will be required on which trees are to be retained with an explanation of why these are important whilst others are proposed to be felled. It should be demonstrated why the retained trees will not be adversely affected by the development and on the means of protecting these trees during construction works. This information should normally be prepared by a suitably qualified and experienced arboriculturist.

The survey information, protection plan and method statement that should be provided with an application shall follow the guidance in the current BS5837 'Trees in relation to construction — Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

The Devon and Cornwall Tree Officers Group, on behalf of Tree Officers throughout the South West have provided guidance to explain the requirements and so that there is consistency in approach across the region. They have advised that:

“If your site or the land adjacent to your site contains trees, your Planning Application will need to be accompanied by the following details in accordance with British

Standard 5837:2005 Trees in Relation to Construction, unless otherwise agreed with the Local Planning Authority:

Tree Survey and Associated Reports

This is a factual record of trees on or adjacent to the site and should:

- a) Include a suitably scaled location plan scale to show trees, shrubs and hedgerows.
- b) Include a schedule as set out in British Standard 5837: 2005 Section 4.2.6. The following information should be provided: a reference number, species, height, stem diameter, branch spread, height of crown clearance, age class, physiological condition, structural condition, preliminary management recommendations, estimated remaining contribution in years and a category grading in accordance with Table 1.
- c) Include a Tree Constraints Plan, or equivalent information.

Design Statement

This must demonstrate how the development will achieve a satisfactory juxtaposition of retained trees, including shrubs, hedges and hedgerows, with the proposed development. It will include:

- a) Arboricultural Implications Assessment
- b) An Arboricultural Method Statement including a Tree Protection Plan.

The National Park Authority Trees and Woodlands Officers are willing to look at draft Tree Surveys and Reports to help advise whether development is acceptable in relation to trees.



ENPA: trees surrounding cottages at Hawkcombe

8.15 Ventilation / Extraction statement

Background

Food related sites, which have ventilation and extraction equipment, have the potential to cause noise and odour nuisance to adjoining properties. However, where the equipment is fit for purpose it usually operates quietly and prevents odour problems to the locality. Environmental Health Officers usually advise planning officers on the suitability of the equipment. If the details are submitted at the registration stage then the correct specification can be agreed and the full visual impact taken into account.

Requirements.

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments - use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways - use for the sale of hot food for consumption off the premises).

8.16 Applications for a Lawful Development for an Existing use or operation or activity including these in breach of a Planning Condition.

Certificates of Existing Lawful Use and Development seek to demonstrate that a building or use has gained legality by the passage of time. These applications can be controversial and the evidence is often challenged. The legislation requires the applicant to supply the evidence to verify their case. If all the evidence is submitted at the outset it is helpful to local residents and Parish Councils so they can understand the case that is being made. The National Park Solicitor will require detailed information to be able to judge whether, on the balance of probabilities, the case has been proven.

Requirements.

As part of CLEUD applications the following information should be submitted at the applications stage, unless it is demonstrated that the requirements are not relevant to the determination of the application.

- Existing elevations (e.g. at a scale of 1:50 or 1:100)
- Existing floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing site survey plan (e.g. at a scale of 1:50 or 1:100)
- Lawful Development Certificate supporting information (e.g. statutory declaration(s) from people with personal knowledge of the existing use/operation/breach of condition), bills, and other supporting information such as receipts and records.
- Photographs
- Supporting statement

8.17 Non-Material Amendment Applications.

This procedure allows applicants to apply to change the details on approved applications. The changes that fall to be considered under this procedure are by definition non-material and very minor, such as swapping the doors and windows on a development. Neighbour notification does not take place in this case and the Authority will normally decide the request within 28 days. Nevertheless, it is important that sufficient information is submitted with these applications to ensure the details and any agreed changes are clear.

Requirements

The plans required to be submitted with non-material amendment applications are the same plan requirements as with the original submission. The previous plans and the proposed plans will need to be submitted with the proposed changes annotated. If all other circumstances have not changed then providing this is specified in the submission it will not be necessary to submit the various supporting paperwork and information statement again with the non-material amendment application.

8.18 Minor Material Amendment Applications.

This procedure allows changes to approved permissions that are more substantial than can be considered under the Non-Material amendment route. The changes may not be substantially different from the original approval such as a small enlargement of the floorspace or a minor repositioning of a building. The process operates by applying to vary the planning condition which specifies the approved plans. It seeks to replace an approved plan with another. It is important that sufficient information is submitted to ensure that the details and proposed changes are clear, particularly as the proposals are subject to public consultation and comment.

Requirements

The plans required to be submitted with minor material amendment applications are the same plan requirements as with the original submission. The previous plans and the proposed plans will need to be submitted with the proposed changes annotated. If all other circumstances have not changed then providing this is specified in the submission it will not be necessary to submit the various supporting paperwork and information statement again with the minor material amendment application.

8.19 Application for a new planning permission to replace an extant planning permission in order to extend the time limit for implementation.

These applications are subject to neighbour notification and consultation as would any planning application. It is therefore important that there is the opportunity for scrutiny of the full details and consideration of the impact of the proposals in the light of any change to the planning circumstances.

Requirements.

That the submission includes all the plans and specifications as were the submission a fresh proposal. All the plans and information required under this guidance are therefore a registration requirement with an application to extend the time limit for implementation.

Section 6

Design and access statements

6.1 Legislative provision

98. Section 42 of the 2004 Act substituted a new section 62 of the 1990 Act and amended section 10 of the Listed Buildings Act so as to provide that a statement covering design concepts and principles and access issues is submitted with an application for planning permission and listed building consent. Section 42 also inserted a new section 327A into the 1990 Act, which prohibits, among other things, a local planning authority from entertaining an application unless it is accompanied by a design statement and an access statement, where such statements are required by section 62.
99. Article 4C of the GDPO and regulation 3A of the Listed Buildings Regulations set out the detailed requirements for a statement in relation to planning permissions and listed building consents respectively. One statement should cover both design and access, allowing applicants to demonstrate an integrated approach that will deliver inclusive design, and address a full range of access requirements throughout the design process.

6.2 Purpose

100. PPS1¹³ sets out the overarching planning policies on the delivery of sustainable development through the planning system. Good design plays a fundamental role in achieving this. As PPS1 states:
- “Good design ensures attractive, usable, durable and adaptable places and is a key element in achieving sustainable development. Good design is indivisible from good planning. Planning authorities should plan positively for the achievement of high quality and inclusive design for all development, including individual buildings, public and private spaces and wider area development schemes. Good design should contribute positively to making places better for people. Design which is inappropriate in its context, or which fails to take the opportunities available for improving the character and quality of an area and the way it functions, should not be accepted.”*

¹³ Planning Policy Statement 1: *Delivering Sustainable Development* (ODPM 2005)

101. A design and access statement is a short report accompanying and supporting a planning application to illustrate the process that has led to the development proposal, and to explain the proposal in a structured way. The level of detail required in a design and access statement depends on the scale and complexity of the application, and the length of the statement varies accordingly. **Statements must be proportionate to the complexity of the application, but need not be long.**
102. Design and access statements help to ensure that development proposals are based on a thoughtful design process and a sustainable approach to access. Statements should improve the quality of proposals: in preparing the design and access statement, developers need to consider and subsequently explain the merit of the design and how it relates to the existing setting.
103. Design and access statements enable local planning authorities to better understand the analysis which has underpinned the design and how it has led to the development of the scheme. This helps negotiations and decision-making and should lead to an improvement in the quality, sustainability and inclusiveness of the development.
104. Design and access statements allow local communities, access groups, amenity groups and other stakeholders to involve themselves more directly in the planning process without needing to interpret plans that can be technical and confusing. This helps to increase certainty for people affected by development and improve trust between communities, developers and planners. It also enables the design rationale for the proposal to be more transparent to stakeholders and the local planning authority.
105. The PPS on climate change (December 2007)¹⁴ is a supplement to PPS1. As such, climate change considerations are integral to the planning system, including in the design of new developments. The PPS reminds applicants of the need to consider how their schemes can help to mitigate climate change and adapt to the climate that the development is likely to experience over the course of its expected lifetime. Design and access statements for outline and detailed planning applications should therefore demonstrate how climate change mitigation (through the minimisation of energy consumption, efficient use of energy, and the supply of types of energy including from low-carbon and renewable sources to help reduce overall carbon emissions) and adaptation measures (to provide resilience to future climate impacts) have been considered in the design of the proposal. These measures may be of particular relevance under the topic headings of amount, layout, scale, landscaping, context or access, depending on the nature of the proposed development and its anticipated impacts on the surrounding area. Applicants should refer to paragraphs 41 and 42 of the PPS1 Climate Change Supplement for further details.

¹⁴ Available on the CLG website; <http://www.communities.gov.uk/documents/planningandbuilding/pdf/ppsclimatechange.pdf>

106. The government has announced its commitment to update and revise the PPS on climate change, alongside the PPS on renewable energy (PPS22), and to consult publicly on a new consolidated PPS on these topics. More information on this revision will be available on the CLG website in due course, see www.communities.gov.uk.
107. It should be recognised that design and access statements are a communication tool. They cannot set, or justify, design and access policies and they cannot ensure high quality design and access by themselves. Local planning authorities should therefore have clear design and access policies as required by PPS1 and PPS12, and the Town and Country Planning (Local Development)(England) Regulations 2004. These require that a local planning authority's local development documents include policies relating to design and access. They should use design and access statements to help assess the design of a proposal against the relevant policies and proposals set out in local development documents.

6.3 When a DAS is required

108. A design and access statement must accompany planning applications for both outline and full planning permissions, other than in the circumstances set out by Article 4C of the GDPO¹⁵. The elements to be described in design and access statements will be the same regardless of whether the application is for outline or full planning permission, but their scope will differ. What is required in both outline and detailed statements is explained below. Local authorities and applicants are reminded that the level of detail provided in the Design and Access Statement should be proportionate to the complexity of the proposed development and the sensitivity of its setting.
109. Design and access statements are required for all planning applications, with the following exceptions. Applicants are advised to refer to Article 4C of the GDPO for full details but, in summary, a DAS is **not** statutorily required for:
- i. engineering or mining operations
 - ii. development of an existing dwellinghouse, or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, where no part of that dwellinghouse or curtilage is within a designated area
 - iii. a material change in the use of land or buildings, unless it also involves operational development
 - iv. extensions to the time limits for implementing existing planning permissions

¹⁵ This is amended by SI 2010/567

- v. development of an existing flat for any purpose incidental to the enjoyment of the flat as such, where no part of that flat is within a designated area
- vi. the extension of an existing building used for non-domestic purposes where the floorspace created by the development does not exceed 100 square metres and where no part of the building or the development is within a designated area
- vii. the erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure, up to 2m high or the height of the existing means of enclosure, whichever is the higher, where no part of the building or the development is within a designated area or the curtilage of a listed building
- viii. development on operational land consisting of the erection of a building or structure up to 100 cubic metres in volume and 15m in height and where no part of the development is within a designated area
- ix. the alteration of an existing building where the alteration does not increase the size of the building and where no part of the building or the development is within a designated area
- x. the erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery would not exceed the greater of 15 metres above ground level, or the height of the original plant or machinery, and where no part of the development is within a designated area; or
- xi. development of land pursuant to section 73 (determination of applications to develop land without conditions previously attached) of the Town and Country Planning Act 1990.

Exemptions iv to xi come into force as a result of SI 2010/567 in April 2010. Table C (overleaf) sets out the new requirements in more detail.

- 110. In this context, “designated area” means a World Heritage Site or a conservation area.
- 111. Design and access statements are not required for applications relating to advertisement control, tree preservation orders or storage of hazardous substances. Neither are they required for applications for prior approval for proposed development, or non-material amendments to existing planning permissions.
- 112. Design and access statements **are** required for applications for listed building consent. These statements differ slightly in content, as discussed in more detail in section 6.9 below.

113. Once satisfied that the design and access statement meets the requirements of the GDPO, the local planning authority should place the design and access statement on the public register with the application to which it relates. Design and access statements should also be sent to consultees along with individual planning or listed building applications.

TABLE C: Design and Access Statements

Table C: Key changes in the requirements for design and access statements (April 2010)		
Type/location of application	Previous status	New status (from April 2010)
Householder development in World Heritage sites, Conservation Areas or requiring Listed Building consent	DAS required	DAS required
Householder development in National Parks, AONBs, the Broads or SSSIs	DAS required	DAS not required
Householder development outside of the areas listed above	DAS not required	DAS not required
Certain non-residential development ¹⁶ in World Heritage sites, Conservation Areas or requiring Listed Building consent	DAS required	DAS required
Certain non-residential development in National Parks, AONBs, the Broads or SSSIs	DAS required	DAS not required
Certain minor non-residential development outside of the designations listed above	DAS required	DAS not required
Applications for the removal or variation of conditions on existing permissions (s.73)	DAS required	DAS not required
Walls, gates, fences and other means of enclosure up to 2m in height in a World Heritage Site, Conservation Area or requiring Listed Building consent	DAS required	DAS required
Walls, gates, fences and other means of enclosure up to 2m in height, ¹⁷ outside of the designations listed above	DAS required	DAS not required
On operational land, the erection of certain buildings or structures ¹⁸ provided these are not in a World Heritage Site or Conservation Area or affecting a Listed Building	DAS required	DAS not required

¹⁶ Specified in article 4C(1)(e) of the GDPO (SI 1995/419), as amended by SI 2010/567

¹⁷ Specified in article 4C(1)(f) of the GDPO (SI 1995/419), as amended by SI 2010/567

¹⁸ Specified in article 4C(1)(g) of the GDPO (SI 1995/419), as amended by SI 2010/567

Table C: Key changes in the requirements for design and access statements (April 2010)		
Type/location of application	Previous status	New status (from April 2010)
On operational land, the erection of buildings or structures which are in a World Heritage Site or Conservation Area or affecting a Listed Building, or larger than the restrictions listed in the SI	DAS required	DAS required
Erection, alteration or replacement of certain plant or machinery ¹⁹ provided this is not in a World Heritage Site or Conservation Area or affecting a Listed Building	DAS required	DAS not required
Erection, alteration or replacement of plant or machinery which is in a World Heritage Site, Conservation Area or affecting a Listed Building, or larger than the restrictions listed in the SI	DAS required	DAS required

6.4 The status of the DAS and its role in decision-making

114. Design and Access Statements explain proposals already set out in the planning application, but they also set out the principles and concepts that will be used when that proposal is developed in the future. In particular, for outline planning permission, applicants and local planning authorities should consider how they will ensure the relevant parts of the statement are adhered to for the drawing up and assessment of future details. This may be as part of the consideration of an application for approval of reserved matters or any other matter reserved by condition such as materials or landscaping details.
115. Fixing the principles contained within the statement to future decisions is particularly relevant in the case of outline planning applications. Here, the local planning authority should ensure that the development approved by an outline planning permission is constrained to the parameters described in the design and access statement submitted with the application, and that any future decisions relating to that outline permission are consistent with the statement.

¹⁹ Specified in article 4C(1)(i) of the GDPO (SI 1995/419), as amended by SI 2010/567

116. In some cases information provided may need to be amended as designs are worked up, especially where they are not only setting out objectives for the building or space, but also a process to achieve these objectives. For example, information on inclusive access may increase with the scheme from initial concept right through to building regulation approval. Local planning authorities may feel that additional information, building on the original statement, is required at the reserved matters stage. In such cases it may be beneficial to include a condition to this effect in the outline planning application, as long as this is in accordance with other Government policy²⁰.
117. Design and access statements must not be used as a substitute for drawings or other material required to be submitted as part of the planning application. They provide an opportunity for developers and designers to demonstrate their commitment to achieving good design and ensuring accessibility in the work they undertake, and allow them to show how they are meeting, or will meet, the various obligations placed on them by legislation and policy.

6.5 Pre-application discussion

118. PPS1 advises that pre-application discussions are critically important and benefit both developers and local planning authorities in ensuring a better mutual understanding of objectives and the constraints that exist, and that local planning authorities and applicants should take a positive attitude towards early engagement in pre-application discussions. Although not specifically required by either the GDPO or the listed building regulations, it is considered good practice to use design and access statements as an aid to pre-application discussions, particularly for more complicated applications. Design and access statements can be a cost effective and useful way to discuss a proposal throughout the design process, whilst early discussion on the inclusive access component should help to establish any initial access issues.
119. Local planning authorities are urged to consult CABI at the earliest opportunity where they consider a proposal raises, or is likely to raise, significant design quality and access issues.
120. Applicants are also encouraged to consult CABI for further advice on good design, and to use available tools such as Building for Life to ensure that schemes are of high quality²¹.

²⁰ CLG's draft policy on conditions was published for consultation in December 2009. This can be found at Part 2 of the Draft PPS Annex on Conditions: <http://www.communities.gov.uk/publications/planningandbuilding/improvingplanningconditions>.

²¹ Further details can be found at: <http://www.buildingforlife.org/>

6.6 Presenting the information

121. A design and access statement can be presented in various formats. For most straightforward planning applications, the statement may be only short; for some only a page may be needed. For more complicated planning applications, a more detailed format and, perhaps, longer document is likely to be necessary. For larger or more challenging sites, the design and access statement may also include drawings and plans illustrating the various issues which the scheme has responded to.
122. However, **whilst its length and complexity may vary, what is important is that the document is concise and takes a proportionate approach, while effectively covering all of the design and access issues** for the proposed development. It is also acceptable to submit a design and access statement in other formats, for example electronically, unless a local planning authority specifically requires hard copy.
123. Design and access statements may include, as appropriate, plans and elevations; photographs of the site and its surroundings; and any other relevant illustrations. For large and complex schemes, a model of the proposed development in the context of its surroundings may also accompany the statement, but should not be a substitute for it. These illustrative materials must not be used as a substitute for adequate drawings submitted with the planning application.
124. Local planning authorities may need to make statements available in alternative formats (large print, audio tape etc) to comply with the requirements of section 21 of the Disability Discrimination Act 1995. Statements are placed on the public register and should be made available in alternative formats on request.

6.7 What is required: the design component

125. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. Statements should evolve throughout the design and development process.
126. A design and access statement for a planning application should explain the design principles and concepts that have been applied to particular aspects of the proposal – these are the amount, layout, scale, landscaping and appearance of the development.

Amount

127. The amount of development is how much development is proposed. For residential development, this means the number of proposed units for residential use and for all other development, this means the proposed floor space for each proposed use.
128. Amount cannot be reserved within an outline application, although it is common to express a maximum amount of floorspace for each use in the planning application and for this to be made the subject of a planning condition. The design and access statement for both outline and detailed applications should explain the amount of development proposed for each use, how this will be distributed across the site, how the proposal relates to the site's surroundings, and what consideration is being given to ensure that accessibility for users to and between parts of the development is maximised. Where the application specifies a range of floorspace for a particular use, the reasons for this should be explained clearly in the design and access statement.

Layout

129. The layout is the way in which buildings, routes and open spaces (both private and public) are provided, placed and orientated in relation to each other and buildings and spaces surrounding the development.
130. If layout is reserved at the outline stage, the outline planning application should provide information on the approximate location of buildings, routes and open spaces proposed. The design and access statement accompanying an outline application should explain the principles behind the choice of development zones and blocks or building plots proposed and how these principles, including the need for appropriate access will inform the detailed layout. The use of illustrative diagrams is encouraged to assist in explaining this.
131. For detailed applications, and outline applications where layout is not reserved, the design and access statement should explain the proposed layout in terms of the relationship between buildings and public and private spaces within and around the site, and how these relationships will help to create safe, vibrant and successful places. An indication should also be given of factors important to accessibility of the site for users, such as travel distances and gradients, and the orientation of blocks and units in relation to any site topography to afford optimum accessibility. The layout of buildings can also have a profound impact on the energy consumption and thermal comfort during winter and summer, and thus the building's carbon emission performance.
132. PPS1 makes clear that a key objective for new developments should be that they create safe and accessible environments where crime and disorder or fear of crime does not undermine quality of life or community cohesion. Design and access statements for outline and detailed applications should therefore demonstrate how

crime prevention measures have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places set out in Safer Places- the Planning System and Crime Prevention (ODPM/Home Office, 2003). Further advice on 'Secured by Design' principles is available from the Police²².

Scale

133. Scale is the height, width and length of a building or buildings in relation to its surroundings.
134. If scale has been reserved at the outline stage, the application should still indicate parameters for the upper and lower limits of the height, width and length of each building, to establish a 3-dimensional building envelope within which the detailed design of buildings will be constructed. In such cases the design component of the statement should explain the principles behind these parameters and how these will inform the final scale of the buildings.
135. For detailed applications, and outline applications that do not reserve scale, the design and access statement should explain the scale of buildings proposed, including why particular heights have been settled upon, and how these relate to the site's surroundings and the relevant skyline. The statement should also explain the size of building parts, particularly entrances and facades with regard to how they will relate to the human scale.

Landscaping

136. Landscaping is the treatment of private and public spaces to enhance or protect the amenities of the site and the area in which it is situated through hard and soft landscaping measures. Statements should also explain the function of the landscaping, for instance for sustainable drainage purposes, providing shading or other climate change adaptation purposes, and explain how it will be maintained.
137. If landscaping is reserved at the outline stage, the outline application does not need to provide any specific landscaping information. However, the design and access statement should still explain the principles that will inform any future landscaping scheme for the site.
138. For detailed applications, and outline applications that do not reserve landscaping, the design and access statement should explain the proposed landscaping scheme, explaining the purpose of landscaping private and public spaces and its relationship to the surrounding area. Where possible, a schedule of planting and proposed hard landscaping materials to be used is recommended.

²² See www.securedbydesign.com/professionals/guides_publications.aspx

139. Some development proposals (for example, alterations to an existing building) may include no landscaping element. For such proposals, this section of the design and access statement would simply need to state why landscaping is not relevant to the application.

Appearance

140. Appearance is the aspect of a place or building that determines the visual impression it makes, including the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.
141. If appearance is reserved at the outline stage, the outline application does not need to provide any specific information on the issue. In such cases the design and access statement should explain the principles behind the intended appearance and how these will inform the final design of the development.
142. For detailed applications, and outline applications that do not reserve appearance, the design and access statement should explain the appearance of the place or buildings proposed including how this will relate to the appearance and character of the development's surroundings. It should explain how the decisions taken about appearance have considered accessibility. The choice of particular materials and textures will have a significant impact upon a development's accessibility. Judicious use of materials that contrast in tone and colour to define important features such as entrances, circulation routes or seating for example will greatly enhance access for everyone. Similarly early consideration of the location and levels of lighting will be critical to the standard of accessibility ultimately achieved.

Appraising the context

143. Development proposals that are not based on a good understanding of the local physical, economic and social context are often unsympathetic and poorly designed, and can lead to the exclusion of particular communities. An important part of a design and access statement is the explanation of how local context has influenced the design. SI 2010/567 amends the treatment of context: from April 2010, context should be discussed in relation to the scheme as a whole, rather than specifically in relation to the five sub-components of amount, layout, scale, landscaping and appearance.
144. A design and access statement should demonstrate the steps taken to appraise the context of the proposed development. It is important that an applicant should understand the context in which their proposal will sit, and use this understanding to draw up the application. To gain a good understanding of context and to use it appropriately applicants should follow a design process which includes:

- Assessment of the site's immediate and wider context in terms of physical, social and economic characteristics and relevant planning policies. This may include both a desk survey and on-site observations and access audit. The extent of the area to be surveyed will depend on the nature, scale and sensitivity of the development.
- Involvement of both community members and professionals. Depending on the scale, nature and sensitivity of the proposed development, this might include, for example, consultation with local community and access groups and planning, building control, conservation, design and access officers. The statement should indicate how the findings of any consultation have been taken into account for the proposed development and how this has affected the proposal.
- Evaluation of the information collected on the site's immediate and wider context, identifying opportunities and constraints and formulating design and access principles for the development. Evaluation may involve balancing any potentially conflicting issues that have been identified.
- Design of the scheme using the assessment, involvement, and evaluation information collected. Understanding a development's context is vital to producing good design and inclusive access and applicants should avoid working retrospectively, trying to justify a pre-determined design through subsequent site assessment and evaluation.

Use

145. A design and access statement should explain how this understanding of the context has been considered in relation to its proposed use. The use is the use or mix of uses proposed for land and buildings. Use cannot be reserved within an outline application. Design and access statements for both outline and detailed applications should explain the proposed use or uses, their distribution across the site, the appropriateness of the accessibility to and between them, and their relationship to uses surrounding the site.

6.8 What is required: the access component

146. It is important to note that the requirement for the access component of the statement relates only to "access to the development"²³ and therefore does not extend to internal aspects of individual buildings.
147. Statements should explain how access arrangements will ensure that all users will have equal and convenient access to buildings and spaces and the public transport network. The statement should address the need for flexibility of the development and how it may adapt to changing needs.

²³ Section 62(5) of the Town and Country Planning Act 1990 as inserted by section 42(1) of the Planning and Compulsory Purchase Act 2004

148. The design and access statement should also explain the policy adopted in relation to access and how relevant policies in local development documents have been taken into account. The statement should provide information on any consultation undertaken in relation to issues of access and how the outcome of this consultation has informed the development proposals. This should include, for example, a brief explanation of the applicant's policy and approach to access, with particular reference to the inclusion of disabled people, and a description of how the sources of advice on design and accessibility and technical issues will be, or have been followed.
149. Access for the emergency services should also be explained where relevant. Such information may include circulation routes round the site and egress from buildings in the event of emergency evacuation.
150. For outline applications, where access is reserved, the application should still indicate the location of points of access to the site. Statements accompanying such applications should, however, clearly explain the principles which will be used to inform the access arrangements for the final development at all scales from neighbourhood movement patterns where appropriate to the treatment of individual access points to buildings.
151. The level of detail provided in the access component of the statement should be proportionate to the nature and scale of the access that will be required to the site. For proposals which will have no public access and only limited maintenance or operational access, the access component need not be long.

6.9 What should be included in a DAS for listed building consent

152. Design and access statements are also required for listed building consent. They are similar to design and access statements for planning applications, especially in respect of the need for a proportionate approach, although there are some differences in content because of the differing nature of the application.
153. Where a planning application is submitted in parallel with an application for listed building consent, a single, combined statement should address the requirements of both. The combined statement should address the elements required in relation to a planning application in the normal way and the additional requirements in relation to listed building consent (see below).
154. The design and access statement should explain the design principles and concepts that have been applied to the scale, layout and appearance characteristics of a proposal. Scale, layout and appearance are broadly the same as outlined in previous paragraphs. (Information on use, amount and landscaping is not required for listed building consent design and access statements that do not also accompany a planning permission.)

155. In addition to following the broad approach described in sections 6.6 and 6.7 above, a design and access statement relating to listed building consent should include a brief explanation of how the design has taken account of paragraph 3.5 of PPG 15 (Planning and the Historic Environment)²⁴, and in particular:
- the historic and special architectural importance of the building
 - the particular physical features of the building that justify its designation as a listed building; and
 - the building's setting.
156. The statement will need to explain the approach to ensuring that the historic and special architectural importance of the listed building is preserved or enhanced. Where an aspect of the design has the potential to affect this adversely, the statement should explain why it is necessary, and what measures have been taken to minimise its impact.
157. The access component is broadly the same as for design and access statements accompanying applications for planning permission, but again with reference to the special considerations set out in paragraph 3.5 of PPG 15.
158. The statement should make clear how the approach to access has balanced the duties imposed by the Disability Discrimination Act, where the proposal is subject to those, and the particular historical and architectural significance of the building (as judged by the aspects set out in paragraph 3.5 of PPG 15). The statement should detail any specific issues that arise particularly with regard to the fact that the building is listed, the range of options considered and, where inclusive design has not been provided, the statement should explain why. For alterations to existing buildings where the fabric of the structure restricts the ability to meet minimum levels of accessibility, details should be provided of the solutions that will be put in place to minimise the impact on disabled people and ensure that any services provided within the building are made available in other ways.

²⁴ PPG 15 is expected to be replaced by a new Heritage PPS. The guidance provided in this section will be superseded at such time as that PPS is published.

GUIDANCE ON PRODUCING A SIMPLE FLOOD RISK ASSESSMENT (FRA)

6.0 DETAILED FRA

For all other types of development not identified in this guide, prior to carrying out a FRA you should consult your local Environment Agency office on the FRA's nature and scope. The detailed FRA should be agreed with the Environment Agency prior to its submission with the planning application to the LPA.

PLEASE NOTE THE COMPLETION OF AN FRA WILL NOT AUTOMATICALLY MEAN THAT THE DEVELOPMENT IS ACCEPTABLE IN FLOOD RISK TERMS.

Should you require further information you can contact your local Environment Agency office at:

Bridgwater Office
 Environment Agency
 Rivers House
 East Quay
 Bridgwater
 TA6 4YS
 Tel: 01278 484669
 Fax: 01278 452985

1.0 INTRODUCTION

This guidance is to help you to consider the flood risk to your property or site when applying for planning permission. The content is not exhaustive, nor prescriptive. You need to demonstrate to your Local Planning Authority (LPA) that you have considered and taken steps to manage flood risk as part of your development proposal.

By following this guidance you should be able to carry out a simple FRA yourself.

2.0 WHAT IS A FLOOD RISK ASSESSMENT (FRA) FOR?

A Flood Risk Assessment (FRA) identifies the level of flood risk to your property or site. This will enable you to identify the measures (if any) that are necessary to make your property or site safer. It will also enable the LPA to assess to what extent that risk is a consideration when determining your planning application. If you have access to the internet you can find more information at: www.pipenetworking.com.

3.0 WHAT DO I NEED TO DO?

Depending on the flood risk, FRAs can be as simple as a short written statement, or may need detailed hydraulic modelling. The level of risk will depend on the type of development, the size of site and its location in relation to flood plain areas and also the amount of surface water runoff the site will discharge. **Flood plain areas** can be found by entering the site postcode or nearest town, or place name on our web site www.environment-agency.gov.uk. If you do not have access to the internet or wish to talk about flood risk, you can contact your local Environment Agency office (see below). Any other sources of flood (eg groundwater) that you are aware of should also be included in your FRA. **You must include your FRA with your planning application.**

4.0 SIMPLE FRA

Where development meets the following criteria a simple flood risk statement should be sufficient to meet the Local Planning Authority (LPA) needs.

ZONE	COLOUR ON ENVIRONMENT AGENCY FLOOD MAP WEB PAGE	DEVELOPMENT SIZE
ZONE 1 (little or no risk)	WHITE	All development less than 5 ha (12.5 acres)
ZONE 2 (low to medium risk)	LIGHT BLUE	All development less than 1 ha (2.5 acres)
ZONE 3 (high risk)	DARK BLUE	Domestic, commercial and industrial extensions less than 250m ²



THIS GUIDANCE IS ENDORSED BY THE ENVIRONMENT AGENCY

5.0

THE THINGS YOU NEED TO CONSIDER FOR A SIMPLE FRA

A simple FRA may often take the form of a short written statement. The following information is a guide to arriving at that statement.

i. What flood zone is the site in?	see www.environment-agency.gov.uk under 'find out about' click on 'Flood'. The flood map can be reached from this page.
ii. What is the flood level, if known?	you can contact your local Environment Agency office for information where this is available
iii. Is the site protected by flood defences - if so what standard do they provide?	you can check with Environment Agency or Local Authority offices for information. The Government requires protection from flood risk to new development to be a minimum of 1 in 100 year (1% probability) for river flooding and 1 in 200 year (0.5% probability) for sea flooding.
iv. What is the existing ground level of the site Above Ordnance Datum (AOD)?	levels can be found on Ordnance survey maps or you may need a survey to Ordnance Datum Level.
v. What are the proposed levels of your development?	is finished floor levels, ground levels and road levels - to Ordnance datum.
vi. How will surface water be drained?	eg mains drainage or Sustainable Drainage Systems (SuDs) - soakaways, attenuation, swales etc which will help control the rate of discharge. For further information go to our website and then type formondata/crabbal5_suds_v3.pdf or www.cira.org/suds
vii. Where a change of use of an existing building is proposed an option may be to use damage limitation and flood protection products.	for further information see guidance booklets 'Damage Limitation' and 'Flood products' available from www.environment-agency.gov.uk or Floodline 0845 9881188 CIRIA has also produced an advice sheet: www.ciria.org/flooding/reducing_the_impact.htm

EXAMPLES OF SIMPLE FRA STATEMENTS IN:

ZONE 1 : - Statement: Example

The site is within Zone 1 – Grid Ref. ST1234/5678 (as defined by the Environment Agency's Flood Map). Surface water will be disposed via soakaways/attenuation/mains drainage/ other (delete those not used - preference should always be given to sustainable drainage systems. As a general rule, the Local Planning Authority will require sustainable drainage solutions to limit discharges. (Other than these statements no formal flood risk assessment is required.)

ZONE 2 : SINGLE DWELLING - Statement: Example

- i. The site is within Flood Zone 2 - Grid Ref. SZ1234/5678 (from Ordnance survey map) (As identified on Environment Agency Flood Map)
- ii. The 100 year flood level is 24.8m AOD. (Level obtained from Environment Agency)
- iii. There are no flood defences protecting this site.
- iv. Existing minimum ground level is 25 metres AOD.
- v. Development levels for road and ground will be as existing ground level. Finished floor levels will be 300mm above minimum ground level to address the low to medium flood risk.
- vi. Surface water will be dealt with by using sustainable drainage by discharging to soakaways

ZONE 3 : DOMESTIC EXTENSION - Statement: Example

- i. The site is within Flood Zone 3 - Grid Ref - SU 1234/5678 (from Ordnance survey map) (As identified on Environment Agency Flood Map).
 - ii. The flood level is 30.0m Above Ordnance Datum (AOD). (Level obtained from Environment Agency).
 - iii. There are flood defences protecting this area to 1 in 50 year standard (protection standard obtained from Environment Agency)
 - iv. Existing floor levels are 29.5m AOD.
 - v. Extension levels will be the same as the existing house - 29.5m AOD because it is not practical to raise the extension 0.5m.
- Flood protection will be provided by the use of flood resistant construction methods for the first metre above floor level. (Consideration should be given in this case to protecting the existing property – see 5 vii).
- All flood resistant measures must be noted on the planning drawings
- vi. Surface water will be discharged to the existing mains drainage arrangement as for the house. (This must be included on the application form.)

APPENDIX 3



EXMOOR NATIONAL PARK

Exmoor National Park Authority
 Exmoor House, Dulverton
 Somerset TA22 9HL
 Tel 01398 323665 Fax 01398323150
www.exmoor-nationalpark.gov.uk
 E-mail: plan@exmoor-nationalpark.gov.uk

A Guide to the New Fees for Planning Applications from 26th February 2010

PAYMENT OF FEES

The fee should be paid at the time the Application is submitted. If you are unsure of the fee applicable, please consult your Local Planning Authority.

All Outline Applications		
<ul style="list-style-type: none"> £335 per 0.1 hectare for sites up to and including 2.5 hectares 	Not more than 2.5 hectares	£335 per 0.1 hectare
<ul style="list-style-type: none"> £8285 + £100 for each 0.1 in excess of 2.5 hectares to a maximum of 125000 	More than 2.5 hectares	£8285 + £100 per 0.1 hectare
Householder Applications		
<ul style="list-style-type: none"> Alterations/extensions to a single dwelling, including works within boundary 	Single dwelling (excluding flats)	£150
Full Applications (and First Submissions of Reserved Matters)		
<ul style="list-style-type: none"> Alterations/extensions to two or more dwellings, including works within boundaries 	Two or more dwellings (or one or more flats)	£295
<ul style="list-style-type: none"> New dwellings (up to and including 50) 	New dwellings (not more than 50)	£335 per dwelling
<ul style="list-style-type: none"> New dwellings (for <i>more</i> than 50) £16565 + £100 per additional dwelling in excess of 50 up to a maximum fee of £250000 	New dwellings (more than 50)	£16565 + £100 per additional dwelling
<ul style="list-style-type: none"> Erection of buildings not dwellings, agricultural, glasshouses, plant nor machinery 		
Increase of floor space	No increase in gross floor space or no more than 40m ²	£170
Increase of floor space	More than 40m ² but no more than 75m ²	£335
Increase of floor space	More than 75m ² but no more than 3750m ²	£335 for each 75m ² or part thereof
Increase of floor space	More than 3750m ²	£16565 + £100 for each additional 75m ² in excess of 3750 m ² to a maximum of £250000
<ul style="list-style-type: none"> The erection of buildings on land used for agriculture for agricultural purposes 		
Site area	Not more than 465m ²	£70
Site area	More than 465m ² but not more than 540m ²	£335
Site area	More than 540m ² but not more than 4215m ²	£335 for first 540m ² + £335 for each 75m ² (or part thereof) in excess of 540m ²
Site area	More than 4215m ²	£16565 + £100 for each

		75m ² (or part thereof) in excess of 4215 up to a maximum of £250000
• Erection of glasshouses on land used for the purposes of agriculture		
Floor space	Not more than 465m ²	£70
Floor space	More than 465m ²	£1870
• Erection/alterations/replacement of plant and machinery		
Site area	Not more than 5 hectares	£335 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£16565 + additional £100 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £250000

Applications other than Building Works		
• Car parks, service roads or other accesses	for existing uses	£170
• Waste Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals		
Site area	Not more than 15 hectares	£170 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£25315 + £100 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £65000
• Operations connected with exploratory drilling for oil or natural gas		
Site area	Not more than 7.5 hectares	£335 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£25000 + additional £100 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £250000
• Other operations – winning and working of minerals		
Site area	Not more than 15 hectares	£170 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£25315 + additional £100 for each 0.1 in excess of 15 hectare up to a maximum of £65000
• Other operations not coming within any of the above categories	Any site area	£170 for each 0.1 hectare (or part thereof) up to a maximum of £25000

Lawful Development Certificate		
LDC – Existing Use – in breach of a planning condition		Same as Full
LDC – Existing Use LDC – lawful not to comply with a particular condition		£170

LDC – Proposed Use		Half the normal planning fee.
Prior Approval		
Agricultural and Forestry buildings & operations or demolition of buildings		£70
Telecommunications Code Systems Operators		£335
Reserved Matters		
Application for approval of reserved matters following outline approval		Full fee due or if full fee already paid then £335 due
Approval/Variation/discharge of condition		
Application for removal or variation of a condition following grant of planning permission		£170
Request for confirmation that one or more planning conditions have been complied with		£25 per request for Householder otherwise £85 per request
Change of Use		
Change of Use of a Building to Use as one or more separate dwellinghouses, or other cases		
Number of dwellings	Not more than 50 dwellings	£335 for each
Number of dwellings	More than 50 dwellings	£16565 + £100 for each in excess of 50 up to a maximum of £250000
Other Changes of Use		
Other material change of use of a building or land		£335
Advertising		
Relating to the business on the premises		£95
Advance signs which are not situated on or visible from the site, directing the public to a business		£95
Other advertisements		£335
Application for a New Planning Permission to replace an extant Planning Permission (from 26.2.10)		
Applications in respect of major developments		£500
Applications in respect of householder developments		£50
Applications in respect of other developments		£170
Application for a Non-material Amendment following a grant of Planning Permission (from 26.2.10)		
Applications in respect of householder developments		£25
Applications in respect of other developments		£170

CONCESSIONS

EXEMPTIONS FROM PAYMENT

For alterations, extensions, etc. to a dwelling house for the benefit of a registered disabled person
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted
Listed Building Consent
Conservation Area Consent
Works to Trees covered by a Tree Preservation Order or in a Conservation Area Hedgerow Removal
If the proposal is the first revision of an application for development of the same character or description on the same site by the same applicant within 12 months of making the earlier application if withdrawn or the date of decision if granted or refused (including signs only if withdrawn or refused) and NOT a duplicate application made by the same applicant within 28 days
If the proposal relates to works that require planning permission only by virtue of an Article 4 Direction of the Town & Country Planning (General Permitted Development) Order 1995. I.e. where the application is required only because of a direction or planning condition removing permitted development rights.
If the application is for change of use of land if that application is rendered necessary because a right to change the land-use granted by The Town and Country Planning (Use Classes) Order 1987 as amended has been removed by a condition imposed on a previous grant of planning permission (Regulation 6).
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the Control of Advertisements Regulations 1992, dis-applying deemed consent under Regulation 6 to the advertisement in question
If the Application is for approval of details reserved by condition

REDUCTIONS TO PAYMENTS

If the application is being made on behalf of a non-profit making sports club then the fee is £335
If the application is being made on behalf of a parish or community council then the fee is 50%
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £335
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%
If the application is for alternate proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class E of the Town and Country Planning (General Permitted Development) Order 1995; then the fee is the highest fee plus half sum of the others
Where an application relates to development which is covers more than one fee category (excluding residential) then the fee is the highest of the fees payable
Where an application consists of the erection of dwellings and the erection of other types of buildings (including residential) then the fees are added together (and maximum can be exceeded)
Where an application crosses one or more local or district planning authorities then the fee is 150% and goes to the authority that contains the larger part of the application site or a sum of the fees if it is less than 150%