

## 4.0 Information requirements for applications for all 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. For agricultural dwellings and buildings a blue line should be drawn around the related farm holding.

***Crown Copyright – It should be noted that both Location and Site Plans should not breach Crown Copyright (e.g. A Land Registry document, photocopy or an image copied from the Web). Plans provided should clearly indicate a License Number to confirm that the user has the authority to reproduce those plans. If it is considered that Crown Copyright has been breached the Authority will contact the applicant or their agent to advise them.***

## 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. The Agricultural Holdings Certificate is now included in this Notice.

#### **4.5 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.

#### **4.6 Design and Access Statement**

A Design and Access Statement must be submitted for some types of planning application. The legislation changed on 25 June 2013 and reduced the types of application where a Design and Access Statement is required.

A Design and Access Statement will now only be required for the following types of application:

- 1) Development categorised as “major”; (usually 10 or more houses or where the floorspace exceeds 1,000sqm)
- 2) Development with a Conservation Area where the applications is for
  - i) the provision of one or more dwellinghouse, or
  - ii) the provision of a building or buildings where the floorspace created is 100sqm or more.

Where a Design and Access Statement is required it shall

- a) Explain the design principles and concepts that have been applied to the development;
- b) Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- c) Explain the policy adopted as to access, and how policies relating to access in the Local Plan has been taken into account;
- d) State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultations; and
- e) Explain how any specific issues which might affect access to the development have been addressed