

## PLANNING GUIDANCE FOR GYPSY AND TRAVELLER SITE APPLICATIONS

In order to assist the Local Planning Authority to determine applications the following information will need to be provided.

4 copies of a fully completed application form which is signed and dated

4 copies of a site location plan to a scale of 1:1250 or 1:2500 with the application site outlined in red and all other land in the same ownership outlined in blue

A completed certificate which is signed and dated (A B C or D, as relevant)

A completed agricultural holding declaration which is signed and dated

The correct fee

4 copies of the following plans and drawings (to a recognised metric scale):

Existing site layout drawing

Existing floor plans and elevations (if buildings currently exist) showing the whole of the existing property not just part

Photographs (desirable)

Proposed site layout plan

Proposed elevations including relationship to existing development

Proposed floor plans – amenity buildings etc.,

Materials schedule or complete the relevant section of the application form

4 copies of a Design and Access Statement to highlight the design principles and concepts for the proposed development together with how access issues have been dealt with, to include details on the amount of development layout, scale, landscaping, appearance, use and access.

For more guidance please refer to our Design and Access Statement Guidance leaflet or Department of Communities and Local Government Circular 01/2006.

It is helpful if plans and drawings do not exceed A3 sheet size, are numbered and dated.

**Size and layout of site must include within the plans the following:**

### Site perimeter boundaries

The site boundary must provide clear demarcation of the perimeter of the site. Boundaries should take into account adjoining land uses and be designed with the safety and protection of children in mind. Details of existing and proposed planting should be shown.

### Access for emergency vehicles

In designing a site, all routes for vehicles on the site, and for access to the site, must allow easy access for emergency vehicles and safe places for turning vehicles.

### Hard and soft Landscape design

Including play area design and hard-standings.

### Car parking

A key element for the site is the provision of adequate parking space for resident's use. Parking spaces must be a minimum of 2.4 x 4.8 metre and at least two per pitch should be provided.

### Drainage

Surface water drainage and storm water drainage must be installed. Full details of the drainage system will be required with the application. All drainage provision must be in accordance with current legislation, regulations and British Standards.

### Sewerage

Wherever possible, each pitch should be connected to a public sewer when it is economic to do so. Where this is not possible provision must be made for discharge to a properly constructed sealed septic tank. All sanitation provision must be in accordance with current legislation, regulations and British Standards. Full details and plans of the drainage system must be submitted with the application.

### **Lighting**

Sufficient lighting must be provided on the site to enable safe access and movement through the site at night for both pedestrians and vehicles. Lighting details must be provided with the application,

### **Waste disposal**

A key element in designing the layout of the site is to ensure that sufficient space exists for local authority refuse collection vehicles to reach an appropriate point from which waste can be collected from individual pitches, as well as any communal refuse areas.

**The layout of the pitches must consist of the following details:**

### **Size of pitch**

A family pitch must be capable of accommodating an amenity building, a large trailer and touring caravan, (or two trailers) and parking space for two vehicles. Each pitch should be clearly demarcated to make it entirely clear what each individual household may occupy.

### **Orientation of pitches**

As with housing for the settled community, site layout and design should ensure a degree of privacy for individual households (for instance by ensuring that neighbours cannot directly overlook each other's living quarters), but without inhibiting the important sense of community.

### **Density and spacing of caravans and trailers**

To ensure fire safety it is essential that every trailer, caravan or park home must be not less than 6 metres from any other trailer, caravan or park home that is occupied separately. Other structures are allowed in the separation zone if they are made of non-combustible materials (such as a brick built amenity building), as long as they do not impede means of escape. For further guidance refer to the Model Standards for Park Homes.

### **Amenity buildings**

All private or communal buildings on the site must be provided to mobility standards as specified within Part M of the Building Regulations 2000. The design and construction of amenity buildings must meet the requirements of the current Building Regulations, the Institution of Electrical Engineers regulations and the Local Water Authority and should also meet the Housing Corporation Design and Quality Standards. Materials used must comply with the relevant British Standard Specifications and Codes of Practice and must provide for durable and low maintenance buildings. Its construction should be sympathetic to local architecture, attractive and of a domestic nature and meet the requirements of Planning Policy Statement 3.

Developers must also have regard to the requirements of the Disability Discrimination Act 2005 both when designing the site and during refurbishment planning.

**Please be aware that this list cannot be conclusive and there may be other information which is required due to the site specific location or issues which arise during the course of the application consultation process. If you require further clarification please contact a planning officer prior to submitting your application.**

**Other requirements may include:**

**Flood Risk Assessment and scheme for dealing with surface water run-off from the site.** Further advice can be obtained from the Environment Agency.

**Design Statement** to highlight particular design features or characteristics which are prevalent in the local area.

**Land contamination Survey** – for previously developed land.

**Air Quality Management Study** – in areas where there is a particular air quality issue – Environmental Health can provide further information.

**Arboricultural survey** – including trees and hedgerows in and around the site boundary.

**Green Travel Plan** – where over 100 trips per day are associated with proposal.

**Noise assessment** - particularly where the proposed site is next to a noisy user, or the existing/proposed development is particularly noise sensitive.

**Wildlife Impact Survey**

**Please note: All occupants of new sites must meet the definition of Gypsy and Travellers in accordance with paragraph 15 of Planning Circular ODPM 01/2006**