

SUBMITTING A PLANNING APPLICATION GUIDANCE LEAFLET

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This leaflet has been drafted to provide applicants with clear advice on what information and details are required as part of an application submission, to enable a speedier decision making process.

Applicants are advised however, that failure to provide the necessary information at the outset, or finalise any legal agreements prior to the 8 week target will result in delays and is likely to result in a refusal notice being issued.

There is a separate information leaflet relating to the submission of major applications, whereby the determination target is 13 weeks

What the Local Planning Authority expect to accompany all full applications
(see attachment 1 in respect of outline applications)

- 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 (not applicable to a listed building consent application)
- 4 copies of the following plans and drawings (to a recognised metric scale):
 - ✓ Existing site layout drawing
 - ✓ Existing floor plans and elevations (where appropriate) 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
 - ✓ 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.
- In all cases, plans will need to indicate the existing and proposed access to a public highway, parking arrangements, trees to be retained and /or those to be removed, landscaping and details of foul and surface water drainage

• *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 any clarification of this, please contact a planning officer prior to submitting your application. Other requirements may include:*

□ **Maintenance Schedule - for residential schemes involving Public Open Space and Play Areas.**

If you wish to discuss the possibility of the LPA adopting the POS and play areas, you will need to advise the Planning Unit at a very early stage. A maintenance schedule will also be required where areas of communal landscaping are proposed

- 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.
- Optional - One A4 (Maximum) summary sheet (to form the applicants supporting information on any committee agenda report).

Additional information will also be required to process your application, in the following circumstances:

- Conversion of an existing rural building
- Development on a Greenfield site
- Erection of an agricultural workers dwelling
- Stationing of an agricultural mobile home
- Erection or creation of new residential units
- **Residential schemes attracting a requirement for the provision of Affordable Housing**
- Listed Building Consent Applications
- Outline applications

[PLEASE SEE ATTACHMENT 1 FOR FURTHER DETAILS]

If you are unclear about any of the above and would like further clarification, please contact a Planning Officer to discuss your proposal before submitting your application
 ☎ 01884 234260 / 234262

Duty Officers' available between the hours of 9am - 12 noon

The aim of this leaflet is to improve application submissions and to make applicants aware that there may be a requirement for a Legal Agreement, or more detailed information. If a S106 / Unilateral is not signed by **week 8**, or there is a delay in supplying the required information, a **REFUSAL** will be issued.

The conversion of an existing rural building or development on a Greenfield site

- A specialist report indicating that the site or building has been surveyed to assess the presence of any protected species. You can get further advice on this from English Nature Tel: 01392 889770.
- A structural report from a suitably qualified specialist to assess the capability of a building to be converted.
- A report indicating what alternative uses for the building have been considered and evidence of marketing, if you are not proposing a commercial use for the building.

The erection of an agricultural workers dwelling or stationing of an agricultural mobile home

- An independent agricultural appraisal assessing the functional need for a dwelling or mobile home in relation to the agricultural holding.
- A business plan (for new enterprises) or accounts (for existing enterprises) should also be submitted.
- It is likely that any permission for a permanent dwelling will be subject to a legal agreement to tie the land and the dwelling (and any existing dwellings) together so your application should be accompanied by a draft S106 legal agreement³ which must be completed and signed within the 8 week determination period.

The erection or creation of new residential units including flats, dwellings and mobile homes

- A Draft S106 Agreement, or Unilateral Undertaking in line with the Local Planning Authority's
- Supplementary planning Guidance on Public Open Space and Play Areas (a full copy of the document is available in the planning reception or on the website) which must be completed and signed within the 8 week determination period.

Schemes attracting a requirement for the provision of affordable housing

- If you are considering submitting an application where the site has a capacity of more than 12 residential units in Tiverton, Cullompton or Crediton or 6 units elsewhere, or the site area is greater than 0.5 hectares, you are advised to contact the LPA for further advice well in advance of submitting your application. The Planning Officer can arrange for discussions to take place with the Housing Department.

Listed Building Consent Application

- A full and detailed Schedule of works setting out all the details of the work which is to be undertaken including repair methods and techniques and materials to be used.
- Justification Statement indicating why the works are necessary.

Outline applications

- An outline application can be submitted to establish the 'principle' of a particular development on the site. Applicants will still need to complete the forms, pay a fee and provide a site location plan although detailed drawings will not be required. However, it is very difficult for the Local Planning Authority to assess the impact of a development within a conservation area, with only sketchy details and therefore applicants are encouraged to provide as much information as possible. You may still need to provide other information such as a Flood Risk Assessment or S106 Legal Agreement with your application. The authority may write to you and request the submission of further information, within 1 month of submission.