

GUIDANCE NOTES FOR MAKING AN APPLICATION OF PROPOSED USE OR DEVELOPMENT SECTION 192

IMPORTANT

The Planning Service will not begin dealing with your application until all the required information has been submitted. Reading these notes will help to ensure that the forms are filled in correctly, all the required information is enclosed and that your application is not delayed.

If you have any queries please ring 01884 234260 or 234262

SUBMITTING YOUR APPLICATION

- (a) Your application must have:
- (i) the completed forms;
 - (ii) evidence verifying the information given on the form;
 - (iii) drawings and plans; AND
 - (iv) the appropriate fee.
- (b) One copy of the completed application form and the drawings and plans required.
- (c) Submit your application to Mid Devon District Council unless it relates to a waste disposal or mineral development, when you instead submit your application to Devon County Council.
- (d) Your application must be fully completed and all legal requirements satisfied before it can be formally considered by the Council. If it is incomplete, you will be asked to provide more information. You will know that your application is complete, has been registered and is being considered when you (or your agent, if applicable) receive a written acknowledgement, giving the application reference number.

FEE

- (a) You must pay a fee when you make your application. The amount depends on the nature of the use or building operations for which you are applying. Details of the scale of fees, which applies nationally, are obtainable from the Planning Service, but is normally a fee equal to half the equivalent planning application.
- (b) The fee cannot be returned after your application has been accepted as valid and complete and has been registered by the Council.

PLANS AND DRAWINGS FOUR (4) COPIES OF EACH

- (a) A location plan to a scale of 1:1250 is needed with all applications. The site to which the application relates must be edged in red.
- (b) A block plan (as in the example overleaf) is needed with all applications.
- (c) Elevational drawings are needed in the case of proposed building works. The precise extent of the work to which the application relates must be coloured red.
- (d) Dimensions on all plans and drawings must be in metric units.
- (e) Examples of plans – see over.

WHERE TO RETURN YOUR APPLICATION

Mid Devon District Council
Development Management
Phoenix House
Phoenix Lane
Tiverton
EX16 6PP

WARNING

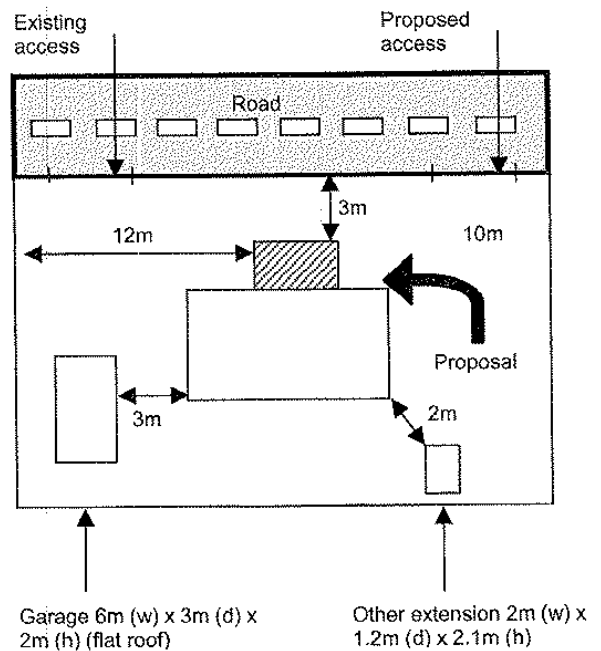
Section 194 of the 1990 Act provides that it is an offence to furnish false or misleading information or to withhold material information with intent to deceive. Section 193(7) enable the Council to revoke, at any time, a certificate they may have issued as a result of such false or misleading information.

EXAMPLES OF PLANS

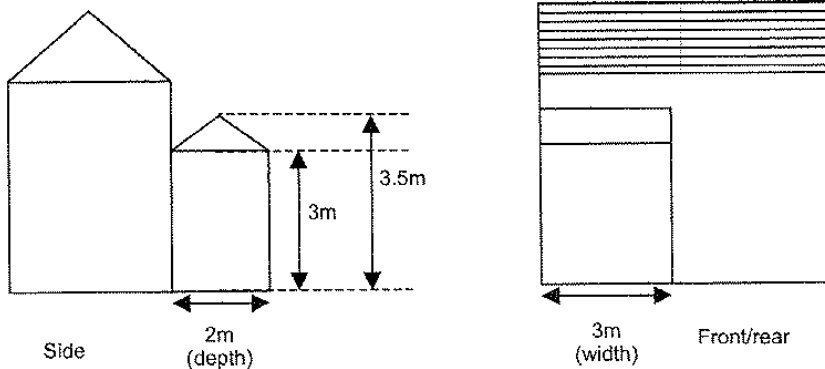
BLOCK PLAN

Please show:

- Proposed development with exact dimensions
- Boundary of site in red
- Existing extensions/outbuildings
- Dimensions of existing extensions/outbuildings within the curtilage
- The distance between outbuildings and main building
- The distance between extensions and nearest boundary
- Location of adjacent roads/footpaths



ELEVATIONS



In the case of an extension the full dimensions, including width, length and height are essential for the purpose of calculating the volume of the development

- With applications for a proposed operation: The plans must show, coloured red, the boundary of the application site and the precise siting of the proposed building or other operations that are the subject of the application, including any proposal to alter or create an access, layout a street or construct hardstandings, means of enclosure, or means of draining the land/buildings;
- With applications where more than one use is proposed: The plans must show, coloured red, the boundary of the application site and indicate to which part of the land and/or building each use would relate.