

APPLICATION GUIDANCE

Full and Outline Planning Application

Guidance Notes for Full / Outline Application

Question 1, Note 1

Full planning permission includes extensions and alterations to commercial/industrial premises; new buildings and conversion of houses into flats.

You may also require Building Regulations Approval. Building works usually have to be checked for compliance with Building Regulations to make sure the building will be safe and habitable. Forms and advice on Building Regulations applications are available from the local planning authority's Building Control Service.

Question 2, Note 2

You must enter the applicant's name, full postal address (including postcode) and a daytime telephone number.

Question 3, Note 3

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) please enter the name and full postal address, together with a daytime telephone number.

If this box is completed all correspondence, including the Notice of Decision, will be sent to the agent.

Full address or location of application site (including full postcode where available).

Question 4, Note 4

Please enter the address of the application site including the house number and / or name (if appropriate), street name, town / village and full postcode. If the application relates to open ground describe its location as clearly as possible, for example, 'Land to rear of 12 to 18 High Street'.

Question 5, Note 5

Please describe the proposal accurately and concisely.

Provide details of all the uses/buildings proposed e.g. Erection of five, six-storey houses; change of use from office to an A1 Shop; conversion of a semi-detached house to three self-contained flats etc

Question 6, Note 6

Please provide site area in hectares or m2.

This area should relate to the area within the red line site boundary

Question 7, Note 7

Please state the current and last known use of the land or building and whether the site ever been used for a purpose which may have led to contamination of the site

Question 8, Note 8

From 1 October 2004 the Disability Discrimination Act 1995 means service providers may have to make other 'reasonable adjustments' to the physical features of their premises to overcome access difficulties. We must consider what provision the proposed development makes for people with disabilities. Your plans should show for example, how wheelchair users would enter the building.

Should your application include any new buildings or premises to which the public are to be admitted, you may be required to make provision for access, parking and sanitary conveniences for people with disabilities. This includes offices, shops, factories, schools and other public access areas.

Question 9, Note 9

You must indicate on your form whether you propose any new highway(s) that you wish the authority to adopt and you should show the location of these on your plans. Any public highway or footpath that crosses or adjoins the site or is affected must be shown clearly on the plans, including any proposals that may require a closure or diversion. Legal procedures for diversion or closures must be completed prior to works commencing on site.

If you are proposing to undertake any works that will affect the pavement or roadway then you must contact the local planning authority or the Highways Authority.

Question 10, Note 10

If you are unsure about the size of spaces that are required, please consult the local planning authority.

Question 11, Note 11

Please state the type, colour, and name of all materials to be used.

Additional information may be provided in a design or access supporting statement or shown on drawings.

Question 12, Note 12

If you propose to connect to the existing drainage system please show the details of the existing system on the application drawing(s). Note that in most circumstances surface water is not permitted to be connected to the public sewers. The use of soakaways will require satisfactory percolation tests to have been undertaken.

If you answer that foul sewage will not go to the mains drainage system full details of the drainage system are required.

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 sewage arrangements need to be provided. This will include a location plan, cross sections/ elevations and specification. 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 a public highway, then notice may need to be served on the owners of that land.

Question 13, Note 13

Please refer to Appendix F of Planning Policy Guidance Note 25 (PPG 25).

You may also wish to refer to guidance issued recently by Construction Industry Research and Information Association (CIRIA), publication C624: *Development and flood risk – guidance for the construction industry*, available from CIRIA, Classic House, 174-180 Old Street, London EC1V 9BP, tel. 020 7549 3300.

Question 14, Note 14

Survey information should be provided using BS5837: 1991 a guide for trees in relation to construction.

The BS is currently under review and is expected to be republished later in 2005.

Question 15, Note 15

Please identify the provision that has been made for the storage of refuse and recycling as a part of the proposal.

The location of refuse storage and recycling facilities should be clearly identified on the plans.

Question 16, Note 16

Please enter the number of any existing dwelling units to be demolished, or otherwise lost, as a result of the development, for example making two dwellings into one.

The types of dwellings are classified as:

- i) House (includes dormer bungalows and bungalows with living accommodation at first floor level)
- ii) Bungalow – a dwelling unit with separate living and sleeping accommodation with ground floor construction only.
- iii) Flat – a dwelling unit with separate and self contained living and sleeping accommodation on one floor of a larger building of which it forms a part.
- iv) Maisonette -a dwelling unit with separate and self contained living and sleeping accommodation on more than one floor of a larger building of which it forms a part.

Question 17, Note 17

Calculate and give details of the area of the existing, proposed and total floorspace, and the split by area between the different uses. The figures given should be for gross floorspace and include circulation space and joint services. Gross floorspace is the total floorspace area of the proposed development ascertained by external measurement of the building(s). It includes the floorspace devoted to corridors, toilets, storage etc. It does not include any area external to the building(s).

Question 18, Note 18

Please give details of the total number of people already employed on the site, and any additional staff to be employed as a result of the proposal being implemented.

Question 19, Note 19

Provide details of the days and hours the site is used now (if appropriate) and those proposed. (In sensitive areas, or where a use could cause nuisance to neighbours it is likely that the Planning Authority would impose a condition restricting the hours of operation on your proposed development should approval be given).

Question 20, Note 20

Provide details of the current occupier, including name and full address, if appropriate. Details should also be provided as to the proposed occupier of the development, including their name and full address and details as to whether their current premises will be vacated if planning permission is granted.

Question 21, Note 21

Please give concise details of the existing and proposed use, which should include industrial processes, business or other activities that you propose including the type and location of significant machinery, internal and external to the building, to be used on the site. If necessary, give additional information in a separate statement.

Question 22, Note 22

Please give details, including type and quantity of hazardous materials to be used or stored on site. If your application involves the use or storage of hazardous materials above a certain quantity, Hazardous Substances Consent will be required. A list of these materials and the permitted quantities is set out in the Planning (Hazardous Substances) Regulations 1992. For any further advice on this matter please contact the Health and Safety Executive.

Question 23, Note 23

Please describe the type, quantities and means of disposal of any trade waste or effluent. If there is to be none please state 'NONE'.

Question 24, Note 24

The Council will consult your neighbours in most circumstances. It is often better to tell your neighbours prior to submitting the application rather than letting the Council's official letter of notification bring the application to their attention for the first time.

Question 25, Note 25

The local planning authority encourages pre-application discussions before a formal application is submitted in order to guide applicants through the process. This can minimise delays later in processing the application.

Pre-application discussions can also help you and the planning authority identify areas of concern about your proposed development so that you can give consideration to amending your proposal before the application is submitted.

The advice and guidance given to you at the pre-application stage is given in good faith. However, no definitive undertaking is given as to whether or not your proposal will be granted consent.

Question 26, Note 26

Please indicate whether it will be necessary for an officer of the Council to enter the site to check measurements or other relevant facts. If access to the site is required please provide contact details for a site visit to be arranged. This will assist the Council in dealing with your application as quickly as possible.

Question 27, Note 27

Please specify the applicant's interest in the land.