

PRE-APPLICATION DISCUSSION: GUIDANCE NOTES

Pre-application discussion is important. Filling in the forms accurately and submitting clear plans helps everyone.

- It helps applicants to explain their intentions.
 - It helps the planning office understand what is involved and assess it fully.
 - It helps people whose views are sought about a proposal to give proper advice in the shortest possible time
- The following notes are to help you make a request for pre-application discussion and are numbered in the same order as the questions that appear on the forms.

If you require a meeting to discuss the proposal you will need to complete and submit the Pre-Application Discussion form first and provide details of the scheme. The Case Officer will then be able to assess the merits of holding a meeting and the other Officers who may need to attend.

PART ONE

1. Name and address of applicant and agent

You can seek pre-application advice yourself or employ an agent. If an agent is used all correspondence will be sent to them. A telephone number where the applicant or agent can be contacted during office hours will help speed up discussions.

2. Proposed development

A. Location or address of proposed development If there is no postal address give a clear description of the site's location. You must submit a location plan that shows the site, edged with a red line, and the streets and properties around. This should be at a scale of 1:1250 (or 1:2500 if not available) and is to help everyone involved to clearly identify the site. *N.B. The proposal will not be made public until an application for planning permission is made.*

B. Description of proposed development.

Describe what you propose as fully as possible – include, if relevant, the new uses, the number of houses or flats and the number of storeys high e.g. “Erection of 12 two storey dwellings” or “Change of use from house to shop with office at first floor.”

C. Size of site

Use hectares (except for small sites where dimensions, e.g. 10m by 5m, may be given).

D. Temporary period

If your development is temporary state how long it is anticipated the building will be required or the use will continue.

E. Ownership of adjoining land

If you own any adjoining land show this on the “location plan” edged with blue lines.

3. Type of proposal you will be submitting

N.B. Proposals to extend an existing dwelling are usually submitted as full applications.

A. Outline applications

These are only appropriate if you want to erect a building(s) and wish to establish if such a development is acceptable in principle before preparing detailed drawings. You can submit some details at this stage e.g. “means of access” or “siting” and leave others, e.g. “landscaping” or “external appearance”, for later. In some cases, such as in Conservation Areas, you may be asked for full details at the outset. This type of application does not normally apply to a change of use proposal.

B. Reserved Matters applications.

These are used when an “outline” permission has been granted with detailed matters “reserved” for later consideration. The outline permission must not have expired and the submitted details must accord with the outline approval including any conditions attached to

the permission. For details of the plans needed please refer to the advice given in Section 3C below “Full applications.”

C. Full Applications

(i) Building or Engineering Operations Only

“Full applications need accurate plans, drawn to a suitable scale showing as appropriate the siting of buildings or works, their design and external appearance, with elevations and sections, and the landscaping of the site. The starting point must be a plan that shows the existing features of the site and the surrounding area showing new buildings and works in relation to existing buildings inside and outside the site. The best scale for such drawings is 1:500 or 1:200. These plans help everyone to understand how a new development will relate to its surroundings. The layout plans to show the siting and internal arrangement of buildings must also show, as appropriate, the means of access, car parking and servicing areas; existing (and proposed) levels on the site and drainage details, trees (those to be retained, and ones to be removed), landscaping detail (the location, type and number of trees and shrubs to be planted), fencing and wall detail around the site and the type and colour of materials to be used in the external finish of the walls and roof. The most appropriate scale for these drawings is 1:100 or 1:50.

(ii) Changes of Use Only.

The plans required are a location plan and if different uses are proposed in various areas of a building, then floor plans showing the existing and proposed uses should also be submitted..

(iii) Changes of Use and Building or Engineering Operations. See notes **(i)** and **(ii)** above.

(iv) Mining Operations or Waste Disposal

Special forms are needed for these types of proposal please contact Planning Services for information.

(v) Renewal of Temporary Permission

Specify the application number of the permission you wish to renew. You should submit a location plan and, if available, copies of the forms and plans previously approved.

(vi) Removal or Variation of a Condition of a Previous Permission

State why you want to change or remove a condition in a covering letter to accompany the application. You must specify the application number and the condition you want reviewed.

4 Outline applications and Reserved Matters applications

It is important to be clear about which details you wish to have considered at either the “outline” or “reserved matters” stage. Tick the boxes as appropriate and make sure the plans you submit include the detail needed for the aspect[s] you want considered..

5 Roads and Public Rights of Way

Where and how access for traffic to a site will be made is an important part of considering planning proposals. Make sure your plans show enough detail about any new or improved access into a site for it to be properly assessed. Also show details of any rights of way which would be affected by your development. If there are, other consents will have to be obtained to close or divert them before any development starts.

6 Trees

Councils have a duty to consider the effect of any development upon the trees in an area and they should always be retained if possible. If the site contains trees your plan must include an accurate survey of their position and branch spread. Trees to be felled, or lopped or topped, should be clearly shown and where they are to be retained protective measures e.g. fencing may be needed during work on the site. Trees covered by a Tree Preservation Order or in a Conservation Area have special protection and this will be checked as part of the assessment of your proposal.

7 Existing and Previous Uses and Demolition

Part of the process of deciding your application will be to assess its likely effect on the neighbourhood. It is important therefore to have details of the existing use, to compare "before and after" and to know which buildings, if any, are to be demolished. This affects the visual impact of any development. In addition demolition work will need consent if it involves Listed Buildings or buildings in Conservation Areas.

8 Further Information

This is a series of other questions that you should answer if they apply to your proposal. They are designed to enable your scheme to be properly assessed.

A Materials. These can be important in a lot of cases and sometimes samples are requested when a planning application is submitted.

B Car Parking. All developments will normally be expected to provide enough space on site to prevent cars having to park on the streets.

C Surface Water and Foul Sewage. New buildings should have separate connections to dispose of surface water and foul water and your drainage arrangements should be considered at the outset, including the position of underground services on your site.

PART TWO.

If you are proposing industrial or commercial development you must complete the following questions which will, together with your submitted plans, provide the information needed to fully assess your proposals.

9 Industrial Development

An important part of considering your proposal will be to assess its impact on the locality and a full description of the process involved and the machinery used will be needed to do this. Special reference should be made to the likelihood of noise, smells, dust etc. and any precautions you would employ to prevent problems arising.

10 Related Development

This information is needed to set your proposal in context. For example, your application may be one phase with other proposals to follow. Also explain if the scheme is to replace unsatisfactory premises elsewhere.

11 Floorspace

The size of your development affects various factors, including the amount of car parking space you will need. Please give as much detail as possible for the different uses you propose and use gross figures which include ancillary space –such as corridors, toilets, staff rooms etc.

12 Employment

This information is also needed to assess the impact of your scheme and the need for car parking etc be as accurate as you can.

13 Hours of Working

Activity that is satisfactory during the day may be a nuisance at night and this will be part of the assessment of your application. In some cases conditions are attached to planning permissions which restrict the hours of working or opening e.g. with hot food take away shops. The hours you enter here are important.

14 Servicing

Each development will have to make provision for loading and unloading of trucks that take place off the highways and for them to enter and leave the site safely. The service area where this can take place must be shown on your plans.

15 Vehicular Traffic Flow

The amount of traffic that visits a site and its effect is another factor that will be assessed in looking at your proposal and related for example to the adequacy of local roads. Please give information about both HGV's and other vehicles that your proposal will generate. For larger developments complete the Traffic Impact Summary form.

16 Hazardous Substances

One of the factors that must be considered by planning authorities when they look at commercial or industrial development is whether the storage or use of hazardous substances is involved. A list of the type and quantity of substances involved can be provided on request. You must ask about this if you think your work involves such material. Alternatively the list of hazardous substances and quantities can be found in the current Hazardous Substances Regulations.

17 Interest in the Site

Please state your interest in the site e.g. owner, prospective purchaser.

18. Please Complete

Each application must be signed.

ADDITIONAL INFORMATION

Access for Disabled People

Part of the Building Regulations lay down specific requirements regarding facilities for people with disabilities that have to be provided in offices, shops, factories and other public buildings. You should incorporate this into your plans at an early stage and when you apply for planning permission. You could be asked about this when your application is being considered.

Building Regulations

You should be aware that the proposal may also require Building Regulation consent.

Development Control Policies

The Council will assess your proposal against all relevant local and central government policies.