

# National Statutory Requirements

Applications for full planning permission are required to be accompanied by the following:

## **The standard application form**

From 6 April 2008, all planning applications will need to be presented on a standard '1APP' application form, which will be available electronically through the Council's website and the Planning Portal. The Government wishes to encourage applicants to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs. However, applicants will retain the option of submitting paper versions of the form. In that event, the Town and Country Planning Development Management Procedure (England) Order (DMPO) 2015 requires three additional copies of the completed standard application form to be submitted.

An applicant may be requested by the local planning authority to submit more than three copies, but three copies is the statutory requirement for a valid application.

## **The location plan**

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. The DMPO 2015 requires three copies plus the original (unless submitted electronically). In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

## **Site and Other Plans**

Copies of the site plan should be submitted. The legislation requires three copies plus the original (unless submitted electronically). The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a) the direction of North;
- b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;

- c) all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) all public rights of way crossing or adjoining the site;
- e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- f) the extent and type of any hard surfacing; and
- g) boundary treatment including walls or fencing where this is proposed.

In addition other plans should be submitted dependent on the type of Application. These may include:

**Block plan of the site** (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.

Copies of plans should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries

**Existing and proposed elevations** (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

**Existing and proposed floor plans** (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

**Existing and proposed site sections and finished floor and site levels** (e.g. at a scale of 1:50 or 1:100)

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the building would be modified. Levels should also be taken into account in the formulation of Design and Access Statements.

### **Roof plans** (e.g. at a scale of 1:50 or 1:100)

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material, vents and their location are typically specified on the roof plan.

### **Ownership Certificates**

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 11 of the DMPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission except for approval of reserved matters must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

### **Notice(s)**

A notice to owners of the application site must be completed and served in accordance with Article 13 of the DMPO.

### **Agricultural Holdings Certificate**

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This Certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

### **The correct fee (where one is necessary)**

## **Design and Access Statements**

A Design and Access Statement must accompany applications for planning permission which is for:

- a) Development which is 'major development' (residential developments of more than 10 dwellings, or office, retail and industrial developments involving 1,000 square metres of floorspace, or where site area is 1 hectare or over), or
- b) Where any part of the development is in a conservation area and the proposed development consists of:
  - (i) The provision of one or more dwellinghouses, or
  - (ii) The provision of a building(s) where the floorspace created by the development is 100 sq.m. or more.

Notwithstanding the above, a Design and Access Statement is not required where the application is:

- a) made pursuant to Section 73 of the 1990 Act (determination of applications to develop land without Conditions previously attached); or
- b) for planning permission where the development that is the subject of the application—
  - (i) has not yet begun; and
  - (ii) was granted planning permission on or before 1st October 2010 subject to a time limit imposed by or under Section 91 (general condition limiting duration of planning permission) or Section 92 (outline planning permission) of the 1990 Act which has not expired; or
- c) for outline planning permission where the development that is the subject of the application—
  - (i) has begun in accordance with the terms of, and any reserved matters approved under, an outline planning permission which is required or expressly permitted to be implemented in phases, other than a permission granted on an application made under paragraph (b); and
  - (ii) was granted that outline planning permission on or before 1st October 2010 subject to a time limit imposed by or under Section 91 or 92 of the 1990 Act which has not expired.
- d) for engineering or mining operations;
- e) for a material change in the use of land or building(s),
- f) for development which is waste development.

A Design and Access Statement is normally a short report accompanying and supporting a planning application and should:

- a) explain the design principles and concepts that have been applied to the development;
- b) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- c) explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;
- d) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- e) explain how any specific issues which might affect access to the development have been addressed.

A Design and Access Statement should be proportionate to the complexity of the application. Further guidance can be found in Circular 01/06 – *Guidance on Changes to the Development Control System*.

NB. You should also refer to the Broxtowe Borough Council local list of validation requirements. Advice can be sought from the Council on 0115 917 7777 or [pabc@broxtowe.gov.uk](mailto:pabc@broxtowe.gov.uk)

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