



## Introduction

This guide is to help you make your application. Together with the other information provided in this pack, it explains how to fill in the application forms, the information that you will need to provide and where to go for more help. We can't cover everything in this guide, planning can be complex, so please contact us if you need more information or advice.

## When to use this form

This joint form should only be used for non-electronic submissions of applications for "Full" planning permission with "Listed Building Consent". You will need a different form for other types of joint planning application, or for singular applications for planning permission or listed building consent. There is a simplified form for "Householder" development. If you are not sure which form to use for your application, please contact us – we are happy to help.

This application form should be used for development proposals where, in addition, the works involve the demolition, extension or other alteration of a Listed Building. Listed Building Consent is needed for **ANY** alterations, extensions or demolitions which affect the character or fabric of a listed building. This applies to **ALL PARTS** of the building, interior and exterior, regardless of the listing grade and whether the feature to be altered is mentioned in the official list description. This will include boundary walls. It may also apply to associated buildings which are within the curtilage of the principal building. Curtilage buildings are ones which form part of the land and have done so since before 1 July 1948.

If your proposal affects a listed building which is also a Scheduled Ancient Monument, you will need to make an application to English Heritage for Scheduled Monument Consent. This supersedes the requirement for Listed Building Consent.

Please note that it is an offence in law to carry out unauthorised works to a listed building.

## Before you make your application

Pre-application advice can often help to resolve issues and save you time and expense. We offer a pre-application advice service to provide advice on policy and design issues. For pre-application advice it is expected that you will submit your proposals in writing, describing your proposals and the site with sketch plans and relevant photographs.

A Duty Planner is available to discuss very minor proposals, between 1.00 pm and 4.45 pm, Monday to Thursday and 1.00 pm to 4.15 pm on Friday. This service is provided on a first come-first served basis. Appointments with a Duty Planning Officer are not available. Appointments to deal with current applications need to be made directly with the case officer.

When planning permission is granted, it is on the basis of the detailed plans submitted. It is therefore imperative that you make sure that the details you submit are those that you want to undertake, as even minor changes from the approved plans can require a fresh planning application, which will be subject to exactly the same process as before.

## Making your application

Applications may be made electronically via The Planning Portal, in which case you will not need to complete these forms. The benefits of submitting electronically are:

- The Planning Portal will automatically check that you have completed all the necessary boxes and certificates. Your application is more likely to be right first time.
- Your application will get to us quicker so we will start checking it sooner.
- If you attach plans and documents, you will not incur printing and postage costs.
- You will receive an email to say the application has been received by the council.

The Planning Portal website is at [www.planningportal.gov.uk](http://www.planningportal.gov.uk) . Pasting the following URL into your browser address bar will take you directly to the "Making an application" page:  
[http://www.planningportal.gov.uk/wps/portal/genpub\\_OnlineApplications?newProposal=Y&docRef=1019576407555&scope=202&langid=0](http://www.planningportal.gov.uk/wps/portal/genpub_OnlineApplications?newProposal=Y&docRef=1019576407555&scope=202&langid=0) .

Otherwise, it is important that **an original and 3 duplicate copies of this form, plans and documents are submitted**. For larger or more complex applications, further sets of drawings may be needed for consultation purposes. We will let you know if we need more copies. In addition, if available, it would be helpful to receive an electronic copy of documents and plans.

Your completed application may be posted or handed in to the address at the end of these notes.

## Completing the Application form

The application form is designed to provide a base level of information about you and your proposal. You may print the form and fill it in. Notes to help you complete the form are included in this application pack, the number of the Note corresponds to the section number of the form. Please ensure that you complete all of the questions.

## Certificates of Ownership

- If you are the sole owner of the land to which the application relates please complete **Certificate A**. (Owner means a person having a freehold or leasehold interest with at least seven years unexpired.) This Certificate is not appropriate unless you are the sole freehold owner.
- If you are not the sole owner of the land or if any part of the development goes outside land in your ownership (even if only foundations), please complete the Notice and serve it on each of the owners and then complete **Certificate B**.
- If you do not know the names of all of the owners you will need to complete the Notice and serve it on any known owners and publish it in a local newspaper. Then you can complete **Certificate C**.
- If you cannot trace any of the owners then complete the Notice and publish it in a local newspaper. Then you can complete **Certificate D**.

## Design and Access Statements

These statements help you to think about the best design solutions for your proposal and to explain how you have chosen the design which you submit. They are used by us to help assess your proposals. All applications for Listed Building Consent now require a Design and Access Statement to be submitted with the application.

For further information on writing a Design and Access Statement please go to the website for the Commission for Architecture and the Built Environment (CABE) at [www.cabe.org.uk](http://www.cabe.org.uk) . The following link will take you directly to the "Design and Access Statements: how to write, read and use them" page [www.cabe.org.uk/default.aspx?contentitemid=1334](http://www.cabe.org.uk/default.aspx?contentitemid=1334)

## **Drawings and documents to accompany your application**

In addition to the application form, you will need to submit plans and other documents to describe your proposal. Applicants for listed building consent must be able to justify their proposals. You will need to show why the works which would affect the character of a listed building are desirable and necessary.

You will need to provide the local planning authority with sufficient reasons why your proposals are desirable and necessary to secure the long term future of the building. This may include a specialist surveyor's or structural engineer's report.

The circumstances when these documents are required are set out in the application form and in our "Local Requirements" which should be checked before submission of the application. This pack contains a bespoke list of "Local Requirements" relevant to this type of application. Failure to submit all necessary plans and documents will delay consideration of the application.

It is your responsibility to ensure that you have the consent of the copyright owner before you make copies of any plans.

You can buy copies of Ordnance Survey maps, to use as site location plans and block plans from us (telephone 01933 231937). You can also buy them from Ordnance Survey Siteplan agents. Unauthorised copying of these or other plans constitutes a breach of copyright, against which legal action could be taken.

## **Fees**

The fee that you will have to pay for the planning application is shown on the attached list of current planning fees. If you are not sure how much to pay, please contact us. Your application cannot be considered until the correct fee has been paid. Cheques should be made payable to Borough Council of Wellingborough.

Certain types of application and some circumstances do not require a fee. The details of exemptions and concessions are set out in the list of fees. Please tell us with your application if you think you don't need to pay a fee and why.

## **Other consents**

By completing the form you are applying for Planning Approval and Listed Building Consent. In many cases, building works will also require Building Regulations Approval. This is the control of building works for fire resistance, structural stability, ventilation, thermal insulation and drainage. This application will be dealt with separately from any application submitted for Building Regulations Approval (which would involve additional forms, plans and fees). It is possible that planning permission or Listed Building Consent could be refused and Building Regulations Approval given for a specific proposal (or vice-versa).

## **It is up to you to ensure that you have ALL necessary consents before starting work.**

Work will not be authorised by the consent unless and until any pre-commencement conditions attached to the consent have been complied with. You can speak to someone about Building Regulations by contacting the Building Control Helpline on 01933 231908. Granting consent does not give you the right to enter land or carry out work on land that you do not own. Consent is only the approval of your proposal by the Council as Local Planning Authority. You will still need to obtain the landowner's permission where necessary and any other civil consents ie covenants contained within your Deeds or Party Wall Act matters. This is your responsibility. It is always a good idea to talk to your neighbours about your proposal before submitting your application.

Your completed application may be posted or handed in to the address below.

**Contacting Development Control Services**

**Our address is** Borough Council of Wellingborough, Development Control, Swanspool House, Doddington Road, Wellingborough, Northamptonshire NN8 1BP

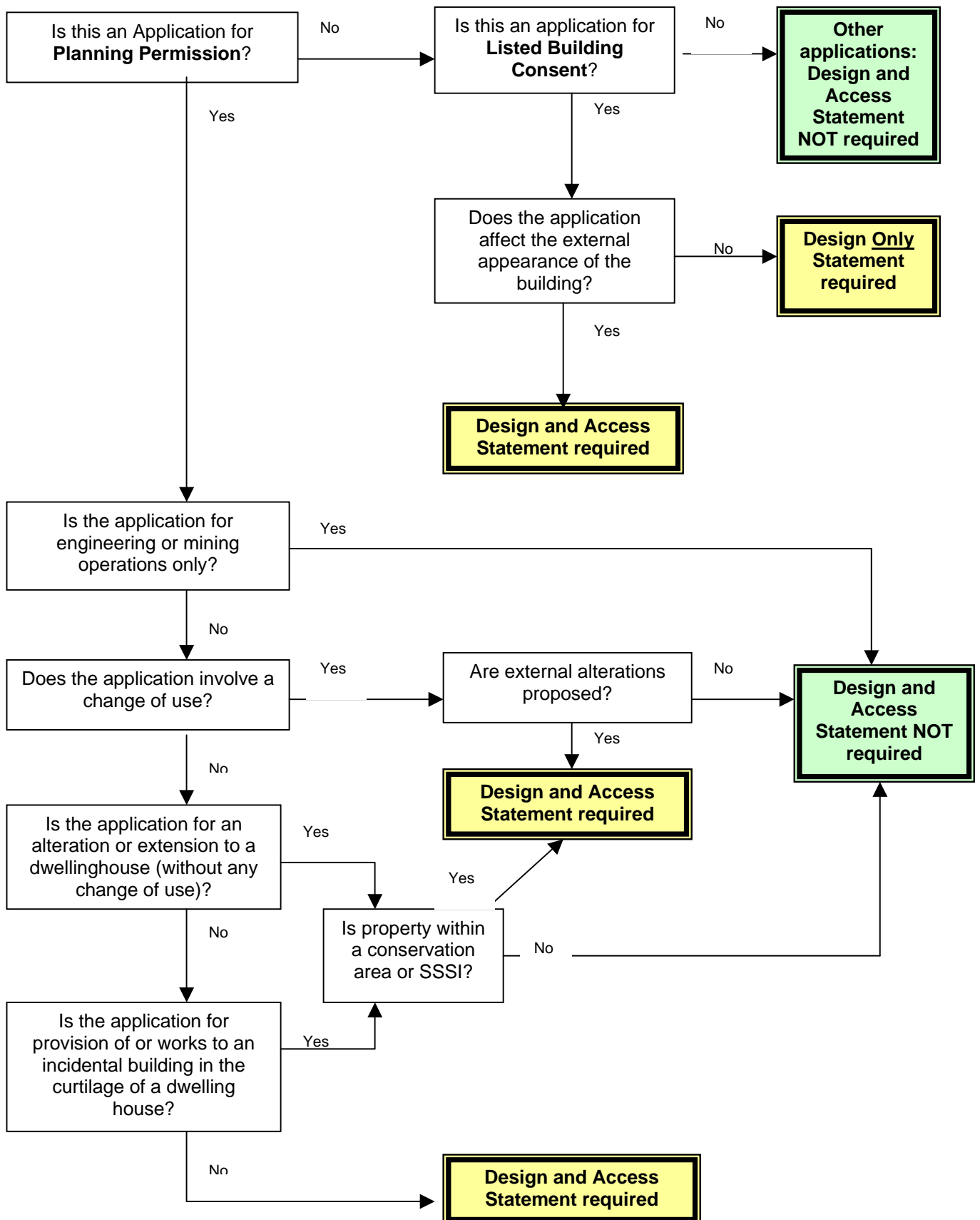
**Our Telephone number is** 01933 229777.

**Our Facsimile number is** 01933 231982

**Our e-mail address is** [sustainablecommunities@wellingborough.gov.uk](mailto:sustainablecommunities@wellingborough.gov.uk)

# DO I NEED A DESIGN AND ACCESS STATEMENT?

The Town & Country Planning (General Development Procedure) (Amendment) (England) Order 2006





# **PLANNING APPLICATIONS: LOCAL REQUIREMENTS**

## 1. General Requirements for Plans, Drawings and Documents

With an increasing tendency for applications to be submitted or transmitted electronically / over the web there is a need to set some conventions in connection with scaling and printing.

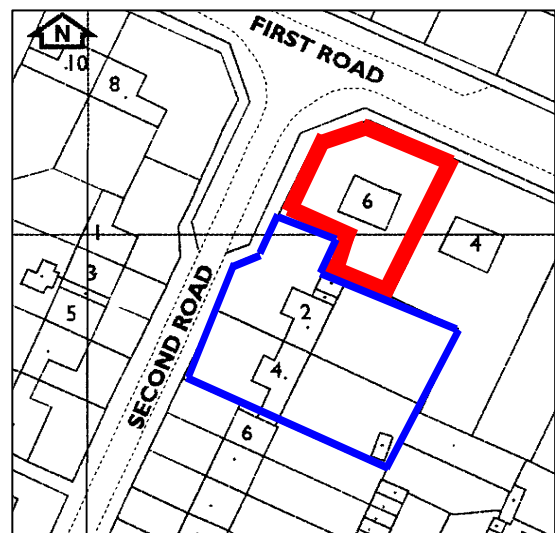
- All plans and drawings must be drawn to an appropriate metric scale.
- Scaling should be associated with sheet size so that it is clear when documents have been enlarged or reduced. An acceptable format is for the scale to be shown as 1:100 @ A1 / 1:200 @ A3. This applies equally to paper submissions which may be forwarded electronically for consultation.
- Vertical and horizontal scale bars assist with measuring from enlarged or reduced drawings.
- Dimensions shown on key elements of the proposal avoid the need for reliance on scaling.
- Drawings should be accurate. Ambiguous statements such as "Do not scale", "Not to scale" or similar call into question the accuracy of the drawing and therefore cannot be accepted.
- Electronic documents should be of a sufficiently small file size to facilitate easy transfer and transmission (individual documents should be no larger than 5MB). This is difficult to achieve with colour drawings.
- Supporting documents should be provided in electronic format (CD or emailed) as well as hard copy. Please ensure they are complete eg word document with plans and appendices. Multiple or split documents should be sequentially named eg 01 Introduction, 02 Site Plan, 03 Appendix A.
- Printed paper documents will be scanned in black and white and transmitted electronically. Please bear this in mind when shading or colouring.

We request that for paper submissions, **one** original and **three** copies of all documentation are submitted. For larger applications further copies may be requested at pre-application stage.

## 2. Drawings Necessary to Describe

Plans to identify the site (location plan) – for all applications other than tree works.

- The application site (including access to the highway) must be shown by **red** edging; any adjoining land that you have an interest in should be edged in **blue**;
- The scale of the location plan must be appropriate to sufficiently identify the site. In most cases an ordnance survey based map to a scale of 1:1250 or 1:2500 will be adequate.
- Should normally be A4 sized;
- Include a "North" point;
- Show surrounding buildings; and
- Ideally show two named roads



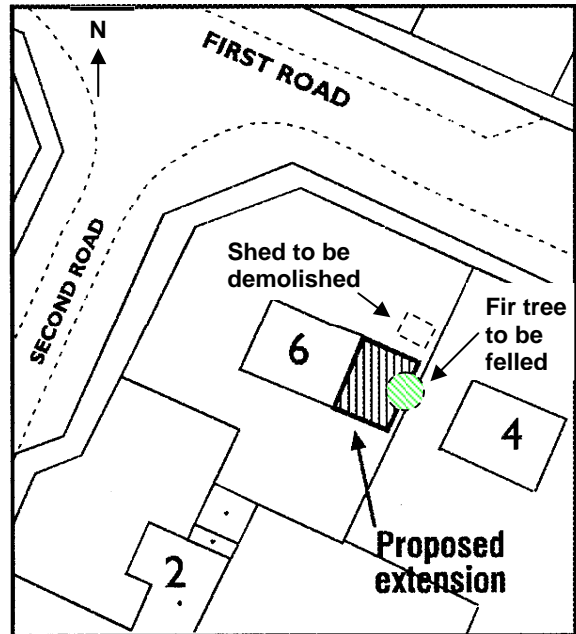
Scale 1:1250

**Site layout / block plan** – for all applications except prior notification applications.

- The plan must be to a scale appropriate to the site and development (normally 1:500 or 1:200, although for particularly large sites, other scales may be more appropriate). If in doubt, check with your LPA.
- All site layout / block plan to include a “North” point.

The plan should show your proposals for:

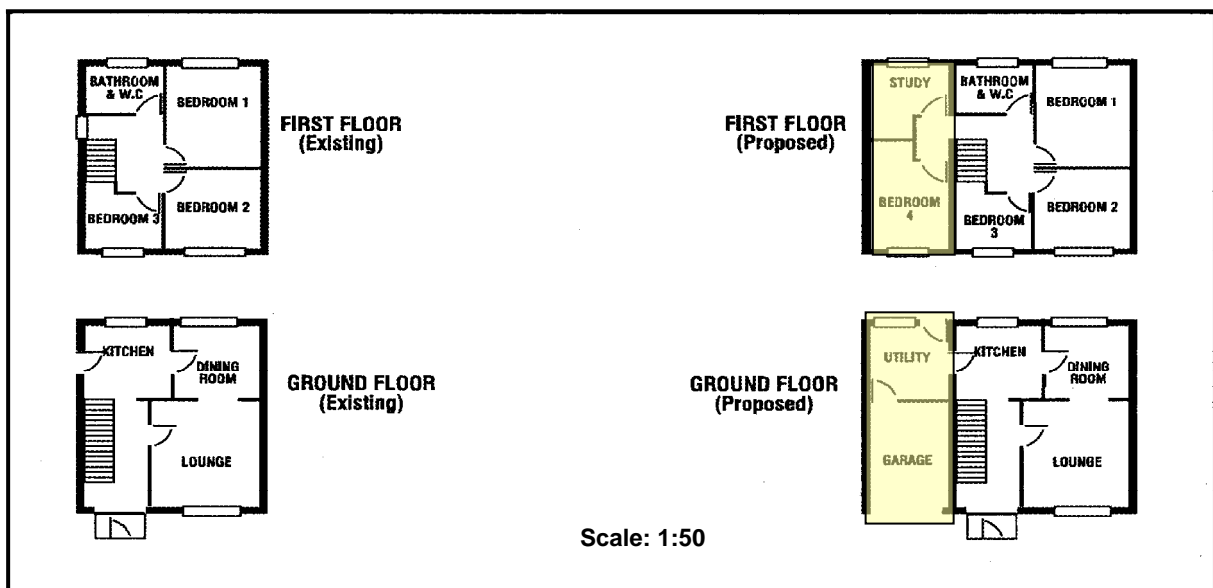
- the new works in relation to the site boundaries and other buildings within and surrounding the site;
- new buildings should be shown in context with adjacent buildings including property numbers/names where applicable and roads and footpaths adjoining the site;
- on-site access, parking, and turning arrangements and facilities for cycle parking;
- vehicle access visibility splays at the highway boundary;
- the species, position and spread of all trees within 12 metres of any proposed building works;
- the extent and type of any hard surfacing;
- boundary treatment (including all heights and materials); and
- applications for new developments must include provision for the storage and collection of waste and recyclables.



**Scale 1:500**

**Floor plans** - for applications altering / creating floor space or use of floor space.

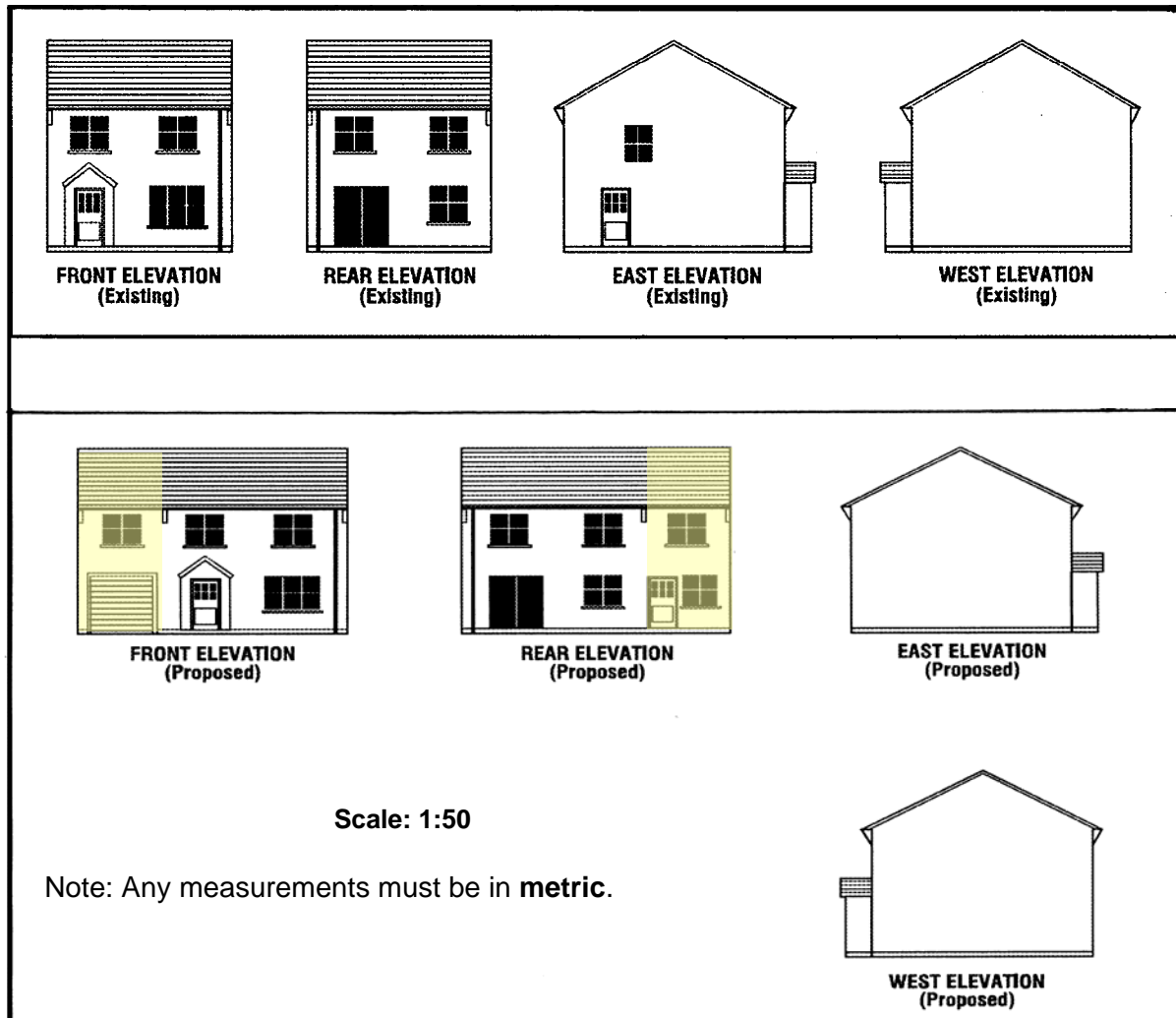
These should show the existing and proposed floor layouts of each storey to be built or altered. They may be drawn separately or the new work may be indicated by shading etc. They should normally be to a scale of 1:50, but for larger buildings 1:100 would be acceptable.



**Scale: 1:50**

**Elevations** - for applications erecting or altering exteriors of buildings.

These should normally be drawn to 1:100 scale, or 1:50 for small buildings. These should show all faces of the building affected by the works, including blank walls. Where the elevation adjoins or is in close proximity to another building, drawings should show the relationship between the buildings and the position of openings on each property. Existing and proposed drawings should be submitted. Again, they may be drawn separately or the new work may be indicated by shading etc. Each elevation should be labelled to show its compass orientation.



**Site Levels and Site Cross Sections and Finished Floor Levels** - for all applications except those solely involving advertisements on existing buildings, prior notifications, tree works and solely involving change of use.

It is necessary for applications to demonstrate how proposed buildings and extensions relate to existing site levels and neighbouring development. Plans should therefore 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 extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

### Site survey

This should show existing:

- Built features including walls, buildings and other structures
- Natural features on or close to the site including trees, hedges, ponds and water courses

## **AND ANY OTHER PLANS NECESSARY TO DESCRIBE THE PROPOSALS.**

### **3. Design & Access Statements**

In accordance with Section 42 of the Planning & Compulsory Purchase Act 2004 that came into force on 10th August 2006 it is a requirement that Design and Access Statements are prepared to accompany most types of planning applications. Your application will not be registered until a suitable statement has been submitted.

#### What are they?

- Design and access statements are reports that explain the design thinking behind a planning application, and justify what is being applied for.
- They accompany a planning application but are not part of it.

#### Why are they required?

- As part of the Government's commitment to achieving high quality developments.
- To make you think more carefully about the quality of your proposal and how you will ensure accessibility within your scheme.
- To give you the opportunity to explain and justify your proposal.
- To assist in better informed negotiation and decision making and more certainty for everyone.
- Can be linked to planning decisions by conditions if developers are to be required to follow them.

#### For what type of planning applications are they required?

- All outline applications and most types of full applications.
- Listed building applications (although a combined statement can be submitted where there is also a planning application for the development).
- Although Design and Access Statements are not required for applications for Approval of Reserved Matters, it will be necessary to demonstrate how the design principles of the outline application are accorded with. Any variation from the original design principles/concept should be justified.

#### For what type of applications are they not required?

- Householder applications (e.g. extensions to dwellings, outbuildings within the garden), unless within a Conservation Area or other designated area.
- Change of use of land or buildings (not involving operational development), engineering or mining operations, or applications relating to advertisements, tree preservation orders or storage of hazardous substances.
- Prior notification applications (e.g. Telecommunications, agricultural developments).

What format should they be?

- A written description and justification of the planning application.
- Photos, maps and drawings may be needed to illustrate points made.
- Cover the headings of amount, layout, scale, landscaping and appearance (for planning applications)
- Cover the headings of layout, scale and appearance (for listed building consent applications)

What should the statements include?

- The amount of detail they contain should reflect how complex the application is. They need not be long for a relatively small development.
- A design and access statement should not be two separate documents. The design and access components should be interrelated, with each element helping to inform the other.
- As a general guide the following issues should be covered within the statement, although this will vary depending on the nature of the proposal, whether the application is in full or outline and whether it relates to an application for listed building consent:-

**The design component**

- The design principles and concepts that have been applied to particular aspects of the development, and how access to and within the development has been dealt with should be explained and justified. This should include the following:-
  - a) Amount

How much development is proposed – i.e. number of residential units, or proposed floor space for all other uses. How the development will be distributed across the site, how the proposal relates to the surroundings and how accessibility between parts of the development will be maximised.
  - b) Layout

The way in which buildings, routes and open spaces are arranged on the site, and the relationship between them and the buildings and spaces surrounding the development. Show how the development will create safe and vibrant places, will be accessible in relation to its surroundings and how crime prevention measures have been incorporated.
  - c) Scale

The height, width and length of the building(s). Explain and justify the scale of the buildings proposed, including in relation to the surroundings and skyline.
  - d) Landscaping

The treatment of private and public spaces, how the landscaping will be maintained, and the relationship of the landscaping with the surrounding area. Where possible a schedule of planting and hard landscaping materials to be used should be provided.
  - e) Appearance

What the building(s) and spaces will look like, including building materials, architectural details and lighting. Explain and justify the appearance of the scheme, how it will relate to the character of its surroundings and how its appearance will have an impact upon the development's accessibility.

- The statement should demonstrate how local context has influenced the design and layout of the scheme and the use(s) proposed. You should therefore carry out a full assessment of the site's immediate and wider context and consult community members and professionals prior to evaluating and designing your scheme.

### **The access component**

- The statement should explain the policy adopted in relation to access, how relevant policies in local development documents have been taken into account and details of any consultation undertaken should be provided.
- The statement should explain why access points and routes have been chosen, how the site responds to road layout and public transport provision, and how everyone can get to and move through the place on equal terms.
- The statement should explain how access for people with disabilities has been taken into account in the development, if there are any inaccessible areas, and if so why.
- Access for the emergency services should be explained where relevant.

### **Applications for listed building consent**

- The statement should explain the design principles and concepts that have been applied to the scale, layout and appearance characteristics of a proposal, but not amount, use and landscaping.
- The statement should explain how the design has taken account of the historic and special architectural importance of the building, the physical features of the building that justify its designation and the buildings setting, and the approach to ensuring the scheme preserves or enhances the buildings special historic and architectural importance.
- It should be made clear how the scheme has balanced the duties imposed by the Disability Discrimination Act, and any access issues which arose and options considered in view of the buildings listing.

### **Planning Policy Statement: Planning and Climate Change (2007)**

- This national Statement indicates that, where possible, Planning Authorities should make use of Design and Access Statements to obtain from applicants the necessary information to show how their proposal will contribute to the key objectives of Planning and Climate Change. Your attention is drawn to paragraph 42 of the Statement which lists criteria relating to environmental performance.

### **Designing out Crime**

- Design and Access Statements should demonstrate how guidance in Safer Places: The Planning System and Crime Prevention has been taken into account plus the Council's supplementary planning guidance: Planning out Crime in Northamptonshire (2004).

### **Waste Audits**

- Proposals should have regard to waste arisings associated with development and the management of waste in residential developments including bin storage and recycling facilities.

For more detailed information on preparing a Design and Access Statement consult "Design and access statements, "How to write, read and use them" produced by CABE. ([www.cabe.org.uk](http://www.cabe.org.uk))

#### **4. Air Quality Assessment**

All planning and reserved matter applications that propose development inside, or adjacent to, an air quality management area (AQMA); where the development could in itself result in the designation of an AQMA; or where the grant of planning permission would conflict with, or render unworkable, elements of a LA's air quality action plan; will need to be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Further advice is available in PPS23: Planning and Pollution Control

<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps23/>). This information may be provided as part of the Environmental Impact Assessment where applicable or through other validation requirements, for example through information provided on lorry movements.

#### **5. Biodiversity Survey & Report**

For major applications a Natural Environment Statement will be required to explain how the planning proposal impacts upon existing biological and geological resources both within and in the vicinity of the site, and the measures to be put in place to both mitigate loss or damage and to compensate when such loss or damage cannot be avoided. The statement will also be required to examine the scope for enhancement of the biodiversity value of the site in the context of the planning proposal, and the extent to which this might contribute to meeting both national and local Biodiversity Action Plan targets. (The Natural Environment Statement may form one element of a broader Environmental Statement where this is deemed to be required). For all applications not considered to be major, a statement as above will be required in respect of proposals within or adjoining or, in the opinion of the Local Planning Authority, likely to affect sites protected for their nature conservation interest, such as Sites of Special Scientific Interest, Local Nature Reserves, County Wildlife Sites and Regionally Important Geological or Geomorphological Sites.

Statements will also be required in respect of any sites with known ecological or geological interest or the habitats or potential habitats of species protected under any statutory provisions or identified as priority species under any applicable Biodiversity Action Plan. (Information in respect of Badgers should be presented in a separate report for restricted circulation).

Detailed guidance on dealing with the impacts of development on biodiversity and geological conservation is given in PPS9 and its accompanying Government Circular and Good Practice Guide

<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/historicenvironment/pps9/>.

## 6. Flood Risk Assessment

Flood Risk Assessments will be required in respect of all planning applications in Flood Zones 2 or 3 or applications with a site area of one hectare or greater. The need for such assessments is governed by the size and description of the proposed development and the location of the site relative to its flood risk potential. The Environment Agency has produced a flood zone matrix which is available at <http://www.pipernetworking.com/floodrisk/matrix.html>. Contact the LPA to establish which flood zone is applicable and therefore the need for a flood risk assessment.

The flood risk assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these risks will be managed taking climate change into account. Maps of flood zones are available from the Environment Agency or by using their website <http://www.environment-agency.gov.uk/>. In addition Planning Policy Statement 25: Development and Flood Risk provides comprehensive guidance for both LPAs and applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. PPS25 can be found at <http://www.communities.gov.uk/publications/planningandbuilding/pps25floodrisk>.

If a site falls within Flood Zones 2 or 3 and the vulnerability of the development as set out in Annexe D, Table D.1 of PPS25, is such that a sequential test is required, the sequential test and any exception test shall be submitted to the Local Planning Authority by the developer.

## 7. Heritage Statement

### (a) Historical Survey

Supporting information will be required for applications involving operational development affecting historical sites. This statement may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, scheduled ancient monuments, historic parks and gardens, and historic battle fields. If an application affects such a site an applicant may need to commission an assessment of existing information and submit the results as part of the application in accordance with advice in Planning Policy Guidance Note 15, paragraphs 3.16 to 3.19 (<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/historicenvironment/planningpolicyguidance/>)

### (b) Listed Building / Conservation Area Impact and Justification Statement

Statements will be required to support all applications for Listed Building Consent or Conservation Area Consent.

Applications for planning permission within or adjacent to conservation areas and /or that affect the setting of listed buildings will require a statement assessing the impact.

### Impact and Justification Statements

In accord with Planning Policy Guidance 15 Section 3.4 “Applicants for listed building consent must be able to justify their proposals. They will need to show why the works which would affect the character of a listed building are desirable and necessary.”

You will need to provide the local planning authority with full information to enable them to assess the likely impact of your proposals on the character, appearance and special architectural or historic fabric of the building and its setting. This will involve demonstrating an understanding of the part(s) of the building affected, using annotated drawings and photographs as necessary.

You may submit an assessment of the nature, history and construction of the building to which your proposals relate in order to support your application. Your assessment need only relate to the scope of the proposed works.

You will need to provide the local planning authority with sufficient reasons why your proposals are desirable and necessary to secure the long term future of the building. This may include a specialist surveyor's or structural engineer's report.

In some cases you may be required to provide additional information before your application can be considered.

#### Additional information that may be required

Sufficient information will be required to enable the LPA to consider the effects on the fabric of the listed building, for example - wiring, plumbing and other services. On occasions a full schedule of works or method statement may be required.

## **8. Housing Statement**

The housing statement should include details of the mix of housing in order to meet the requirements in paragraphs 23/24 of PPS3: Housing and the provision of affordable housing, where appropriate, in accordance with relevant development plan policies and Supplementary Planning Document / Guidance on Affordable Housing. The statement should take into account the findings of the North Northamptonshire Housing Market Assessment and, where appropriate, any village needs survey for affordable housing. The statement will include details of the size and tenure of dwelling units and any arrangements with social housing providers. Details of the numbers of habitable rooms and / or bedrooms, or the floor space of habitable areas of residential units will be required together with details of the number of social rented and intermediate affordable housing units and open market housing. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. Further advice is available in PPS3 and the Government's accompanying policy statement on Delivering Affordable Housing. (<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps3/>).

## 9. Land Contamination Assessment

Planning applications for any development where contamination is known or likely to exist (including undeveloped land where there would be a presence of naturally occurring arsenic) will require a Part 1 risk assessment comprising:

- Desk study (identifying all previous uses and potential contaminants associated with those uses),
- Walk over site reconnaissance
- Conceptual model identifying potential pollutant sources, pathways and receptors as a basis for assessing the risks and appraising the options for remediation.

Applications may also need to include an extended assessment of contamination in line with PPS23 focussed on local circumstances.

(<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicy/statement23>)

Contaminated Land - A Guide for Developers and their advisors can be found at:–

### ❖ Borough Council of Wellingborough

[http://www.wellingborough.gov.uk/site/scripts/download\\_info.php?fileID=167](http://www.wellingborough.gov.uk/site/scripts/download_info.php?fileID=167)

### ❖ East Northamptonshire Council

<http://www.east-northamptonshire.gov.uk/ppimageupload/Image8204.PDF>

### ❖ Kettering Borough Council

[http://www.kettering.gov.uk/downloads/developers\\_guide\\_may\\_04.pdf](http://www.kettering.gov.uk/downloads/developers_guide_may_04.pdf)

## 10. Landscaping Details

Applications for full or outline planning permission (apart from change of use) or approval of Reserved Matters shall be accompanied by a landscape strategy, Application for reserved matters for landscaping should form an integral part of the design and should not normally be considered separately from layout and scale.

In cases where the development would result in the loss of existing mature landscape features contributing to the street scene Householder applications should be accompanied by landscape proposals. Refer to Tree Survey and Arboricultural Statement in cases where the development proposal would affect existing trees and significant planting.

## 11. Lighting Assessment

### ❖ This document and criteria only applies to applications made to Kettering Borough Council

Required for all applications involving external lighting.

The assessment must detail all measures for the avoidance of light spillage onto adjoining properties or the public highway.

## **12. Noise Assessment**

All planning and reserved matter applications that raise issues of disturbance or are considered to be a noise-sensitive development will need to be supported by a Noise Impact Assessment (which shall include details of mitigation) prepared by a suitably qualified acoustician. Further guidance is provided in PPG24:

Planning and Noise

(<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicyguidance14>).

## **13. Photographs & Photomontages**

These provide useful background information. Photomontages can help to show how large developments can be satisfactorily integrated within the street scene. Up to date photographs should be provided if the proposal involves: demolition of a building in a conservation area; development affecting a conservation area; or development affecting or works to a listed building. These should show the whole building and its setting and/or the particular section of the building affected by the proposals.

## **14. Planning Obligations**

Under the Town and Country Planning Act 1990, the Council can seek Planning Obligations (when planning conditions are not appropriate) to ensure the quality of development and to enable developments to proceed in a sustainable manner. Planning Obligations provide a means of ensuring that developers contribute towards the infrastructure and services that the Council considers necessary to facilitate the proposed development. Contributions, depending on the case, may be in cash or kind.

Obligations will be required in support of all applications which generate requirements for planning obligations in accordance with the Council's adopted Supplementary Planning Guidance, and if specified in pre-application advice.

The Local Highway Authority will seek contributions towards the Pooled Developer Contributions being collected to facilitate works required to mitigate the effects of Planned Growth and windfall on the highway network. A rate per dwelling or its equivalent has been calculated for works associated with the Towns of Corby, Kettering and Wellingborough. Development in East Northamptonshire may also attract contributions on a similar basis. Pre-application discussion with the Local Highway Authority will confirm the potential rates associated with a development. In lieu of making such contributions the Local Highway Authority may require a full Transport Assessment detailed capacity assessments of all potentially affected junctions taking into account planned growth and require full mitigation to nil detriment of all junctions affected.

Further advice/guidance on planning obligations is available in DCLG Circular 05/05 Planning Obligations

<http://www.communities.gov.uk/pub/320/Circular0505PlanningObligationsid1144320.pdf>

❖ **Borough Council of Wellingborough**

Additionally, the following Supplementary Planning Guidance/Documents should be read:

The use of Planning Obligations

[http://www.wellingborough.gov.uk/downloads/SPGIX\\_Planning\\_obligations.pdf](http://www.wellingborough.gov.uk/downloads/SPGIX_Planning_obligations.pdf)

Affordable Housing

[http://www.wellingborough.gov.uk/downloads/SPGXI\\_Affordable\\_Housing.pdf](http://www.wellingborough.gov.uk/downloads/SPGXI_Affordable_Housing.pdf)

Public Art – A Guide to Good Practice

[http://www.wellingborough.gov.uk/site/scripts/download\\_info.php?fileID=22](http://www.wellingborough.gov.uk/site/scripts/download_info.php?fileID=22)

Planning Obligations and Local Education Authority School Provision

<http://www.northamptonshire.gov.uk/Environment/SPG/educSPG.htm>

❖ **Corby Borough Council:**

Please contact this Authority for full details of their requirements.

❖ **East Northamptonshire Council:**

This Council adopted a Supplementary Planning Document in respect of Developer Contributions in June 2006

(<http://www.east-northamptonshire.gov.uk/pp/silver/viewsilver.asp?id=1765>)

This sets out that contributions towards social and community infrastructure will be negotiated for development above the following thresholds:

10 residential units or more/0.28 Ha or larger site area

- Education
- Affordable housing ( unless site is within the six towns of Higham Ferrars, Irthlingborough, Oundle, Raunds, Rushden and Thrapston – see below where a higher threshold applies)
- Community facilities
- Libraries
- Flood risk management
- Sustainable Transport
- Healthcare
- Crime and disorder management
- Environment and amenity
- Recycling and waste management

15 residential units/ 0.42 Ha or larger

- Affordable housing within the 6 towns listed above
- Public open space

(in addition, to the above)

Non residential development floorspace 1,000 sq m/ 1Ha

- Flood risk management
- Sustainable transport
- Environment and amenity
- Crime and disorder management

Non residential development floorspace 500 sq m/ 1Ha

- Crime and disorder management

## ❖ **Kettering Borough Council**

Supplementary Planning Guidance is available at:

[http://www.kettering.gov.uk/site/scripts/documents\\_info.php?documentID=148&pageNumber=3](http://www.kettering.gov.uk/site/scripts/documents_info.php?documentID=148&pageNumber=3)

Set out below are general guidance notes applying only to Kettering Borough Council.

### How are Planning Obligations made?

Planning Obligations are given by a formal legal document (a deed) which may be either an agreement or a unilateral undertaking as appropriate. All those interested in the land must be signatories and this includes all owners, lessees, mortgages and those who have agreed to purchase the land. Others signatories may be required but this depends upon the circumstances. The parties will need to provide documentary evidence of their interest. The deed will contain the obligations by way of covenants which besides setting out the details of the obligations will provide a timescales in the case of actions that need to be carried out by a particular time.

Planning obligations are enforceable in two ways. The council can make application to court for an injunction or for payment of money in the case of a financial contribution. The council also has the power to enter the land and carry out works and charge the cost of doing them.

Planning obligations bind the land. All successors in title and those deriving title will be bound by the obligations unless the specific deed creating the obligation releases them. Planning obligations are registered as local land charges.

Planning obligations can have significant effects on the use and the value of the land. It is advisable to take independent legal advice before entering into a planning obligation.

### Can Planning Obligations be altered or removed?

A planning obligation may be modified or discharged by agreement with the Council, or on application to Kettering Borough Council after 5 years (or later date if specified). If the Council determines that the obligations still serve a useful purpose (whether or not subject to modification) the decision may be for the planning obligations to continue in force.

### Planning Obligations procedure

To ensure that the process is carried out effectively and efficiently it is **essential** that advice is sought at pre-application stage to prevent delays or the refusal of a planning application.

1. **Pre-application** discussion - you will be advised by the Planning Officer of the requirements regarding planning obligations in relation to the proposal
2. At planning application **submission** stage a supporting statement regarding planning obligations will be required setting out draft agreement

terms and/or proposed heads of terms for planning obligations to be drawn up.

3. Evidence of title **must** be submitted at the application submission stage (stage 2)

#### Note

Planning applications should be submitted in accordance with the Council's Development Plan and supplementary planning guidance and the above documentation **must be submitted within the stipulated time frame.**

Failure to complete the planning obligation agreement within the application deadline 8/13 weeks will most likely result in the application being refused for failure to deliver the required mitigation measures, without which the impact of the development will be considered contrary to the Development Plan.

#### Completion

Legal and Administration fees:

You will be required to pay the Council's Legal fees. In addition there is a requirement for payment of an administration fee to allow the management/monitoring and administration of the planning obligations. This charge is currently set at 5% of the financial contributions payable. Both legal and administration fees will be payable on completion of the deed.

On adoption of the North Northamptonshire Developer Contributions SPD this will become the primary document for Section 106 negotiations.

### **15. Statement of Community Involvement**

To demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals. Large-scale developments. This is defined as proposals for residential development of 100 or more dwellings, or a site area of 3 hectares or greater where the number of dwellings is not known. In respect of other land uses the definition includes proposals where the sum of the floor area within the building is 1000m<sup>2</sup> or the site area is one hectare or greater. Large-scale development applications are likely to require additional community involvement beyond that set out in Appendix 1 of the adopted North Northamptonshire Statement of Community Involvement if the proposal will have a significant impact on the area, or create significant public interest or controversy. A full copy of the adopted North Northamptonshire Statement of Community Involvement can be found at <http://www.nnjpu.org.uk/documents/docdetail.asp?docid=146>.

## **16. Structural Survey**

Planning Applications: A structural survey will be required in respect of applications for barn conversions and replacement dwellings in the open countryside.

Listed Building Consents: A structural survey will be required for works involving demolition or loss of historic fabric.

Conservation Area Consents: A structural survey will be required to accompany all these applications.

Surveys must detail the current condition of the building and indicate the level of works required to enable the conversion to be completed.

## **17. Supporting Planning Statements**

On all major applications, a supporting statement will be required to explain how the development accords with the relevant national, regional and local planning policies.

## **18. Sustainability Appraisal and Energy Statement**

A Sustainable Design Supplementary Planning Document (SPD) is being prepared by the North Northamptonshire Joint Planning unit on behalf of the district and borough councils of Corby, East Northamptonshire, Kettering and Wellingborough. The SPD will provide guidance on policies within the North Northamptonshire Core Spatial Strategy that relate to design and sustainability.

All planning and reserved matter applications involving new residential development of 1 dwelling or more; commercial developments of 1000sqm floorspace or more; and applications for Change of Use including operational development will be required to read the SPD and submit a completed checklist and Sustainability and Energy Efficiency Statement.

The checklist will provide a framework for the completion of the Sustainability and Energy Efficiency Statement and will help applicants demonstrate that the most appropriate sustainable design solutions are selected, and provide the local planning authority with a systematic method of assessing whether the proposal meets the relevant planning policies and other requirements.

On adoption of the North Northamptonshire Sustainable Design SPD this will become the primary document for guiding sustainable design.

**Before the SPD is adopted** all planning and reserved matter applications involving new residential development or 1000+sqm floorspace of non-residential development, will require a Sustainability and Energy Efficiency Statement to demonstrate that they meet national sustainability guidelines and adopted policies applicable to the size of development proposed.

This statement should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications. For residential development reference should be made to the code for sustainable homes. Other developments should refer to BREEAM standards. In addition, once adopted, the Core Spatial Strategy will identify the standards to be met.

The statement should show the predicted energy demand of the proposed development, the degree to which the development meets current energy efficiency standards and demonstrate the extent to which the proposal has taken account of the need to minimise the consumption energy and resources (including water) and maximise the use of sustainable or renewable resources.

The statement should outline the use to be made of Sustainable Drainage Systems (SuDS).

Further advice is available in PPS22: Renewable Energy (<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps22/>) and PPS25: Development and Flood Risk (<http://www.communities.gov.uk/publications/planningandbuilding/pps25floodrisk>).

## 19. Town Centre Uses

A town centre impact assessment must be undertaken for any 'main town centre use' proposed outside the town centre as defined on the Local Plan Proposals Map that is not in accordance with the development plan. Main town centre uses are defined as: retail (including warehouse clubs and factory outlet centres); leisure, entertainment facilities, and the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices, both commercial and those of public bodies; and arts, culture and tourism (theatres, museums, galleries and concert halls, hotels, and conference facilities). Current guidance on the issues to be addressed in the assessment can be found at paragraph 3.4 of PPS6: Planning for Town Centres.

(<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/planningpolicystatement/>).

### ❖ **Borough Council of Wellingborough**

Local Plan link -

[http://www.wellingborough.gov.uk/site/scripts/documents\\_info.php?documentID=346&pageNumber=5](http://www.wellingborough.gov.uk/site/scripts/documents_info.php?documentID=346&pageNumber=5)

### ❖ **East Northamptonshire Council**

Local Plan link -

<http://www.east-northamptonshire.gov.uk/pp/gold/viewGold.asp?IDType=Page&ID=4239>

### ❖ **Kettering Borough Council**

North Northamptonshire Roles & Relationships Study:

<http://www.nnjpu.org.uk/documents/docdetail.asp?docid=143>

Kettering Retail Sites Study:

[http://www.kettering.gov.uk/site/scripts/meetings\\_info.php?meetingID=486](http://www.kettering.gov.uk/site/scripts/meetings_info.php?meetingID=486)

Kettering Town Centre Framework:

[http://www.kettering.gov.uk/site/scripts/documents\\_info.php?categoryID=374&documentID=797](http://www.kettering.gov.uk/site/scripts/documents_info.php?categoryID=374&documentID=797)

## 20. Transport Assessment

The Local Highway Authority will require sufficient information to enable it to give its advice. Transport Statements will be required for all planning applications proposing new build involving 10 dwellings or more or as guided by pre-application discussion with the Local Highway Authority who may determine that a full Transport Assessment is required. All change of use applications should be supported by at minimum a Transport Statement.

Outline applications of more than 0.5ha for residential development or 1.0ha for non-residential; and in other circumstances where developments will have significant transport implications, as may be specified in pre-application advice.

The coverage and detail of the Transport Statement / Assessment should reflect the scale of development and the extent of the transport implications of the proposal. The Department for Transport's "Guidance on Transport Assessment" [www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta](http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta) clarifies the content of Transport Statements and Transport Assessments. The Local Highway Authority has discretion regarding the form of statement / assessment required. Thresholds within the Guidance are not therefore to be taken as definitive.

In very general terms, for small schemes, the Transport Statement would simply outline the transport aspects of the application comparing the existing authorised use of the site in traffic terms with the proposed in traffic terms. For more major proposals, a Transport Assessment would include capacity assessments and look at accessibility to the site by all modes and the likely split of types of journey to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts.

These assessments enable local planning and Local Highway Authorities to better assess the application and provide a basis for discussion on details of the scheme, such as the level of parking, the siting of buildings and entrances, the need for further measures to improve access arrangements to the site and any off site mitigation works and potential contributions to facilitate a development.

Justification will be required where the proposal will exceed the LPA's maximum parking standards. Details of any firm proposals to improve the access to a site (particularly where included in the local transport plan) should be taken into consideration when assessing the suitability of a site for development. Further guidance is available in PPG13: Transport.

(<http://www.communities.gov.uk/index.asp?id=1144014> )

### Methodology

The Transport Statement / Assessment should quantify the type and frequency of existing traffic movements associated with the existing authorised use of the site, the potential traffic movements associated with an existing use if not currently being used, and the potential traffic movements for the proposed development. This information should be based on a traffic count of existing movements and TRICS data printouts relevant to the uses involved.

Where additional traffic movements are predicted a capacity assessment of the site access and other affected junctions may be required at the discretion of the Local Highway Authority as guided by pre-application discussion with them.

The Transport Statement / Assessment should also include an assessment of pedestrian, cycle and public transport accessibility and provision, reference to a Travel Plan when appropriate and measures to mitigate the effects of the development which may include off site highway works or contributions.

Depending upon the scale of development it may be necessary to assess the impact of the development on planned growth. The Local Highway Authority would have advised at pre-application stages whether a Transport Assessment should include a test against the North Northamptonshire Transport Model to ensure that the proposal does not adversely affect planned growth and makes a reasonable contribution towards highway improvements required to facilitate cumulative.

## 21. Travel Plan

The Government considers that travel plans should be submitted alongside planning applications which are likely to have significant transport implications, including those for:

- all major developments comprising jobs, shopping, leisure and services (using the same thresholds as set out in annex D);
- smaller developments comprising jobs, shopping, leisure and services which would generate significant amounts of travel in, or near to, air quality management areas<sup>27</sup>, and in other locations where there are local initiatives or targets set out in the development plan or local transport plan for the reduction of road traffic, or the promotion of public transport, walking and cycling. This particularly applies to offices, industry, health and education uses;
- new and expanded school facilities which should be accompanied by a school travel plan which promotes safe cycle and walking routes, restricts parking and car access at and around schools, and includes on-site changing and cycle storage facilities; and
- where a travel plan would help address a particular local traffic problem associated with a planning application, which might otherwise have to be refused on local traffic grounds.

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/155634>

RESIDENTIAL - In addition draft residential travel plans will automatically be required for residential schemes in excess of 100 dwellings; however the cumulative impact of residential development will be taken into account and draft travel plans may be required for schemes falling below this threshold.

## 22. Tree Survey/Arboricultural Implications

For all applications involving operational development on sites containing trees and/or significant planting or where trees are situated on or overhang the site boundary, will be required to be accompanied by an arboricultural report incorporating the recommendations set out in BS5837:2005 Trees in relation to construction.

### **23. Utility Assessment**

All planning applications involving new development will need to include a utilities statement which demonstrates:

- that the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- that proposals incorporate any utility company requirements for; substations, telecommunications equipment or similar structures;
- that service routes have been planned to avoid as far as possible the potential for damage to trees and known archaeological interest; and
- how the proposed development complies with Environment Agency guidance on water conservation in North Northamptonshire. Further advice at <http://www.environment-agency.gov.uk/>

Utilities Statements will be required to accompany applications for housing developments of 10 or more dwellings or more than 1000sqm of business, industrial, storage, retail or leisure floorspace, or developments for other uses which are of a similar scale; and for other non-householder developments on sites containing significant tree cover or affecting an area of known archaeological interest.

### **24. Ventilation & Extraction Statement**

Details of ventilation and extraction equipment including location and specification will be required to accompany all applications involving the use of premises for purposes within Use Classes A3, A4 and A5, and will also be required for significant retail, business, industrial or leisure or other similar developments where ventilation / extraction equipment is proposed to be installed.

# **Application for Planning Permission and Listed Building Consent for Alterations, Extension or Demolition of a Listed Building**

*Town and Country Planning Act 1990*

*Planning (Listed Buildings and Conservation Areas Act) 1990*

## **1. Applicant Name and Address**

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

## **2. Agent Name and Address**

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

## **3. Description of Proposed Works**

Please describe the proposal for which you are seeking planning permission accurately and concisely. Provide details of all the uses/buildings proposed.

Example:

- *erection of five, two-storey three bed houses*
- *demolition of existing warehouse and redevelopment of the site to provide 25 x two bed flats in two five-storey blocks with ancillary car parking, open space and new access from London Road*
- *change of use from office to an A1 Shop*
- *conversion of a semi-detached house to three self-contained flats*
- *installation of a new shop front*

Please also describe whether the proposal involves complete or partial demolition of listed buildings and specify the building(s) or part(s) affected. Please give a brief description of the degree of demolition proposed and other works to the listed building(s).

Example:

- *complete demolition of garage to side of property*
- *removal of chimney and chimney stack to the side of property*
- *conversion of existing loft space to provide extra bedroom and en suite facilities*
- *removal of existing fireplace and flooring and installation of new power points, wiring and underfloor heating*
- *removal of partition wall to create open plan kitchen/dining area*

#### **4. Site Address Details**

Please enter the full postal address of the site. Enter the house/flat number and / or name (if appropriate) and street name in the Street address field. The town, county, country and full postcode should also be entered. If the application relates to open ground describe its location as clearly as possible (e.g. '*Land to rear of 12 to 18 High Street*' or provide a grid reference).

When you submit a location plan, it is recommended that this is at a scale of 1:1250 or 1:2500 (or larger), showing 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 must be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays (access around a road junction or access, which should be free from obstruction), landscaping, car parking and open areas around buildings).

A blue line must be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site.

All plans must be to a metric scale and any figured dimensions given in metres and a scale bar should be included.

#### **5. Pre-application Advice**

The local authority may be able to offer (possibly for a fee) 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, it does not guarantee or supply a definitive undertaking as to whether your proposal is likely to be acceptable.

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state '*Unknown*'.

This will assist the Council in dealing with your application as quickly as possible.

#### **6. Pedestrian and Vehicular Access, Roads and Right of Way**

You must indicate on your form whether you propose any new highway(s) and 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.

Extinguishment of a footpath or bridleway can only be achieved where it can be shown that there is no longer a need for the right of way. In deciding this, an authority must take into account how much the route is likely to be used by the public before extinguishment and the effect of the extinguishment on the land over which the route passes.

If you are proposing to undertake any works that will affect the pavement or roadway then it is advisable to seek advice from the local highways authority.

#### **7. Waste Storage and Collection**

Please identify what provision has been made for the storage of waste and recycling as part of the proposal, and demonstrate that these aid the collection of waste and recycling materials by the waste collection authority. The location of waste storage and recycling facilities should be clearly identified on the plans.

## 8. Neighbour and Community Consultation

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.

## 9. Council Employee/Member

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

## 10. Demolition

If you have answered 'Yes' to the total or partial demolition of a listed building then you will need to indicate whether it is total or partial demolition of the listed building or buildings within the curtilage of the listed building.

If it is partial demolition you will need to provide details of the volume of the listed building and part to be demolished. You should calculate the cubic content figure on the basis of the external dimensions of the property.

Where an application includes demolition your attention is drawn to the guidance set out in *Planning Policy Guidance Note 15 'Planning and the Historic Environment'*:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicyguidance8>

The analysis and justification in a supporting statement should address the issues raised in paragraphs 3.16-3.19 of *PPG15* including:

- a schedule of necessary works to preserve the building in its existing use or with a viable new use
- a schedule of necessary works to carry out the applicant's proposals
- a full structural engineer's report and appraisal of the building
- a comparable cost appraisal, produced by a Quantity Surveyor, or similarly qualified person and
- a comparison of the benefits of retaining the building with that of carrying out the proposed works

A written statement should also be provided, which analyses:

- the significance of archaeology
- the history and character of the building/structure
- the principles of and justification for the proposed works and their impact on the special character of the listed building or structure
- the setting both of the proposed works and of adjacent listed buildings

The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application. It is strongly recommended that the applicant/agent and officers discuss the scope and degree of detail to be included in this justification before submission of the application.

## 11. Listed Buildings Alterations

A written explanation of the proposed works should include:

- an assessment of the impact of the works on the significance of the asset
- a statement of justification explaining why the works are desirable or necessary (this should include development appraisal where appropriate)
- an archaeological assessment or field evaluation and a mitigation strategy where important archaeological remains may exist, and
- (when works include significant elements of demolition or rebuilding,) a structural report by an engineer familiar with heritage assets, which identifies defects and proposes remedies

## 12. Listed Building Grading

When buildings are listed they are placed on statutory lists of buildings of 'special architectural or historic interest' compiled by the Secretary of State for Culture, Media and Sport under the *Planning (Listed Buildings and Conservation Areas) Act 1990*, on advice from English Heritage.

Listed buildings are graded to show their relative importance:

- Grade I buildings are those of exceptional interest
- Grade II\* are particularly important buildings of more than special interest
- Grade II are of special interest, warranting every effort to preserve them

Please confirm the grade of the listed building which is the subject of this application. If you are unsure as to the grade of the building please contact the planning authority.

## 13. Immunity from Listing

When permission is being sought or has been granted, any person may apply to the Department for Culture, Media and Sport for a certificate that it is not intended to list the building(s):

<http://www.culture.gov.uk/NR/rdonlyres/D2F4F07B-941F-4487-BF97-E108F99E6A4E/0/CertificateofImmunityGuidefromListing.pdf>

If a certificate is granted, the building cannot be listed for a period of five years. If the certificate is not granted, the building will be added to the list.

An application for a certificate may be made only where an application (whether pending or granted) has been made for planning permission for development, which involves the alteration, extension or demolition of the building, although the applicant for that permission and the applicant for immunity from listing need not be the same person. Applications for a certificate of immunity should normally be accompanied by a plan showing the position of the building or buildings involved and photographs of each elevation of the building; any notable interior features should be supplied together with details of the approximate date of its construction, the architect (if known) and any available information about the architectural or historic interest of the building.

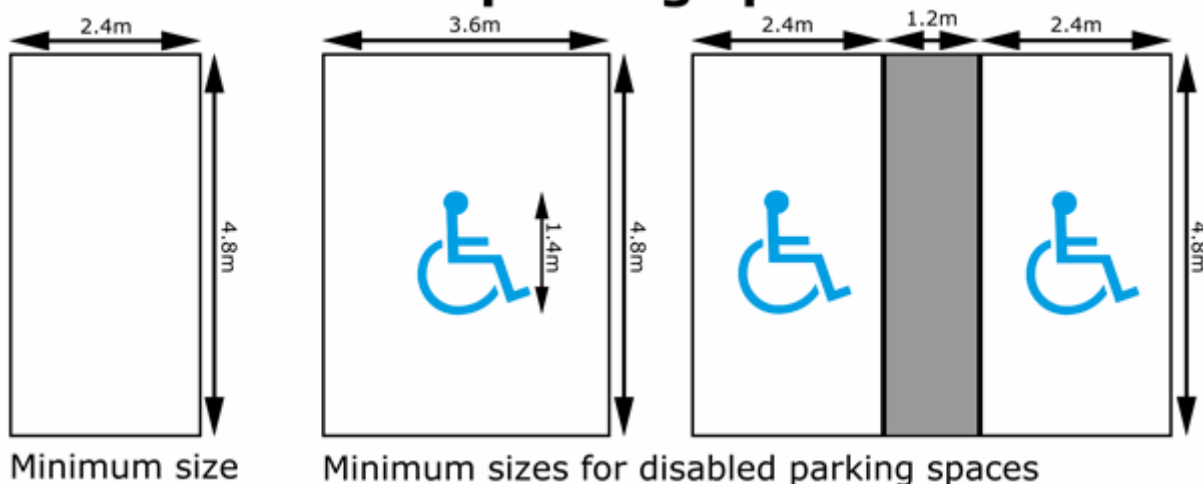
## 14. Vehicle Parking

Please specify the total number of existing parking spaces and the total number of proposed parking spaces (including spaces retained) by vehicle type. Please include garage spaces.

If no parking spaces are to be provided you should show on your plans or describe in a supporting statement where vehicles are to be parked.

The diagram below shows the minimum size of car parking spaces. However, further advice and guidance should be sought from your planning authority.

### Minimum size of parking spaces



## 15. Materials

Please describe the materials you wish to use for walls, roofs, etc. including the type, colour and name of all materials to be used. You should try to use materials to blend with existing buildings.

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

If the current site is vacant or is to be demolished then please indicate 'existing' materials as being not applicable.

## 16. Foul Sewage

All new buildings need separate connections to foul and storm water sewers. 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 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 drainage arrangements will need to be provided. This will include a location plan, cross sections/elevations and specifications. 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 on a public highway, then notice may need to be served on the owners of that land.

## 17. Assessment of Flood Risk

Owners have the primary responsibility for assessing the flood risk to and from their property. Site-specific Flood Risk Assessments (FRAs) are generally carried out by prospective developers for specific development proposals. The responsibilities of other stakeholders are given in Planning Policy Statement (PPS) 25 *Development and Flood Risk* paras. 22-32 and in Annex H of PPS25: <http://www.communities.gov.uk/publications/planningandbuilding/pps25floodrisk>

### Establishing the need for a Flood Risk Assessment

The requirement for a FRA together with the definitions of flood zones can be found in Table D.1 of PPS25. The Environment Agency Flood Map which shows the flood zones can be viewed at [www.environment-agency.gov.uk/subjects/flood/?lang= e](http://www.environment-agency.gov.uk/subjects/flood/?lang=e).

### Objectives

The objectives of an FRA are to establish:

- whether the proposed development is likely to be affected by current or future flooding from any source
- whether it will increase flood risk elsewhere
- whether the measures proposed to deal with these effects and risks are appropriate
- whether the development will be safe

### Scope

Once it is established whether an FRA is required the scope of the FRA should be agreed with the Local Planning Authority (LPA) and Environment Agency (EA) and any other relevant bodies. The FRA should always be proportionate to the degree of flood risk and the scale, nature and location of the proposed development. The scoping of the FRA should be done as early as possible in developing the planning application as avoiding or mitigating flood risk may require important design considerations which are generally easier and more cost-effective to incorporate when developing the proposal.

### Other sources of information

Where a Strategic Flood Risk Assessment (SFRA) has been completed by the LPA and used to formulate policy and allocate development using the sequential approach in the Local Development Document (LDD), FRAs should only need to focus on site-specific issues. The LDD policies should make it clear what issues need to be covered in the FRA. The Environment Agency also has Standing Advice which can assist in developing the scope, particularly for smaller developments, to be included in a FRA. The Standing Advice is available at: <http://www.environment-agency.gov.uk/planning>

### Content

Guidance on the content of a FRA is given in Annex E (Paras E8-E10) and in the Practice Guide companion to PPS25 which includes a template to assist in completing a FRA.

## 18. Biodiversity and Geological Conservation

Where a development proposal is likely to significantly affect features of biodiversity or geological conservation interest, it will be necessary to submit with the application sufficient information on what those effects are, in order for the local authority to determine it. The local planning authority may have produced a list of which features in their area will require such additional information. In some cases this additional information may be required based on a survey of affected species, habitats or geological features and an assessment of impacts. What is required will depend on the significance of the features and the scale and significance of the likely impacts, and what information the local authority already has. It will be advisable to discuss with the local planning authority what is required, and who may be competent to carry out any survey and assessment work required, prior to compiling the information and submitting the application.

It may be possible to obtain some of the necessary information via a search of ecological or geological data held by a local environmental records centre. *Planning for Biodiversity and Geological Conservation: A Good Practice Guide* (referenced below) also provides useful information about other possible sources of biodiversity data and ecological surveys.

It is possible that survey information can be collected only at certain times of the year and the applicant will need to take this into account in preparing an application and considering the timing for the development. Depending on the survey information which the local planning authority requires, the following factors may need to be considered:

- the numbers and range of habitats, species of flora and fauna and/or geological features found on and where appropriate around the site;
- the potential development impacts likely to harm the biodiversity or geological conservation features identified by the survey (both direct and indirect effects both during construction and afterwards). Including how:
  - alternatives designs or locations have been considered
  - adverse effects will be avoided wherever possible
  - unavoidable impacts will be mitigated or reduced
  - impacts that cannot be avoided or mitigated will be compensated

Further information on the legislative and national planning policy context for biodiversity and geological conservation can be found in the following documents:

PPS 9 - *Biodiversity & Geological Conservation* (2005); available:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement12>

ODPM Circular 06/2005 *Biodiversity and Geological Conservation – Statutory Obligations and Their Impact Within The Planning System*; available at:

<http://www.communities.gov.uk/publications/planningandbuilding/circularbiodiversity>

*Planning for Biodiversity and Geological Conservation: A Good Practice Guide* (2006); available at:

<http://www.communities.gov.uk/publications/planningandbuilding/planningbiodiversity>

The Institute of Ecology and Environmental Management have produced *Guidance on Survey Methodology*; available at:

<http://www.ieem.org.uk/Guidelines%20for%20Survey%20Methodology.htm>

This may provide useful information on possible survey methods.

## 19. Existing use

When describing the current use of the site please also include any details of the part(s) of any listed building(s)/structure(s) being affected.

When answering whether the site is currently vacant, this means whether the site is currently not in active use.

### *Contamination*

Land affected by contamination covers all cases where the actual or suspected presence of substances in, on or under the land may cause risks to people, property, human activities or the environment. Sensitive uses include housing with gardens, schools, nurseries or allotments, and consideration should be given to whether the use could be particularly vulnerable to the presence of any contamination.

### *Assessment of contamination of the land*

The need to provide an adequate assessment of land contamination is outlined in *Planning Policy Statement 23: Planning and Pollution Control (PPS23)*:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement6>

Advice for developers on the steps they should take to identify whether there is a risk of contamination is contained in *Annex 2 to PPS23: Development on Land Affected by Contamination*:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement8>

You should also consult your waste planning authority's website which should make clear what the statement should contain.

## 20. Trees and Hedges

Paragraph 4.1.3 of '*BS 5837: 2005 Trees in relation to construction - Recommendations*' offers advice on how to identify trees on adjacent land that could influence the development.

Sections 4 to 7 of *BS 5837: 2005* contain detailed guidance on survey information and plans that should be provided. Using the methodology set out in the Standard should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

[PLEASE NOTE this is an application for planning permission. It is not an application or notification to remove or prune protected trees (i.e. trees which are included in a tree preservation order or located in a conservation area).

If you are granted full planning permission, you will not need to obtain separate consent for tree works which are required to implement the planning permission. However, works to protected trees which are not required to implement the planning permission must be the subject of a separate application or notification using the tree works form.]

## 21. Trade Effluent

Please describe the type, quantities and means of disposal of any trade waste or effluent. If there is to be none please mark as 'NO'.

## 22. Residential Units (including Conversion)

Please enter the total number of existing and proposed dwellings, that exist at present and the number which would exist after your development, by category and dwelling type.

The categories are classified as:

- Market housing – includes properties for sale where prices are set in the open market.
- Social rented – includes rented housing owned by local authorities and registered social landlords for which guideline target rents are determined through the national rent regime, set out in the '*Guide to Social Rent Reforms*' published in March 2001. Also includes rented housing owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or funded with grant from the Housing Corporation, as provided for in the *Housing Act 2004*.
- Intermediate – includes housing at prices or rents above those of social rent but below market prices or rents. This can include shared equity products (e.g. HomeBuy) and intermediate rent (i.e. rents above social-rented level but below market rents). Intermediate housing differs from low cost market housing (which Government does not consider to be affordable housing).
- Key worker – includes those groups eligible for the Housing Corporation funded Key Worker Living programme and others employed within the public sector (i.e. outside of this programme) identified by the Regional Housing Board for assistance.

The types of dwellings are classified as:

- i) Houses - a house is a dwelling that is not a flat and includes single storey bungalows.
- ii) Flats or maisonettes – includes separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is usually divided horizontally. Maisonettes are flats containing more than one storey.
- iii) Live-work units - accommodation that is specifically designed to enable both residential and business use.
- iv) Cluster flats/non-self contained - units with no separate or self contained living and sleeping accommodation within a larger building of which it forms a part.
- v) Sheltered housing - specifically designed housing in a group with services such as the support of a warden, communal facilities, alarm systems and laundry services. Also includes grouped housing schemes without the services of a warden and other communal facilities.
- vi) Bedsits/studios – refers to a bedroom/living room containing cooking facilities. In addition, it may also contain washing facilities or even a shower.

## 23. Non-Residential Floorspace

### Definitions:

Gross internal floorspace is the internal area of the building, and should include circulation and service space such as lifts and floorspace devoted to corridors, toilets, storage, etc. It does not include any area external to the building(s).

Where more than one use class is proposed as part of any development, floorspace should be specified for each separate planning unit (by Use Class).

For proposed retail floorspace (Use Class A1) the amount of tradeable floor area of the total gross internal floorspace should also be provided. Tradeable floorspace is sales space which customers have access to (excluding areas such as storage).

For outline applications, please enter the maximum floorspace for each use for which you are applying.

All floorspace figures should be provided in square metres.

## **24. Employment**

Please give details of the total number of existing people (i.e. already employed on the site) and any additional staff to be employed (in both full-time and part-time employment) as a result of the proposal being implemented, and calculate the total full-time equivalent posts.

Full-time equivalent numbers can be defined as a statistic representing the number of full-time employees that could have been engaged if the reported number of hours worked by part-time employees had been worked by full-time employees. This is usually calculated by dividing the 'part-time hours paid' by the standard number of hours for full-time employees and then adding the resulting quotient to the number of full-time employees.

Proposed employment figures may be particularly relevant when applying for town centre and retail development and further information can be found in *Planning Policy Statement 6 'Planning for Town Centres'*:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement11>

## **25. Hours of Opening**

Provide details of the proposed hours of opening for each non-residential use proposed on the site. (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.)

In the event that the hours of operation do not match the hours of opening please provide this information in a supporting statement attached to the application.

## **26. Site Area**

The area contained within the boundary of the site to which the application relates will normally be shown edged in red on the plan accompanying the application, while other land in the same ownership but not being developed is normally identified separately with a blue line. Site area should be provided in hectares.

For some application types the fee is based on the site area, in which case an accurate answer to this question is particularly important.

## 27. Industrial or Commercial Processes and Machinery

- **Landfill** - in all cases this should include void space to be created by mineral extraction.
- **Energy from waste incineration** - where the incineration of waste will generate electricity and/or district heating (combined heat and power (CHP)); where there will be no energy utilisation from incineration use 'Other incineration' box
- **Other incineration** - where there will be no energy utilisation from the incineration of waste
- **Transfer stations** - where the main activity will be the bulking up of waste for treatment or disposal elsewhere; may include some sorting, baling, compaction for recycling, but where this is the main activity use material recycling/recovery facilities (MRFs)
- **Material recovery / recycling facilities** - where the main activity will be the receipt and sorting of waste for recycling and recovery; may include centralised MRFs, community MRFs and as well as small scale recycling bring banks
- **Any combined mechanical, biological and/or thermal treatment (MBT)** - where a single application proposes a mix of technologies to treat a single waste stream on one site; where a single technology is proposed use the most specific waste facility type
- **Other treatment** - where a more specific waste treatment type does not describe the proposed activity; examples may include separation technologies, vitrification, autoclaving, etc.
- **Storage of waste** - where the proposal is for medium to long-term storage of waste; where waste will move to recycling, recovery or disposal in the short-term use Transfer Stations or MRFs
- **Other waste management** - including the recovery of waste to land under an exemption from waste permitting
- **Other developments** - to include incidental development proposals on existing sites such as leachate treatment plants and weighbridges, where these don't add waste management capacity

## 28. Hazardous Substances

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*:  
[http://www.opsi.gov.uk/si/si1992/Uksi\\_19920656\\_en\\_3.htm](http://www.opsi.gov.uk/si/si1992/Uksi_19920656_en_3.htm)

## 29. Certificates

If you are the sole owner of the land to which the application relates please complete **Certificate A**. (Owner means a person having a freehold or leasehold interest with at least seven years unexpired.) This Certificate is not appropriate unless you are the sole owner.

If you are not the sole owner of the land or if any part of the development goes outside land in your ownership (even if only foundations), please complete **Certificate B** and serve notice on each of the owners, using the wording in Notice 1.

If you do not know the names of all of the owners you will need to complete Certificate C and Notices 1 and 2, or if you cannot trace any of the owners then Certificate D together with Notice 2.

**It is an offence knowingly or recklessly to complete a false or misleading certificate**

## 30. Planning Application Requirements

Please use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted. Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information will result in your application being returned as invalid.

## 31. Declaration

Please sign and date your application

### **32. Applicant Contact Details**

Please provide contact information for the applicant.

### **33. Agent Contact Details**

Please provide contact information for the agent.

### **34. Site Visit**

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.

NOTICE 1

Town and Country Planning (General Development Procedure) Order - Article 6

## Notice of Application for Planning Permission

**This notice must be served on the owner(s)/agricultural tenant(s)(other than the applicant) of all, or any part, of the land included in the application.**

Proposed development at <sup>(a)</sup> \_\_\_\_\_  
I give notice that <sup>(b)</sup> \_\_\_\_\_  
is applying to Borough Council of Wellingborough for planning permission to  
<sup>(c)</sup> \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any owner<sup>(d)</sup> of the land or a tenant <sup>(e)</sup> who wishes to make representations about this application should write to the Development Control, Borough Council of Wellingborough, Swanspool House, Doddington Road, Wellingborough, Northants, NN8 1BP  
by <sup>(f)</sup> \_\_\_\_\_.

Signed: .....  
On behalf of .....  
Date .....

### Statement of owners ' rights

The grant of planning permission does not affect owners ' rights to retain or dispose of their property unless there is some provision to the contrary in an agreement or in a lease.

### Statement of agricultural tenants 'rights

The grant of planning permission for non-agricultural development may affect agricultural tenants 'security of tenure.

If the name and address of the owner(s)of the land (or any part of the land) included in the applications are not known, this Notice must be published in a local newspaper circulating in the locality in which the land is situated.

<sup>a</sup> Insert address or location of proposed development

<sup>b</sup> Insert applicant's name

<sup>c</sup> Insert description of proposed development

<sup>d</sup> "owner" means a person having a freehold interest or a leasehold interest, the unexpired term of which is not less than 7 years

<sup>e</sup> "tenant" means a tenant of an agricultural holding any part of which is comprised in the land

<sup>f</sup> Insert date which gives a period of 21 days beginning with the date of service or 14 days beginning with the date of publication of the notice (as the case may be)

## New Fees for Planning Applications from April 2008

The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008 [*Statutory Instrument 2008 No. 958*].

**The figures here are the NEW CHARGES EFFECTIVE FROM 6th APRIL 2008.**

**PAYMENT OF FEES:** The fee should be paid at the time the Application is submitted. If you are unsure of the fee applicable, please consult your Local Planning Authority.

<b>All Outline Applications</b>		
• £335 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£335 per 0.1 hectare
• £8,285 + £100 for each 0.1 in excess of 2.5 hectares to a maximum of £125,000	More than 2.5 hectares	£8,285 + £100 per 0.1 hectare (or part thereof)
<b>Householder Applications</b>		
• Alterations/extensions to a <b>single dwelling</b> , including works within boundary	Single dwelling (excluding flats)	£150
<b>Full Applications (and First Submissions of Reserved Matters)</b>		
• Alterations/extensions to <b>two or more dwellings</b> , including works within boundaries	Two or more dwellings (or one or more flats)	£295
• <b>New dwellings</b> (up to and including 50)	New dwellings (not more than 50)	£335 per dwelling
• <b>New dwellings</b> (for <i>more</i> than 50) £16,565 + £100 per additional dwelling in excess of 50 up to a maximum fee of £250,000	New dwellings (more than 50)	£16,565 + £100 per additional dwelling
• Erection of buildings <b>not</b> dwellings, agricultural, glasshouses, plant nor machinery		
Increase of floor space	No increase in gross floor space or no more than 40m <sup>2</sup>	£170
Increase of floor space	More than 40m <sup>2</sup> but no more than 75m <sup>2</sup>	£335
Increase of floor space	More than 75m <sup>2</sup> but no more than 3750m <sup>2</sup>	£335 for each 75m <sup>2</sup> or part thereof
Increase of floor space	More than 3750m <sup>2</sup>	£16,565 + £100 for each additional 75m <sup>2</sup> in excess of 3750 m <sup>2</sup> to a maximum of £250,000
<b>The erection of buildings on land used for agriculture for agricultural purposes</b>		
Site area	Not more than 465m <sup>2</sup>	£70
Site area	More than 465m <sup>2</sup> but not more than 540m <sup>2</sup>	£335
Site area	More than 540m <sup>2</sup> but not more than 4215m <sup>2</sup>	£335 for first 540m <sup>2</sup> + £335 for each 75m <sup>2</sup> (or part thereof) in excess of 540m <sup>2</sup>
Site area	More than 4215m <sup>2</sup>	£16,565 + £100 for each 75m <sup>2</sup> (or part thereof) in excess of 4215 up to a maximum of £250,000

<b>Erection of glasshouses on land used for the purposes of agriculture</b>		
Floor space	Not more than 465m <sup>2</sup>	£70
Floor space	More than 465m <sup>2</sup>	£1,870
<b>Erection/alterations/replacement of plant and machinery</b>		
Site area	Not more than 5 hectares	£335 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£16,565 + additional £100 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £250,000

<b>Applications other than Building Works</b>		
<ul style="list-style-type: none"> <li><b>Car parks, service roads or other accesses</b></li> </ul>	for existing uses	£170
<ul style="list-style-type: none"> <li><b>Waste</b></li> </ul> Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals		
Site area	Not more than 15 hectares	£170 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£25,315 + £100 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £65,000
<b>Operations connected with exploratory drilling for oil or natural gas</b>		
Site area	Not more than 7.5 hectares	£335 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£25,000 + additional £100 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £250,000
<b>Other operations – winning and working of minerals</b>		
Site area	Not more than 15 hectares	£170 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£25,315 + additional £100 for each 0.1 in excess of 15 hectare up to a maximum of £65,000
<ul style="list-style-type: none"> <li><b>Other operations not coming within any of the above categories</b></li> </ul>	Any site area	£170 for each 0.1 hectare (or part thereof) up to a maximum of £250,000

<b>Reserved Matters</b>		
Application for approval of reserved matters following outline approval		Full fee due or if full fee already paid then £335 due

<b>Approval/Variation/discharge of condition</b>		
Application for removal or variation of a condition following grant of planning permission		£170
Request for confirmation that one or more planning conditions have been complied with		£25 per request for Householder otherwise £85 per request

<b>Change of Use</b> Change of Use of a Building to Use as one or more separate dwellinghouses, or other cases		
Number of dwellings	Not more than 50 dwellings	£335 for each
Number of dwellings	More than 50 dwellings	£16,565 + £100 for each in excess of 50 up to a maximum of £250,000
<b>Other Changes of Use</b> Other material change of use of a building or land		£335

<b>Advertising</b>		
Relating to the business on the premises		£95
Advance signs which are not situated on or visible from the site, directing the public to a business		£95
Other advertisements		£335

<b>Lawful Development Certificate</b>		
LDC – Existing Use - in breach of a planning condition		Same as Full
LDC – Existing Use LDC - lawful not to comply with a particular condition		£170
LDC – Proposed Use		Half the normal planning fee.

<b>Prior Approval</b>		
Agricultural and Forestry buildings & operations or demolition of buildings		£70
Telecoms: installation of a radio mast, radio equipment, housing or public callbox		£335

**Notes:**

**The site area** is defined as the area to which the application relates and will normally be the area shown edged red on the application plan. Where areas exceed 0.1 hectare or multiples thereof, any excess shall be treated as being a further 0.1 hectare.

**All floor areas** are gross and should be externally measured. Where areas exceed 75m<sup>2</sup> or multiples thereof, any excess shall be treated as being a further 75m<sup>2</sup>.

**Dwelling house** for the purpose of these Regulations is defined as “a building or part of a building which is used as a single private dwelling house, and for no other purpose”. That would include a house, flat or maisonette.

**Curtilage** (see Sinclair-Lockhart’s Trustees v Central Land Board) – “the ground which is used for the comfortable enjoyment of a house or other building may be regarded in law as being within the curtilage of that house or building, and thereby as an integral part of the same although it has not been marked off or enclosed in any way. It is enough that it serves the purpose of the house or building in some necessary or reasonable useful way”.

**Combined applications** which relate to development in more than one category, (for example a change of use and works) the amount is calculated in accordance with the table and the higher of the amounts is the fee payable.

**Mixed developments** where an application relates to the erection of buildings partly for residential use and partly for other uses, the fee is calculated by adding the amount payable for the number of dwelling houses to the amount for other floor space.

**Payment** must be sent to Development Control, Swanspool House, Dodington Road, Wellingborough NN8 1BP. Cheques and Postal Orders made payable to: **Borough Council of Wellingborough**.

**Fees** must accompany an application when it is submitted. If there is no fee, or it is incorrect, you will be notified. Your application will NOT be processed until the correct fee is received.

**Electronic submission of applications is now available by going on to the Planning Portal at [www.planningportal.gov.uk](http://www.planningportal.gov.uk)**

## CONCESSIONS

### EXEMPTIONS FROM PAYMENT

<ul style="list-style-type: none"><li>▪ For alterations, extensions, etc. to a dwelling house for the benefit of a registered disabled person</li></ul>
<ul style="list-style-type: none"><li>▪ An application solely for the carrying out alterations for access for disabled persons to or within a public building</li></ul>
<ul style="list-style-type: none"><li>▪ Listed Building Consent</li></ul>
<ul style="list-style-type: none"><li>▪ Conservation Area Consent</li></ul>
<ul style="list-style-type: none"><li>▪ Works to Trees covered by a Tree Preservation Order or in a Conservation Area</li><li>▪ Hedgerow Removal</li></ul>
<ul style="list-style-type: none"><li>▪ If the proposal is the first revision of an application for development of the same character or description on the same site by the same applicant within 12 months of making the earlier application if withdrawn or the date of decision if granted or refused (including signs only if withdrawn or refused) and NOT a duplicate application made by the same applicant within 28 days</li></ul>
<ul style="list-style-type: none"><li>▪ If the proposal relates to works that require planning permission only by virtue of an Article 4 Direction of the Town &amp; Country Planning (General Permitted Development) Order 1995. I.e. where the application is required only because of a direction or planning condition removing permitted development rights.</li></ul>
<ul style="list-style-type: none"><li>▪ If the application is for change of use of land if that application is rendered necessary because a right to change the land-use granted by The Town and Country Planning (Use Classes) Order 1987 as amended has been removed by a condition imposed on a previous grant of planning permission (Regulation 6).</li></ul>
<ul style="list-style-type: none"><li>▪ If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation</li></ul>
<ul style="list-style-type: none"><li>▪ If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person</li></ul>
<ul style="list-style-type: none"><li>▪ If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the Control of Advertisements Regulations 1992, dis-applying deemed consent under Regulation 6 to the advertisement in question</li></ul>
<ul style="list-style-type: none"><li>▪ If the Application is for approval of details reserved by condition</li></ul>

### REDUCTIONS TO PAYMENTS

<ul style="list-style-type: none"><li>▪ If the application is being made on behalf of a non-profit making sports club then the fee is £335</li></ul>
<ul style="list-style-type: none"><li>▪ If the application is being made on behalf of a parish or community council then the fee is 50%</li></ul>
<ul style="list-style-type: none"><li>▪ If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%</li></ul>
<ul style="list-style-type: none"><li>▪ In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £335</li></ul>
<ul style="list-style-type: none"><li>▪ If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%</li></ul>
<ul style="list-style-type: none"><li>▪ If the application is for alternate proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class E of the Town and Country Planning (General Permitted Development) Order 1995; then the fee is the highest fee plus half sum of the others</li></ul>
<ul style="list-style-type: none"><li>▪ Where an application relates to development which covers more than one fee category (excluding residential) then the fee is the highest of the fees payable</li></ul>
<ul style="list-style-type: none"><li>▪ Where an application consists of the erection of dwellings and the erection of other types of buildings (including residential) then the fees are added together (and maximum can be exceeded)</li></ul>
<ul style="list-style-type: none"><li>▪ Where an application crosses one or more local or district planning authorities then the fee is 150% and goes to the authority that contains the larger part of the application site, or a sum of the fees if it is less than 150%</li></ul>

## **IMPACT AND JUSTIFICATION STATEMENTS**

A: Please provide sufficient information for the planning authority to assess the impact of your proposed works on the historic fabric of the building(s)/structure(s).

B: Please give reasons why proposed works are necessary to secure the long term future of the building(s).

If necessary please continue on separate sheets.

## Guidance Notes: Making a Planning Application Online

The Planning Portal's service lets you complete and submit an application for planning consent online. In most cases, all the stages of the application for consent can be completed and submitted electronically, including payment.

### Application Overview

This screen lets you manage your active application. From here you can access and complete the following tasks:

- Complete the forms
- Attach supporting documentation
- Calculate fees for the application
- Pay for the application
- Check the application is complete
- Submit the application to the local planning authority

This screen will also tell you the name of the application, its reference number, the type of planning consent being applied for, the local planning authority responsible for determining your application, as well as the status and date of the application. You can save your work at any point and return to the application later to complete it. Your application can be accessed from the My Applications screen (available from the left hand menu).

A number of steps need to be completed before your application can be submitted to the local authority:

#### Step 1. Complete the forms

Your form is made up of a series of questions that must be answered to allow the local planning authority to determine your application.

Each question in the form has help text to assist you to complete it. You can access the help text for each question by clicking on the 'question mark' icon at the top right of the form page.

#### Step 2. Attach supporting documentation

Most applications require more information than can be provided by the application form alone.

The service will tell you what mandatory information you need to provide in support of your application once you have selected your form. The local planning authority will not be able to process your application unless this mandatory supporting information has been provided. You can also attach optional supporting information, which you think will help the local authority determine the application.

All plans and drawings to be submitted are required to have dimensions or a scale clearly marked upon them. Marking size and dimensions on plans and drawings will help the local planning authority process your application more efficiently.

#### Step 3: Calculate fees for the application

Use the fee calculator to work out what fee is required for your application. The calculator will work out the correct fee even in the case of multiple applications. In all cases, the local planning authority will decide whether the fee is correct.

If you are claiming an exemption in payment, (e.g. if the proposed works are in connection with the provision of disability access to a building), or if you are claiming a reduction in payment, (e.g. if it is a development by a parish council), then some local authorities may require a statement attached to your application giving the appropriate details.

#### Step 4. Paying for the application

Once you have calculated the correct fee for the application you can pay for the application in three ways:

1. Secure online payment by credit or debit card
2. Pay by cheque: the system will tell you where to post the cheque when you select this option
3. Pay by phone: the system will provide the correct telephone number when you select this option

#### **Step 5: Check application**

Once you have completed the forms, added supporting information, calculated the fees and chosen the payment method, the system will check the entire application to make sure all the mandatory information and stages have been completed. This may take a few minutes.

If you have not completed any part of the application, you will be advised what needs to be completed before submission can take place. Once all stages of the application have been completed the system will let you submit the application to the local planning authority. You will not be able to submit the application until you have completed the 'Check Application' stage.

#### **Step 6: Submit the application**

Submitting the application will send the application form and supporting information to the local planning authority.

You can access your submitted application at any time from the My Applications screen. However, once it is submitted to the local authority, any changes you make will not be saved.

#### **What happens next?**

Once the local planning authority has received your application successfully you will receive an confirmation email from the Planning Portal. You should quote your reference number in all correspondence with the local planning authority. Your reference number is available from the Application Overview page and will also be included in your confirmation email. Please note that this message does not constitute the formal acceptance of your electronic submission by your local planning authority.

Once the local planning authority has received your application it will validate it within its normal work flow and timescales. If the local authority needs more information or has any queries it will contact you directly.

For further information on the progress of your online application please contact your local authority quoting your reference number.

#### **Getting Help**

If you are experiencing difficulties using the application service please contact the Planning Portal Support Team on [support@planningportal.gov.uk](mailto:support@planningportal.gov.uk)

Once the application has been submitted the local authority will be able to assist with any queries.