

## Guidance Notes

### Guide To Planning Application Form (Permission to Develop Land Part 1)

These notes are intended as a guide to the planning application form. The numbers in the margin refer to the question numbers on the application form.

#### 1 (a) (b) Contact Details

Please fill in the name, address and phone number of the applicant, and where you are using an Agent, (like an Architect, or Surveyor etc.) their name, address and phone number too. Please note that we will send all correspondence to the Agent if one is named.

#### 2 (a). Particulars of Proposal

Please state the address clearly, and give the site area in Hectares. Each application should also be accompanied by 6 copies of a location map of not less than 1:1250 scale which shows the property and its' boundaries in its' setting and includes nearby properties. The application site should be edged in red and any other adjoining land owned or controlled by the applicant should be edged in blue.

#### 2 (b).

The proposed development should be described in precise terms, to describe the location and size of any building or the specific uses which are proposed, for example;

- Extension (describe the position of the extension on the building and the number of storeys).
- Change of use (specify existing and proposed use and indicate which parts of the building or site are involved by submitting a drawing).
- Construction of new building for (specific use).

#### 2 (c).

Complete this question if appropriate.

#### 2 (d)

These questions need to be answered to show the type of application which is proposed.

### 3. Particulars of Application

You should indicate the type of application.

**I. Full Planning Permission** – This is needed for change of use, or construction works where you do use Outline application procedure. It will also apply where development has already been carried out without consent and the application seeks to regularise the position.

**II. Outline Planning Application** – This type of application is for use when you wish to know whether the Council will accept the principle of a proposed development, before you have full detailed drawings prepared. It is not unusual to submit an Outline application for an extension to an existing building, and you cannot apply for Outline consent for a change of use.

Outline applications will not be accepted within a Conservation Area or to a Listed Building.

**III. Approval of Reserved Matters** – Where Outline permission has already been granted. Reserved Matters have to be submitted to comply with the conditions imposed on the Outline Consent. The Outline consent will lapse after a specified period if no Reserved Matters are submitted.

**IV. Renewal of Temporary or Time Limited Permission** – If you wish to apply to retain works to continue a use which is subject to a condition in its' consent that permission was only for a limited period, you should give the date and reference of the original permission, with the number of the relevant planning condition.

#### 4. Present and Previous Use of Buildings or Land

Please be as specific as possible about the current or last known use.

#### 5. Additional Information

If the application is for industrial, office, warehousing, storage or shops you will need to complete Part 2 forms to provide further detailed information.

It may be the case that trees on or near the site are protected by Tree Preservation Orders. This means that any tree (or hedges) which are protected may not be lopped, topped or felled without permission. If in doubt, contact Planning Services. However, all trees and hedges should be identified on the plan.

#### 6. Plans

Each application should be accompanied by 6 copies of a site location plan and 6 copies of the building plans, including elevations, both proposed and existing. These drawings should normally be to scale of not less than 1:100. They should show existing trees and other landscape features, clearly show the location of new works as well as the existing building and the areas of floor space to be used for different purposes. The means of access to the site, and the type of boundary wall or fence should be shown. The materials to be used for the external finish of walls and roofs and their colour should be indicated. Applications for part change of use of premises should show on floor plans the extent of existing and proposed uses. Plans and drawings are open to inspection by the public, applicants are not required to disclose any proposed security arrangements.

#### 7. Ownership Certificate

You must fill out an Ownership Certificate ("Article 7") with the application forms. This is to show who owns the site of proposed development. Use Certificate A if you are the owner, or Certificate B if anyone else is the owner, in which case you also need to complete the Notice and serve that on the owner. Certificate C and D are for use in cases where the owners of the land cannot be identified.

**The Council will not be able to accept your application if the Article 7 Certificate is not completed.**

When completing the Certificate remember to fill in and sign the declaration in the Agricultural Holdings Certificate too, as the application will not be legally valid without it.

#### Fees For Planning Applications

Under Government Regulations we must currently charge a fee for all applications. Without this fee the application is not valid and will be treated as incomplete. The current scale of fees is set out on the attached schedule of fees.

***If you have any queries or would like to discuss your proposal prior to making your application, please do not hesitate to contact Planning Services, 3<sup>rd</sup> Floor Civic Centre, The Water Gardens, Harlow, Essex CM20 1WG, or telephone (01279) 446034, 446598 or 446856 where a convenient appointment will be made for you with the relevant Planning Officer.***

#### Other Consents

***ALTERATIONS AND EXTENSIONS TO MANY HOUSES IN HARLOW WILL ALSO REQUIRE THE CONSENT OF THE COUNCIL UNDER THE "RESTRICTIVE COVENANTS". BUILDING REGULATION APPROVAL MAY ALSO BE REQUIRED FOR STRUCTURAL WORK OR EXTENSIONS. PLEASE TELEPHONE 446837 FOR COVENANT ENQUIRIES AND 446859 FOR BUILDING REGULATION ENQUIRIES.***