

MAKING A PLANNING APPLICATION

These notes are provided to help you with making a planning application and to seek to ensure that applications are correctly submitted. The notes are to be read in conjunction with the application forms E/DP/I.

Do I need permission?

If you propose to erect or alter a building, change the use of a building or land, form a vehicle access, or carry out work that can be described as an engineering operation, you may require planning permission. Certain small developments do not require permission but if you have any doubts you should contact the Planning Division. Booklets prepared by the Department of the Environment, entitled "Planning Permission, a Guide for Householders " and "A Step By Step Guide To Planning Permission For Small Businesses ", may be obtained free of charge from the office upon request.

Can I discuss my proposals?

The Council encourage applicants to discuss their proposals with a Planning Officer before making their application. This will enable any serious short-coming to be identified early and may save further time - and money! However, views expressed by officers of the Council are given without prejudice to any decision which may be finally made by the Council.

The Forms

If you are applying for alterations to, or a crossover for, a single dwelling there is a **simplified Householder application form** to complete.

In all other cases there are two forms that you must complete when applying for planning permission: E/DP/1 and a Certificate under Section 65. It may also be necessary when applying for commercial development to complete a third form providing additional information.

Form E/DP/I: SIX copies of this form must be completed. The paragraph numbers below relate to the numbered questions on the form.

3. The proposed development should be described precisely.
4. Essential for larger sites.
5. The type of site plan necessary is described below.
6. Answer Yes or No to all questions.
7. The answer to this question will be the difference between units existing on the site and those it is intended to erect.
8. If in doubt a Planning Officer will confirm whether the site lies within a Conservation Area or is a Listed Building. If the answer is Yes you will probably need to apply for a further consent, forms for which can be obtained from Planning Reception.
9. State exactly the present or previous use of the land.
10. Various types of application can be made using this form and the notes below identify the type you are making:

- (a) An OUTLINE application is an application for permission in principle to erect a building or buildings, leaving until later the submission of plans relating to the siting, design and external appearance, means of access and landscaping of the site. It cannot be made merely for a change of use of existing buildings or of land.
 - (b) A FULL planning application is necessary for a change in the use of land or buildings or the carrying out of detailed works or operations including the erection of buildings where full plans are submitted. It will also apply where development has been carried out without permission and application is being made to retain the existing buildings or continue existing uses.
 - (c) Where outline permission has already been granted, you may make application for approval of the reserved matters, stating for which reserved matters you are now seeking approval. Approval of reserved matters can only relate to the site previously approved in outline and to any conditions imposed at that time.
 - (d) This applies to (i) an application to retain work or continue a use where a previous permission required that the works should be removed or the use discontinued at a specific date, and (ii) an application to renew a permission where the works or use have not been commenced by the specified date.
 - (e) This applies to an application to retain work or continue a use without complying with a condition subject to which the original permission was granted.
11. This question seeks details of existing trees and hedges and of any work proposed to them.
 12. The applicant should be satisfied that the site is capable of being drained by the methods stated.
 13. This question should be answered even if the information is included on the submitted plan.
 14. See note on Plans below.
 15. See note on Certificate below.
 16. It will often be helpful to support your application with a covering letter explaining the proposals.

Certificate under Section 65: It is essential that every application is accompanied by the correct Certificate relating to ownership of the application site and whether the site is in agricultural use. See the yellow forms to determine which Certificate is to be used - usually Certificate A is to be signed if you own the site, and Certificate B if the site is not in your ownership. One copy of this form is sufficient. If you do not own the site, you must serve notice on the present owner using another form available from Planning Reception.

The Plans

Every application must be accompanied by 6 copies of all plans. These plans may be projected on a video screen and so must be of good quality.

Location Plan

In every case, a plan identifying the application site will be required. In the case of applications for outline planning permission this may be the only plan required. The plan should be to a scale of 1/1250 or 1/2500. The site of your application should be edged in RED and adjoining or nearby land in the same ownership or control edged in BLUE. Copies of Ordnance Survey plans are available from the Planning Reception Desk at the second floor, Civic Offices for a fee.

Block Plan

Where the proposal involves the extension or erection of buildings, a block plan of 1/500 or 1/200 scale will be required. This should show the boundaries of the land in relation to the building(s) and, where applicable, the

layout, widths and levels of proposed roads. It should also show the proposed use of each building and of land not built on, the position of proposed services and of existing trees to be felled and proposed replacement and natural features (clearly distinguishing between existing and proposed landscaping). Site contours (existing and proposed) and floor levels of buildings will often be appropriate and, where there are numerous trees and/or the site is a sloping one, they will be essential with levels related to a fixed point. It should also show adjacent properties.

Building Plans

All proposals for the erection or alteration of buildings should be supported by detailed drawings (a scale of 1/100 or 1/50 would be appropriate) and should clearly show the layout and use of each floor and, all elevations. The materials (including their colour) should be shown, as should the relationship in levels between the ground floor, site level and adjoining street or adjoining property. In the case of extensions or alterations, all new work should be clearly distinguished from the existing. It is also important that the relationship between the proposal and adjoining property should be clearly shown and, particularly in conservation areas, the street elevation should show the proposal in context with its neighbours.

Is there a fee to be paid?

Almost all planning applications have to be accompanied by a fee in accordance with a nationally set scale. The table of current fees is set out in a separate document available from the Planning Reception. No action will be taken on an application until the necessary fee has been paid, and in fact the 8 week statutory period for the determination of applications does not begin until the correct fee has been submitted.

Where do I send my application?

Completed applications should be sent to the Head of Planning Services at the address overleaf.

To be complete an application must include:

6 copies of the application form, signed and dated.

1 copy of the Certificate under Section 65, signed and dated in 2 places.

6 copies of a location plan.

6 copies of all other plans and elevations.

The correct fee.

A covering letter if it will assist the understanding of your case, though personal circumstances are rarely likely to be crucial to a final decision.

What happens then?

If your application is found to be incomplete in any way it will be returned to you to rectify the submission. Upon receipt of a complete, valid application you are sent an acknowledgement which states the name of the officer who will deal with the application and the date by which a decision can be expected. At the present time the Council aims to determine 70% of all applications by the stated date.

If you feel it is necessary you may contact the officer dealing with your application to discuss progress who will normally be available between 9.00 am and 10.30 am any day. A duty planning officer, though not necessarily the one dealing with your application, is available at other times of the day.

The Council is obliged to write to your neighbours to invite comments on the proposals, so it may help to discuss the application with your neighbours beforehand. The Council will take into account comments made by neighbours in reaching its decision.

The planning officer will visit the application site without a prearranged appointment. Sometimes it will not be necessary to enter your property but if it is and you are not at home a card will be left so that a mutually convenient appointment can be made.

A report on your proposal will finally be prepared for determination by the Head of Planning Services or in some cases by a Committee of Councillors. Should your application be due to be determined by Committee, you are able to speak to the committee. Please obtain a copy of "Your Voice, Your Choice" from planning reception.

Other Matters

Other types of application

These notes and the accompanying forms do not relate to other types of application, the more common of which are for Advertisement Consent, Listed Building Consent and Certificate of Lawful Development. Forms for those matters can be obtained from the Planning Reception.

Building Regulations

Apart from outline planning applications, Building Regulation approval will also be required for most proposals. You will need to make a separate application for this and a Building Control Officer of the Council would be happy to advise.

Former Council-owned Properties

Even though you may now be the owner of a former Council-owned house, you will need to contact Housing Services to obtain their consent for any alterations proposed.

Other Controls

The grant of planning permission does not exempt applicants from the need, as appropriate, to obtain consents under other legislation, for example: a site licence for stationing a caravan(s), consent by the Council as landlord, and compliance with noise, food hygiene, pollution or health and safety legislation; neither does it reduce the need to consult or seek a licence from English Nature with respect to protected species or their habitats (advice from English Nature, Harbour House, Hythe Quay, Colchester, Essex, CO2 8JF. Tel: 01206 796666).

Public Footpaths

All applicants should make themselves aware of the existence and route of any Right-of-Way that crosses an application site. Assistance can be given at Planning Reception if you have any doubt. If there is a Right-of-Way that is likely to be affected by a proposal, there are further notes obtainable from Planning Reception explaining the consequences.

Send your application to:

**Head of Planning Services
Epping Forest District Council
Civic Offices
323 High Street
Epping
Essex CM16 4BZ**

Checklist: have you included -

**6 copies of the application form, signed and dated.
1 copy of the certificate, signed and dated in two places.
6 copies of a location plan.
6 copies of all other plans and elevations.
The correct fee.**