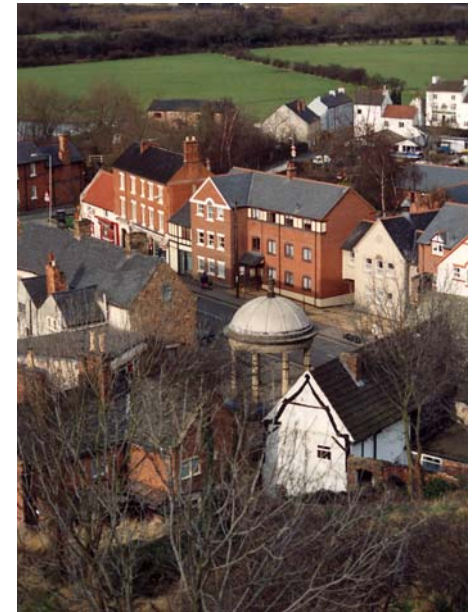


# Planning Agents Forum

7<sup>th</sup> October 2011

## Agenda

1. Introduction - Steve Lewis-Roberts
2. New Local Planning Application Requirements - Mick Morley
3. Building Control – Tom Randerson
4. Pre Application Advice – Mick Morley
5. Agent Accreditation Scheme – Mick Morley
6. Local Fee setting – Mick Morley
7. Delegation – Mick Morley



# Planning and Regeneration

Steve Lewis Roberts

Development Management and  
Building Control

# New Local Planning Application Requirements



Adopted by Charnwood 12 July 2011

*Mick Morley*



# PAR list

- Check lists linked to application type
- Proportionality is key
- Further information can be requested to enable decision to be made.

	Application type	Form PDF	Guidance on submission	Planning Application Requirements (checklist)
1	Householder works or extension to a dwelling - planning permission	<a href="#">Form</a>	<a href="#">notes</a>	<a href="#">Householder Check List</a> (PDF Document, 0.1 Mb)
2	Householder works or extension to a dwelling - planning permission and conservation area consent	<a href="#">Form</a>	<a href="#">41KB</a>	<a href="#">Householder/Conservation, Consent Check List</a> (PDF Document, 0.1 Mb)
3	Householder works or extension to a dwelling and alterations, extension or demolition of a listed building - planning permission and listed building consent	<a href="#">Form</a>	<a href="#">55KB</a>	<a href="#">Householder/Lbc Check List</a> (PDF Document, 0.1 Mb)
4	Planning permission - (Full) (includes Change of Use)	<a href="#">Form</a>	<a href="#">74KB</a>	<a href="#">Full Planning Application Check List</a> (PDF Document, 0.1 Mb)
5	outline -planning permission with some matters reserved	<a href="#">Form</a>	<a href="#">74KB</a>	<a href="#">Outline with Some Matters, Reserved Check List</a> (PDF Document, 0.1 Mb)
6	outline - planning permission with all matters	<a href="#">Form</a>	<a href="#">46KB</a>	<a href="#">Outline All Matters Reserved</a>

# Requirements to accompany householder application for planning permission for works or extension to a dwelling



NOTE For clarification

- the Site plan shall include both existing and proposed developments
- All plans shall include critical dimensions

NATIONAL REQUIREMENTS		Check
Requirement	Threshold	
Standard application form	All applications	
Design and access statement	Development in conservation area	
Location Plan	All applications – scale 1:1250 or 1:2500	
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of what clearly visible and identifiable on the location plan)	
Ownership Certificate	All applications – included in I APP form	
Notice	As required does not require an ownership certificate	
Agricultural land declaration	All applications – included in I APP form	
Fee	All applications (unless exempt)	
LOCAL REQUIREMENTS		
Requirement	Threshold	
Existing and proposed elevations	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100	
Existing and proposed floor plans	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100	
Existing and Proposed Site Sections, Finished Floor and Site Levels	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100	
Roof Plan	Where the roof plan is not already drawn or more details, to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100	
Flood Risk assessment	Any proposed located in Flood Zones 2 or 3 a standard form is required to be completed to meet the need for a Flood Risk Assessment. See <a href="http://www.warwick.gov.uk/development/development/2758/2758.aspx">http://www.warwick.gov.uk/development/development/2758/2758.aspx</a>	
ADVICE		
Identify the Surround Report (Ecological Survey) / Protected Species Survey and Report	A protected species survey may be required in certain circumstances if a) the site contains or is close to a known location for species, or b) there is a high probability that protected species will be present. Please refer to Biodiversity Survey and Report/Ecological Survey/Protected Species Survey and Report Local Requirements for Protected Species for more guidance. If a report is required but not submitted with the application a notice will issue if a report and if not submitted the application may be refused.	

Links to other web sites

Explanatory booklet

For further guidance on the above requirements and further advice please see our 20 page [P&R Explanatory Booklet](#)



# PAR response list

- Use the guidance and check list
- Over 50% of applications are invalid
- This figure has reduced from a high of over 70%
- Invalidity is one of the most significant delaying factors in dealing with applications

## Householder application for planning permission for works or extension to a dwelling

Proposed Extension at: [redacted] Ref No. 0303-NLR-1A

NATIONAL REQUIREMENTS	
Requirement	Response
Standard application form	Submitted
Design and access statement	Submitted
Location Plan	Submitted 1:1250 O 3 Sheet
Site Plan	Submitted 1:500 Drawing Ref 0303-3A
Existing and proposed Ownership Certificates	Included on IAPP form
Notices	Not applicable
Agricultural Land declarations	Included on IAPP form
Fee	£150 cheque attached to application
LOCAL REQUIREMENTS	
Requirement	Response
Existing and proposed elevations	Submitted 1:100 Drawing Ref 0303-2A
Existing and proposed floor plans	Submitted 1:100 Drawing Ref 0303-1E
Existing and Proposed Site Sections, Finished Floor and Site Levels	Submitted, Included on Drawing Ref 0303-2A
Roof Plan	Submitted, Included on Drawing Ref 0303-1E
SAC report	Not applicable
Rural and Water Special Protection Area (SPA) report	Not applicable
ADVICE	
Biodiversity Survey and Report (Ecological Survey) / Protected Species Survey and Report	Not applicable. The site is a small part of an existing domestic garden comprising part paving slab path and lawn, and as such a) the site does not contain, nor is it close to a known location for a species, and b) it is unlikely that a protected species will be present.
Included For the Avoidance of Doubt	
Flood Risk Assessment Householder/Minor Extensions	Environment Agency Form FRS4009a Submitted Water resilience details as shown on Drawing Ref 0303-1E

# Typical reason for invalidity

- Fees
- Critical Dimensions (external)
- Design and Access Statement
- DO NOT SCALE
- Plans not to scale
- Red line boundary (does not include access)
- Agricultural holding certificate
- Flood risk assessment
- Biodiversity survey and report
- Archaeology statement

# Plans

- Check the plans match elevations
- Check the block plan includes neighbouring properties accurately
- Check the proposal can be clearly identified
- Easy to read by members of public and on-line

# Reports

- Where reports are merged or written as one, clearly indicate this.
- Ensure reports cover the basics, e.g. policy
- Do not include items in reports not included in plans

# Biodiversity report

- minimum survey requirements and time of year etc Need to be met - otherwise invalid.
- Can not grant PP if not fully assessed therefore will not be valid.

# Staff training

“I have found that the new planning procedures, checklists, have frustrated planning consultants and in the end it is the LPA admin staff that have not been mentored properly.”

“If admin do not have technical drawing/architectural qualifications no wonder most cannot interpret the drawings submitted.”

# Application for scheme that is Permitted Development

- Application registered (no checks carried out to see if PD)
- Consultations carried out
- Decision “Grant” with informative to advise that PD

ANY QUESTIONS?



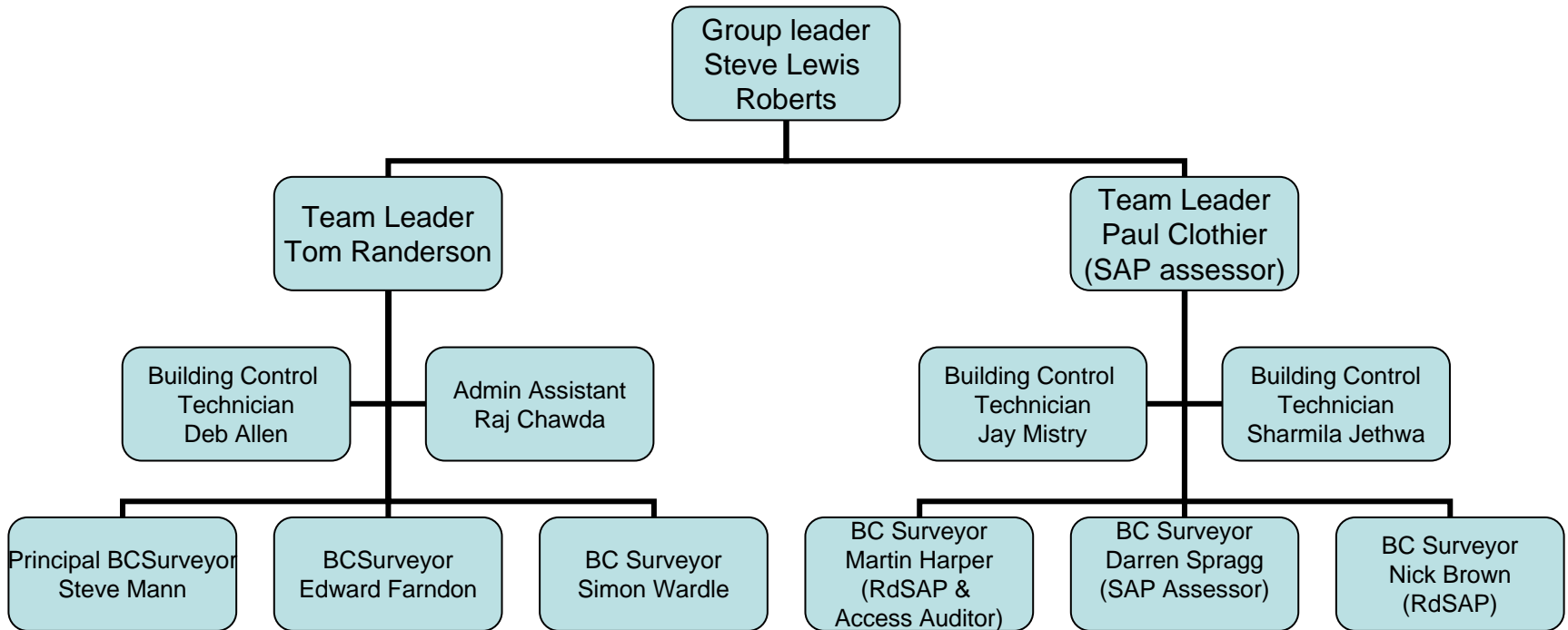
# CHARNWOOD BOROUGH COUNCIL

## BUILDING CONTROL

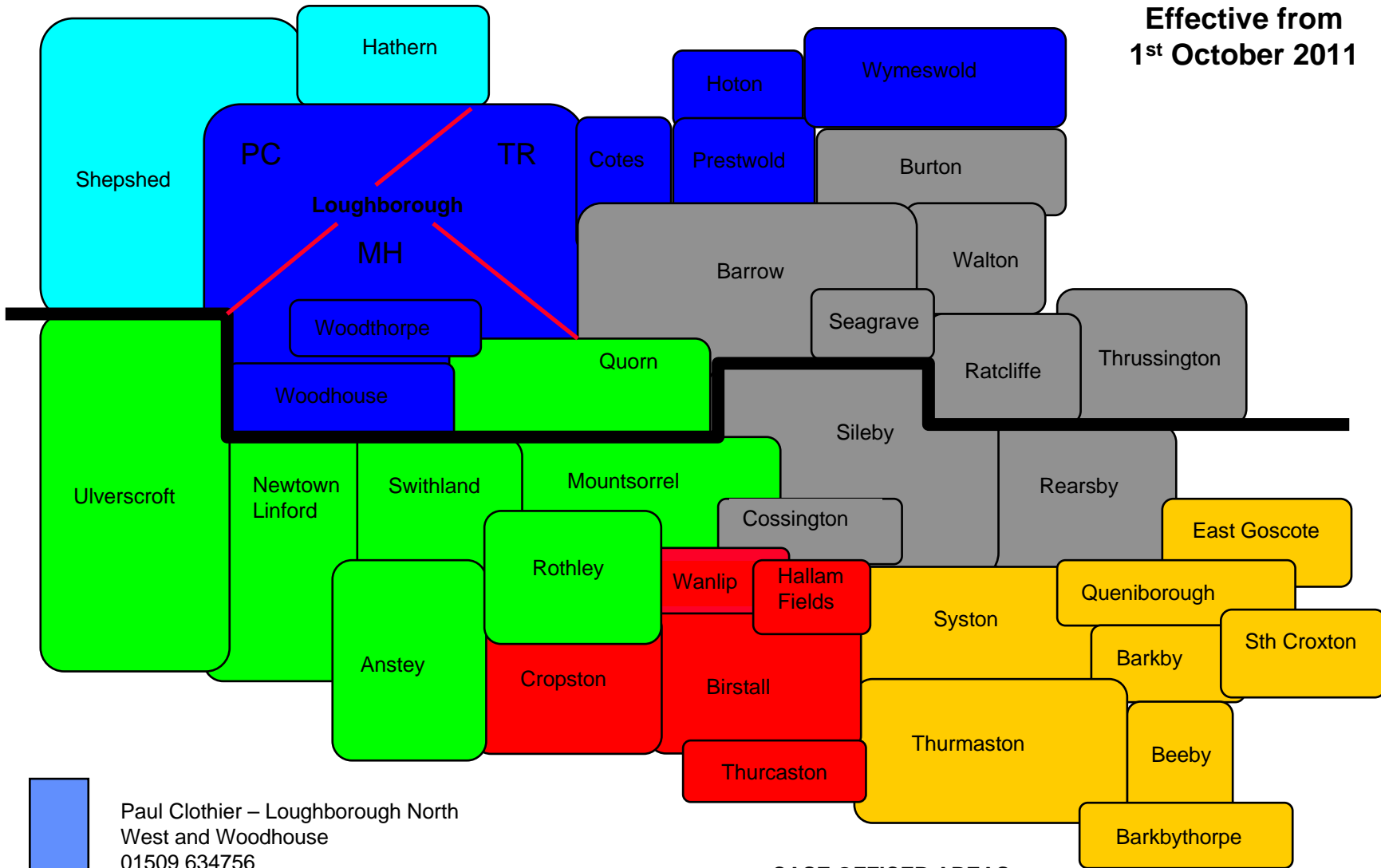
*Tom Randerson*



# Personnel:




**Effective from  
1<sup>st</sup> October 2011**





Paul Clothier – Loughborough North  
West and Woodhouse  
01509 634756

Tom Randerson – Loughborough East  
and CTS,PSW,HO,WY  
01509 634751


Martin Harper – Loughborough South  
and Woodthorpe  
01509 634759

 Edward Farndon  
01509 634754

 Simon Wardle  
01509 634528

 Darren Spragg  
01509 634575

 Steve Mann  
01509 634758

 Nick Brown  
01509 634979

**CASE OFFICER AREAS –**

http://www.charnwood.gov.uk/pages/buildingcontrol1

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- Applications - What do I need to do?
- Building Control Guidance Notes
- Building Control Newsletters
- Building Work - Self Assessment
- Competent Persons Self-Certification Schemes

## Building Control

If you are intending to carry out building work on a property, it is likely that you will need Building Regulations consent.

The primary function of the Council's Building Control service is to make sure that buildings are properly designed and constructed so as to ensure the health, safety, welfare and convenience of people using them, additionally the Building Regulations set minimum standards of energy efficiency to assist in the Conservation of Fuel and Power.

The system of Building Control has evolved (see [History of Building Control](#)) over hundreds of years of experience of buildings that are either dangerous or a health risk to the occupants, or are unacceptably inaccessible for disabled people or are otherwise environmentally unfriendly.

It is the responsibility of the Council's Building Control service therefore to apply the current requirements for the design of buildings through national standards known as Building Regulations.

The Council also offers the service of assessing new and existing dwellings for energy efficiency. This serves to produce the [Performance Certificate](#) which is now required by law when a dwelling is either erected, re-sold and re-let.



<http://www.charnwood.gov.uk/pages/downloaddocuments>

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Building Work - Self Assessment  
Competent Persons Self-Certification Schemes  
Contact Us in Building Control  
Contraventions - What if I Have Not Followed the Rules?

## Application Forms and Fee Charges

### Building Regulation Application Forms Including Demolition Notice

- [Building Notice Application Form and Checklist](#) ↗ (Word Document, 0.4 Mb)
- [Full Plans Application Form and Checklist](#) ↗ (Word Document, 0.4 Mb)
- [Regularisation Application Form and Checklist](#) ↗ (Word Document, 0.4 Mb)
- [Notice of Intended Demolition Form](#) ↗ (PDF Document, 0.1 Mb)

### Application Fees

- [Summary of Charge - Domestic Only](#) ↗ (PDF Document, 0.1 Mb)
- [Summary of Charges - Non Domestic Only](#) ↗ (PDF Document, 0.1 Mb)

### Energy Performance Certificate (Epc) Application Forms and Fees


- [SAP application form for new build Dwellings or Conversions](#) ↗ (Word Document, 0.3 Mb) SAP and EPC for new build dwelling and those created by conversion including fees
- [SAP application form for highly glazed extensions](#) ↗ (Word Document, 0.3 Mb) SAP calculation for a more flexible approach where proposing an extension to a dwelling with excess glazing or an open plan conservatory type structure. includes fee details.
- [RdSAP/EPC application form for dwellings for sale or to let](#) ↗ (Word Document, 0.3 Mb) EPC for existing dwellings for sale or to let, form includes fee details.

**Building Control Guidance Notes** click on link to our guide page

http://www.charnwood.gov.uk/pages/building\_control\_guidance\_sheets

✓ Top Tasks: [Report a missed bin](#) | [Request a housing repair](#) | [Pay Council Tax](#) | [Submit or view a planning application](#) | [Find my councillor](#)

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### Building Control Guidance Notes

#### Building Control Guidance Notes (Available in Pdf or Word Format)

-  [Accessible Toilet Diagram and Guidance](#) (PDF Document, 0.6 Mb)
-  [Breathable roofing felt guide](#) (Word Document, 0.5 Mb)
-  [Breathable Felts](#) (PDF Document, 0.1 Mb)
-  [Change of Use-Building Regulations](#) (PDF Document, 0.1 Mb)
-  [Change of Use-Building regulations](#) (Word Document, 0.5 Mb)
-  [Chimney Stack Removal](#) (PDF Document, 0.2 Mb)
-  [Chimney stack removal guide](#) (Word Document, 0.9 Mb)
-  [Completion Documents Required for a New Build Commercial Building](#) (PDF Document, 0.1 Mb)
-  [Completion Documents Required for a New Build Commercial Building](#) (Word Document, 0.5 Mb)
-  [completion documents required for a new dwelling](#) (PDF Document, 0.1 Mb)
-  [completion documents required for a new dwelling](#) (Word Document, 0.6 Mb)
-  [Domestic steps detail off a winder stairs](#) (PDF Document, 0.1 Mb)
-  [Domestic steps detail off a winder stairs](#) (Word Document, 0.6 Mb)

# NEW LEGISLATION

- Part L 2006 transition – ended 01 Oct 2011
- STWA sewer take over – build over/connection applications
- 2010 Building Regs & Charges scheme changes – Last year

# FUTURE CHANGES

- Part L next update – 2013 (Apr or Oct?)
- Part L Subsequent update – 2016 Zero Carbon????

# OTHER SERVICES

- Reduced Data SAPs for EPCs on existing dwellings.
- SAPs for new build dwellings.
- Access assessments/audits.
- Fire Risk Assessments (as of Feb 2012)

# ANY QUESTIONS



# Pre Application Advice - currently

- Difficult balance to provide service but not at expense of handling applications.
- free of charge
- Require letter and sketches/plans to enable advisor to be fully informed.
- Unfortunately difficult to see someone ad-hoc at reception and respond to questions.  
Time/resources/mis-information
- Technician duty rota for checking applications

# Pre Application Advice - future

- Technician duty rota to continue
- Planning Officer Duty Rota maybe introduced (but limited because of need to research)
- Letter and sketches/plans preferred
- Charging for pre-app advice (possibly not householder development?)
- assured and timely access to a planning officer and carefully considered written advice at the end of the process

# Charges for Pre-application advice

## Suggested ideas

- Flat fee
- Hourly charge
- Charge per meeting
- Charge per letter
- % of application fee
- Mixture of above
- Needs to be clear, easy to calculate and up front

# Pre application advice

Any comments or suggestions in order for us to improve our service to you?

# Agent Accreditation Scheme draft

## REQUIREMENTS OF AGENT

- Agent signs that the application complies with National and Local requirements for the type of application.
- Application is submitted electronically.
- Application is of a standard to ensure public can clearly understand proposal.
- Accompanying documentation is clearly labelled and of a size to ensure electronic working.
- Application standards need to be maintained to maintain accreditation
- Agent agrees if application does not meet standard application will be made invalid. (delays and could affect accreditation)

# Agent Accreditation Scheme draft

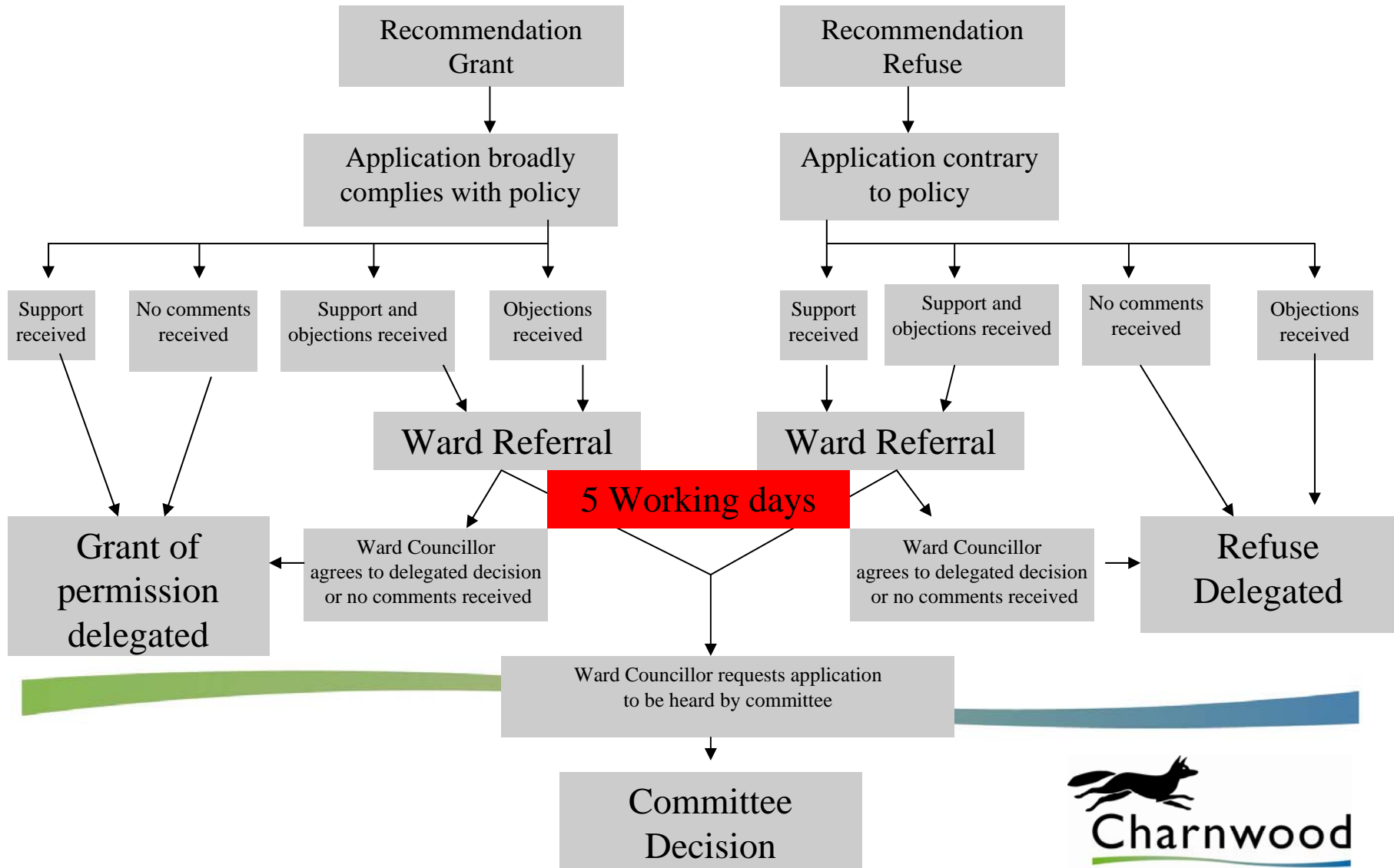
## THE COUNCIL WILL

- Publish a list of accredited agents on web site and direct members of public to the list.
- Application will be registered with minimal checks.
- Account Manager/designated officer for each accredited agent. (Speed up decision process)
- Quarterly meetings will be offered
- A newsletter will be sent
- Training sessions/discussions held on items that give problems.
- Validation service provided to pick up errors and omissions at an early stage and give advice on exact requirements for that application.

# Local fees for planning applications

- Central government announced this was to be introduced
- Charnwood have been working with 12 other authorities and Planning Advisory Service (PAS)
- This has lead to national standards for fee setting
- Currently awaiting further announcement from central government on legislation changes

# Ward Referral procedure



# Questions?

