



Northamptonshire  
County Council

## MAKING AN APPLICATION FOR PLANNING PERMISSION

### NOTES FOR APPLICANTS

#### Pre-Application Discussion

This is an essential element of the process for those unfamiliar with making an application for planning permission. This approach is encouraged for all types of application to guide applicants and make them aware of the information requirements. This is particularly useful for larger and more complex applications by helping applicants identify the information and details that should be submitted with their applications. This can help minimise delays throughout the processing of the application. Such discussions may also identify whether other consents may be required and any additional information that may be required.

#### Type of Application

The application form is for the under-mentioned kinds of application and if the information required does not fit the circumstances of your case you should seek further advice from the Mineral Planning Authority (MPA).

**Full Planning Permission** is needed for mineral extraction. This also applies where such development has been carried out without permission and the application is being made to regularise the position.

**Renewal of a permission or modification of condition** – If you wish to apply for permission to continue a use without complying with a condition subject to which the original permission was granted (including any requirement that the use should cease by a specified date), you should say so in reply to question 3 on the Part I form and give the date of the original permission and identify the particular condition. Where the application is made before the appropriate time limit expires, provision is made for a simplified application. The application should be made by letter, giving sufficient detail of the previous planning permission to enable the Authority to identify it.

**Minerals** – If the application relates to the winning and working of surface or underground minerals, then [Part IV form](#) of the application should be completed in full.

**Minerals Related Development** – If the application related to the use of land or the erection of any building, plant or machinery for the processing or

preparation of sale of minerals then a [Part VI form](#) should be completed (See Part VI form for further explanation of the relevant types of development).

## Compulsory Requirements

All applications for full planning permission **MUST** include:

### **1. The completed Part I application form plus, if relevant, the appropriate Part IV, V, VI or VII forms**

Each application must include 5 copies of the correct, completed and signed application forms. (To find out the required form for each application type, see relevant checklist in the accompanying appendices.) (Where planning application involve large amounts of documents and plans it is helpful if more copies of the application can be provided.)

### **2. The correct planning fee**

Where necessary the [correct planning fee](#) is to be enclosed with the application.

### **3. Ownership Certificates**

An application can not be considered if it is not accompanied by all of the relevant ownership certificates. An ownership certificate must be completed stating the ownership of the property and where different, any mineral owners. Detailed guidance of the completion of these certificates can be found in [Appendix A](#).

### **4. Agricultural Holdings Certificate**

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application.

### **5. Part I Notice (to land owner / mineral owner / agricultural tenant)**

A notice to owner(s)/tenant(s) of the application site must be used if Owner Certificate B has been completed and may be required if Certificate C has been completed. A copy should be served on each of the individuals identified in the relevant certificates.

### **6. Location Plan**

All applications must include 5 copies of the location plan based on an up-to-date map at a scale of 1:1250 or 1:2500. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be clearly outlined in **red**. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, landscaping, car parking and open areas around buildings.

A **blue** line must be drawn to indicate all other land owned or controlled by the applicant, close to or adjoining the application site.

Where possible any drawings and plans should be submitted at a size of A4 or A3. This will enable the application to be posted onto the website with greater ease.

### **7. Site Plan**

Five copies of the site plan drawn at a scale of 1:500 or 1:200 are required. These plans should accurately show:

- a) The direction of North
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements
- d) The species, position and spread of all trees within 12 metres of any proposed building works and any other trees affected by the proposed development
- e) The extent and type of any hard surfacing
- f) Boundary treatment including walls or fencing where this proposed

### **8. Drawings (including Floor Plans)**

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

### **9. Elevations**

Five copies of all existing and proposed elevations need to be submitted, drawn at a scale of 1:50 or 1:100 and clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors.

### **10. Supporting Planning Statement**

Information should include how the proposed development accords with policies in the development plan, supplementary planning document or development briefs. It should also include details of consultations with the planning department and the community or statutory consultees undertaken

prior to submission of the application. However, a separate Statement of Community Engagement may also be appropriate. Further information on Statement of Local Engagements is given below.

### **11. Design and Access Statement**

This should cover both the design principles and concepts that have been applied to the proposed development and how the issues relating to access to the development have been dealt with. (For details of the information required, see [Appendix B](#))

## **Additional Requirements (May be required depending on individual application)**

### **Environmental Statement**

An Environmental Statement is needed if your proposal is likely to have significant effects on the environment. It must be a separate document in support of the application. An Environmental Statement is a study, carried out by (or on behalf of) the applicant, to investigate the effects of the proposal on the environment, to show how those effects have been taken into account in the application, and to show what measures have been taken to minimise those effects. [Appendix C](#) gives some more guidance on this subject.

### **Statement of Local Engagement**

A Statement of Local Engagement should be produced by any applicant proposing a development which is deemed to be significant by the Local Planning Authority. It should outline any consultations made by the applicant with the local community during the compilation of the planning application. Further details and guidance can be found in [Appendix D](#).

### **Mineral working and restoration**

[Minerals Planning Guidance 2: Applications, Permissions and Conditions](#) sets out detailed requirements for mineral working applications. In many cases, and specifically where development is likely to have significant effects, an Environmental Assessment will be required. In other cases, the complexity of detail required will depend on the circumstances of the particular case, but generally comprehensive information will be required which should be discussed and agreed during pre-application discussions. In particular, sufficient information will be required to ensure that working will be carried out to modern working, restoration, aftercare and environmental standards.

### **Transport Assessment**

Information should include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems. Further advice is available in [Planning Policy Guidance 13: Transport](#).

### **Draft Travel Plan**

A draft travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. Further advice is available in *Using the planning process to secure travel Plans: Best practice guide* which can be viewed on the Department for Transport's website – [www.dft.gov.uk](http://www.dft.gov.uk)

### **Planning obligations**

This could include brief draft heads of terms for a section 106 agreement or unilateral undertaking. Applicants should clarify any requirements identified in any pre-application discussions and confirm any planning obligations that they agree to provide in brief heads of terms. Further advice is available in [Circular 05/05: Planning Obligations](#).

### **Flood risk assessment/drainage strategy**

A flood risk assessment may be required for larger developments and if a development falls within an Indicative Flood Plain or 'Flood Zone' – these maps are available from the Environment Agency. [Planning Policy Guidance 25: 'Development and Flood Risk'](#) provides comprehensive guidance for 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.

### **Sustainability Appraisal**

A sustainability statement should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications.

### **Landscaping**

Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management.

### **Tree survey/arboricultural statement**

Where the application involves works that affect any trees within the application site, the species, spread, roots and position of trees should be illustrated accurately on the site plan. This must indicate any trees which are to be felled or affected by the proposed development. The location of any trees within adjacent properties that may be affected by the application should also be shown. A statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings may also be necessary. Further guidance is provided in BS5837:2005 'Trees in Relation to Construction – Recommendations'.

### **Historical, archaeological features and Scheduled Ancient Monuments**

Supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic batter 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.

### **Nature conservation/ecological assessment/natural beauty**

Plans should show any significant wildlife habitats or features and the location of habitats of any species protected under the [Wildlife and Countryside Act 1981](#) and [Conservations \(Natural Habitats etc\) Regulations 1994](#) or [Protection of Badgers Act 1992](#). Applications for development in the countryside that will affect sensitive areas must be accompanied by ecological assessments and include proposals for long term maintenance and management. This information might be incorporated into an Environmental Statement, if one is necessary. Detailed guidance on dealing with nature conservation and development is given in [Planning Policy Statement 9: Biodiversity and Geological Conservation](#) and its accompanying Good Practice Guide.

### **Noise impact assessment**

Application proposals that raise issues of disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact assessment prepared by a suitably qualified acoustician. Further guidance is provided in [PPG 24: Planning and Noise](#) and [Minerals Planning Statement 2, Annex 2: Noise](#).

### **Air quality assessment**

Application proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary. Further advice is available in [Planning Policy Statement 23: Planning and Pollution Control](#) and [Minerals Planning Statement 2 – Annex 1: Dust](#)

### **Other Information**

The following types of information are required on a less frequent basis, but applicants may be asked to provide them. More specific details of these requirements are given in '[Best Practice Guidance on the Validation of Planning Applications](#).'

1. Assessment for the treatment of foul sewage
2. Utilities Statement
3. Energy Statement
4. Sound insulation requirements
5. Sunlight/Daylighting Assessment
6. Structural survey
7. Details of lighting scheme including a light pollution assessment

## 8. Photographs and Photomontages

### **Application Checklists**

Appendices E-M provide validity checklists for a number of different application types. Each lists the details of documentation required for submission of a valid application. This should be used to ensure that all the information has been included to minimise the possibility of invalidation of your application.

[Index of Checklist Appendices](#)

[Appendix E – Full Planning Application](#)

[Appendix F – Change of Use Planning Applications](#)

[Appendix G – Other Possible Information Required](#)

### **Supplementary Planning Document**

When submitting any type of planning application it is important to consider the effect of the development on the proposed site, especially true of waste and mineral developments. '[Draft Development and Implementation Principles Supplementary Planning Document \(July 2006\)](#)' has been produced to highlight some of the considerations that need to be made. It also provides guidance on the standards and requirements applicable to –

**All development** in relation to the minimisation of development related waste, and the provision of waste facilities (with other development); and

**Minerals and waste development** in relation to development design and site restoration, after-care and after-use.

### **ALL PLANNING APPLICATIONS SHOULD BE SUBMITTED TO THE FOLLOWING ADDRESS: -**

**Development Control  
Growth Management  
PO Box 163  
Floor 3  
County Hall  
Northampton  
NN1 1AX**

**Telephone: (01604) 236700  
Fax: (01604) 237411  
E-mail: [developmentcontrol@northamptonshire.gov.uk](mailto:developmentcontrol@northamptonshire.gov.uk)**

**If you have any queries with regards to these guidance notes or have any difficulties understanding them, please contact the Development Control offices on the contact details above.**