

Development Management Advice Note

WHAT NON-PLANNING APPROVALS DO I NEED FOR MY PROPOSALS?

Before you start work, make sure that you have all the other permissions you need. These are outlined in this advice note. We hope you find this document helpful but if you need further information or other documents, details of how to obtain these are given at the end of the advice note.

THE NEED FOR OTHER APPROVALS

Under the Town and Country Planning Act 1990, and other pieces of planning legislation, there are a number of activities that require formal permission from the Development Management Service. These include:

- Planning permission for carrying out development
- Listed building consent for carrying out works to a listed building
- Conservation Area consent to demolish certain buildings and structures in Conservation Areas
- Advertisement consent to display certain advertisements
- Consent to carry out works to a protected tree

These are explained in our Advice Note 'What Planning Approvals Do I Need For My Proposals?' Other approvals that you may need before you can start work are explained below.

BUILDING REGULATIONS

New building work will often need to comply with the Building Regulations. This is entirely separate to any requirement for planning permission. The Building Regulations prescribe minimum standards for health and safety and relate to the structural integrity of the building (including foundations), drainage, means of escape in case of fire, avoiding heat loss etc. The Regulations also apply to certain changes of use of existing buildings.

The Council's Building Control Group will be able to tell you whether you need Building Regulations approval and how to apply. A free explanatory booklet, 'Building Regulations' and other guidance notes are available from our reception at Sycamore House. Further advice can be obtained from Building Control on (020) 8496 6762 or 6763.

THE PARTY WALL ACT

If you wish to build close to, or go onto, your neighbour's land to construct or externally finish your extension, you will have to obtain their consent. A planning permission does not give that consent or override any private legal obligation. If you intend to carry out building work which involves one or more of the following categories:

- work on an existing wall or structures shared with another property;
- building a free-standing wall or a wall of a building up to, or astride, the boundary with a neighbouring property; or
- excavating near a neighbouring building,

you must find out whether the work falls within the Party Wall etc Act 1996. If it does you must notify all affected neighbours. It is recommended you check whether you have any requirement to notify neighbours if you are building near a shared boundary. The

government's free booklet, 'The Party Wall etc Act 1996: Explanatory Booklet' is available from our reception at Sycamore House. We cannot advise you on these matters; you will need to take your own independent advice from a surveyor.

ENVIRONMENTAL HEALTH AND TRADING STANDARDS

Before operating, some businesses may need to obtain licences, registrations or other approvals relating to public entertainments, the sale of alcohol, hours of use, noise, pollution or food. Persons altering or converting living accommodation for their own use, or to rent out to others, may need to obtain advice about room sizes, with particular reference to lighting, ventilation and overcrowding. There are special requirements for rooms with floors more than 0.9m below ground level (habitable basements). Where rooms are to be used as bedsits in multi-occupied houses things such as the number of shared facilities, means of escape from fire, etc. must be taken into account. The above controls may affect the detail of the development and you should take this into account before you apply for planning permission.

Advice on all these items can be obtained from Consumer Protection Services; contact WFD on (020) 8496 3000 to be directed to the correct service area.

HIGHWAYS

If your proposals involve any works that affect a public highway (such as a new access to a road) then advice will be required from the Council's engineers. Please do not forget that you may also need formal planning permission for the access.

VEHICLE CROSSOVERS

If your access requires the construction of a pavement crossover, you will require licensed consent from the Highway Authority (contact: the Public Realm section on (020) 8496 2519). They will arrange for an estimate and carry out the works at your cost. Please remember that accesses on main roads also require formal planning permission.

RIGHTS OF WAY

If your proposed development would obstruct a public path that crosses your property, you should discuss the proposals with the Council's Traffic section on (020) 8496 1034 at an early stage. The granting of planning permission will not give you the right to interfere with, obstruct or move the path. A path cannot be legally diverted or closed unless the Council has made an Order to divert or close it, to allow the development to go ahead. The Order must be advertised and anyone may object. You must not obstruct the path until any objections have been considered and the Order has been confirmed. You should bear in mind that confirmation is not automatic; for example, an alternative line for the path may be proposed.

WILDLIFE

Some houses and other buildings may hold roosts of bats or provide a refuge for other protected species. The Wildlife and Countryside Act 1981 gives special protection to bats because of their roosting requirements. Natural England must be notified of any proposed action (for example, remedial timber treatment, renovation, demolition and extensions) that would be likely to disturb bats or their roosts. Natural England must then be allowed time to advise on how best to prevent inconvenience to both bats and householders. For more information contact Natural England on (01733) 455000 or visit www.naturalengland.org.uk.

COVENANTS AND PRIVATE RIGHTS

Covenants or other restrictions in the deeds to your property, or conditions in the lease, may require you to get someone else's agreement before carrying out some kinds of work to your property. There may exist a restrictive covenant on your property that prevents or limits its extension. This may be the case even if you do not need to apply for planning permission. You may also find that some properties enjoy historic rights. The Council has no involvement in checking or enforcing your private rights such as a 'right to light', a private right of way, or a restrictive covenant. We cannot advise you on these matters, you will need to take your own independent advice from a solicitor.

OTHER CONSENTS

There are a range of consents that are sometimes necessary from other statutory bodies and utility suppliers such as the Environment Agency, water companies, drainage boards, gas and electric companies etc. Contact the organisations direct for advice.

FOR FURTHER INFORMATION OR HELP

We hope you find this document helpful. Other documents are available from our reception or our website (addresses at bottom of page). If you need further information please phone Waltham Forest Direct on (020) 8496 3000 or call into our reception at Sycamore House between 9am and 5.15pm Monday to Thursday, or 9am and 5pm Fridays (the offices are closed on Bank and Public Holidays). A Duty Planning Officer is available for general planning advice between 10am and 4pm Monday to Friday on (020) 8496 6876 or in our reception.

Interpreting and translation assistance

The Council has prepared this document to assist users of its Development Management Service. If you have any difficulty reading or understanding it because English is not your first language, we will try to help you. Please tick the box, which shows which language you speak, write your name, address and telephone number and return this form, together with the document, to the address given below.

<p>Kansilli e ka pregaditur këtë dokument për tui ndihmuar përdorësve të Shërbimeve të Kontrollit të Zhvillimit. Po patët vështirësi për ta lexuar apo kuptuar sepse Anglishtja nuk është gjuha juaj e parë, ne do të mundohemi t'ju ndihmojmë. Ju lusim shenoni katorrin që tregon se cilën gjuhë e folni, shkruani emrin, adresën dhe numrin e telefonit dhe ktheni këtë formë, së bashku me dokumentin, në adresën e dhënë më poshtë.</p> <p style="text-align: right;">Albanian <input type="checkbox"/></p>	<p>A Junta de Freguesia preparou este documento para assistir os utentes do seu Serviço de Controlo de Desenvolvimento. Se tiver dificuldades em ler ou compreender este documento devido ao inglês não ser o seu idioma principal, nós tentaremos ajudá-lo(a). Assinale o quadrado junto ao idioma que fala, escreva o seu nome, morada e número de telefone e devolva esta folha, juntamente com o documento, para a morada em baixo.</p> <p style="text-align: right;">Portuguese <input type="checkbox"/></p>
<p>لقد أعد المجلس هذه الوثيقة لمساعدة مستخدمي خدمة سيطرة التنمية. وإذا واجهت صعوبة في قراءتها أو فهمها لأن الإنجليزية ليست لغتك الأولى فسنحاول أن نساعدك. الرجاء وضع علامة بالصندوق الذي يبين لغتك وأكمل اسمك وعنوانك ورقم الهاتف وأرسل كامل النموذج مع هذه الوثيقة للعنوان أدناه.</p> <p style="text-align: right;">Arabic <input type="checkbox"/></p>	<p>Dagmada ayaa diyaarisay dukumantigaan si ay ugu caawiso dadka ubbaahan Adeegga Koontaroolka Qorshaynta Dhismaha Magaalada. Haddii aad wax dhib ah kala kulanto in aad fahamto qoraalkaan waayo Ingiriisku maahan luuqaddaada koowaad, waxaan isku dayaynaa in an ku fahanno. Fadlan calaamadi sanduuga muujinaya luuqadda aad ku hadasho, qor magacaaga, ciwaankaaga, taleefoonkaaga, dabadeedna ku soo celi foomka, oo uu lasocdo qoraalkan, ciwaanka hoos ku qoran.</p> <p style="text-align: right;">Somali <input type="checkbox"/></p>
<p>কাউন্সিল এ ডকুমেন্টটি তৈরী করেছে এর ডেভেলপমেন্ট কন্ট্রোল সার্ভিসের ব্যবহারকারীদেরকে সহায়তা করার জন্য। ইংরেজী আপনার প্রধান ভাষা না হওয়ায় এটি পড়তে অথবা বুঝতে যদি আপনার কোন অসুবিধা হয়, তাহলে আমরা আপনাকে সাহায্য করতে চেষ্টা করবো। দয়াকরে আপনি যে ভাষায় কথা বলেন সেই বাস্তব টিক চিহ্ন দিন, আপনার নাম, ঠিকানা ও টেলিফোন নম্বর লিখুন এবং এ ফরমটি ডকুমেন্টটির সাথে নীচের ঠিকানায় ফেরৎ পাঠান।</p> <p style="text-align: right;">Bengali <input type="checkbox"/></p>	<p>El Ayuntamiento ha redactado este documento para ayudar a los usuarios del "Development Control Service [Servicio de Control del Desarrollo]. Si le resulta difícil leer o entenderlo porque el inglés no es su idioma materno, intentaremos ayudarle. Marque la casilla que indica el idioma que habla, rellene el formulario con su nombre, dirección y número de teléfono y devuélvalo, junto con el documento, a la dirección abajo reseñada.</p> <p style="text-align: right;">Spanish <input type="checkbox"/></p>
<p>区议会政府准备了这份文件来介绍我们的发展控制服务。如果因为英文不是您的母语，您不能读懂这篇文章，我们可以帮您忙。请选择中文，填写您的姓名及地址以及电话号码，并将此文件寄回以下给出的地址。</p> <p style="text-align: right;">Chinese <input type="checkbox"/></p>	<p>Belediyemiz bu belgeyi lymar Kontrol Hizmetlerinden yararlanlan kimselere yardymcy olmak amacyyla hazyrlamyz, tyr. Asyl diliniz lnyngilizce olmadygy y iyn bunu okumakta veya anlamakta gucluk cekiyorsanyz, size yardymcy olmak isteriz. Lutfen hangi dili konus, tugc unuzu belirten kutuyu is, aretleyip adynzyz-soyadynzyz, adresinizi ve telefon numaranzyz yazdyktan sonra, bu formu belgeyle birlikte as, agc ydaki adrese gonderin.</p> <p style="text-align: right;">Turkish <input type="checkbox"/></p>
<p>La Municipalité a publié ce document afin d'aider les utilisateurs de son service de contrôle de développement. Si vous avez des difficultés à le lire ou à le comprendre parce que l'anglais n'est pas votre langue maternelle, nous nous efforcerons de vous aider. Veuillez cocher la case correspondant à la langue que vous parlez, indiquer votre nom, votre adresse et votre numéro de téléphone et renvoyer ce formulaire ainsi que le document à l'adresse figurant ci-après.</p> <p style="text-align: right;">French <input type="checkbox"/></p>	<p>کونسل نے یہ دستاویز اپنی ڈویلپمنٹ کنٹرول سروس استعمال کرنے والوں کی مدد کے لئے تیار کیا ہے۔ اگر آپ کو اسے پڑھنے یا سمجھنے میں کوئی مشکل درپیش ہے کیونکہ انگریزی آپ کی پہلی زبان نہیں ہے تو ہم آپ کی مدد کرنے کی کوشش کریں گے۔ براہ کرم اس خانے پر نشان لگائیے جو آپ کی زبان کی نشاندہی کرتا ہے اور اپنا نام پتہ اور ٹیلیفون نمبر لکھیں اور اس فارم اور دستاویز کو پیچھے دے گئے ایڈریس پر واپس بھیج دیجئے۔</p> <p style="text-align: right;">Urdu <input type="checkbox"/></p>
<p>Name _____ Address _____ _____ _____ Telephone number _____</p>	<p>Return to: Development Management London Borough of Waltham Forest Sycamore House Town Hall Complex Forest Road Walthamstow E4 6PS</p>

Translated by the London Borough of Waltham Forest Interpreting and Translation Service

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