

Development Management Advice Note

HOW DO I PREPARE MY PLANNING APPLICATION?

This advice note explains how to prepare your proposals so that your planning application has the best chance of success. It contains information on planning policy, design issues and what plans you need to prepare. 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.

PLANNING POLICY

If your proposals require planning permission, it is worth considering a few issues before drawing up your plans. The Town and Country Planning Act 1990 requires that we should determine planning applications in accordance with the **development plan** unless **material considerations** indicate otherwise.

The Development Plan

What is the development plan? It is the London Plan prepared by the Mayor and Development Plan Documents prepared by the London Borough of Waltham Forest. Policies fall into two basic categories:

- Site specific issues: the allocation of an area of land for particular uses, the need for highway improvements in relation to the development of particular sites etc.
- Issue related policies: design standards, requirements for amenity or public open space, car-parking etc.

It is therefore in your interest to look at what the Development Plan has to say about your proposal. The Plan can be viewed on our web site. General informal advice is available from the Duty Planning Officer.

Material considerations

What are the other material considerations that may be taken into account? The Courts have defined this, but they have drawn this area of the law rather widely. A material planning consideration is one that is concerned about those impacts on people that relate to the use and development of land. This is a very broad definition and brings a very wide range of issues within the planning umbrella. When determining a planning application, all the issues will not be of the same importance. In coming to a decision, choices have to be made and some factors will be more important than others. It is the job of the policy and decision-makers to decide which planning factors have greater importance in coming to a decision. In making these choices the guiding principle will be the public interest.

General informal advice on such issues can be sought from the Duty Planning Officer, but due to the subjective nature of these choices, definitive advice is often difficult to give. However, in most cases it is possible to advise on whether a factor is material to planning and what weight it usually receives in the decision making process. Do not forget however, it is what the Development Plan has to say about your proposal that is the starting point and the determining factor, unless material considerations indicate otherwise.

DESIGN CONSIDERATIONS

Everybody's taste varies and different styles will suit different types of property. Nevertheless, a well-designed building or extension is likely to be much more attractive to

you and to your neighbours. It will also add more value to your house if you sell it. It is therefore worth thinking carefully about how your property will look when work is finished.

Extensions often look better if they use the same materials and are in a similar style to the buildings that are there already. It is impossible to give a single definition of good design in this context; there may be many ways of producing a good result. You may wish to consider using a suitably qualified, skilled and experienced designer.

Because good design is important to us, for all building proposals we will expect you to submit either a full design appraisal for major schemes or a brief design justification for minor schemes. This will enable us to understand how you have arrived at the design that you have submitted to us.

Since August 2006, under national legislation, a **design and access statement** is required with every application except those for:

- (a) Engineering or mining operations;
- (b) Development of an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse as such, where no part of that dwellinghouse or its curtilage is within a designated area (*i.e. National Park, areas of special scientific interest; Conservation Area; AONB; World Heritage Site; the Broads*); or
- (c) A material change in the use of the land.

This means that access and design statements **must** be submitted not only for major or large-scale developments, but also for smaller scale new developments such as single dwellinghouses and shopfronts. Further advice can be found in our guidance note on 'Design and Access Statements'.

The Council has also produced Supplementary Planning Documents designed to assist applicants in developing their proposals. These are available from our website and our reception at Sycamore House.

Crime Prevention

You may feel that your home is secure against burglary and you may already have taken some precautions. However, alterations and additions to your house may make you more vulnerable to crime. For example, an extension with a flat roof, or a new porch, could give access to upstairs windows that previously did not require a lock. Similarly, a new window next to a drainpipe could give access. Ensure that all windows are secure. Also, your alarm may need to be extended to cover any extra rooms or a new garage. The Crime Prevention Officer at your local police station can provide helpful advice.

Lighting

If you are planning to install external lighting for security or other purposes, you should ensure that the intensity and direction of light does not disturb others. Many people suffer disturbance due to excessive or poorly designed lighting. Ensure that beams are not pointed directly at windows of other houses. Security lights fitted with passive infra-red detectors (PIRs) and/or timing devices should be adjusted so that they minimise nuisance. Make sure they are set so that traffic or pedestrians passing your property do not trigger them. A neighbour could take you to court if you are negligent or cause nuisance.

Disabled considerations

You are likely to be required under the Building Regulations (Part M) to make your building accessible to the disabled. This can have an impact on its design, so it is worth considering these issues at this stage. We will also expect the external spaces around

your development (for example, the car parking areas and the access into the building) to be accessible to all people. If your building is open to the public we will expect an accessibility appraisal to be submitted with your application. Further advice can be obtained from the Council's Access Officer on (020) 8496 6738.

PREPARING YOUR PLANS AND DRAWINGS

The plans and drawings that describe your proposal should be comprehensive, accurate and unambiguous. The plans must be drawn to scale (metric), rather than dimensioned. The plans serve a number of different purposes. They are placed on what is called the Statutory Register, so that members of the public can inspect them. Draw up your plans with this in mind. The test is not whether a planning case officer can work out on the site what is proposed, but whether the details would allow an ordinary individual to understand what is intended and to judge whether, for example, it would affect them. Full details of the information required to make different types of application valid are set out in the national and local validation lists, available on our website or in reception at Sycamore House. The following will usually be required:

Site location plan

All applications require an Ordnance Survey based site plan, usually at a scale of 1:1250, clearly showing the boundary of the land outlined in red and any adjoining land that the applicant owns outlined in blue. The site area red line should go around what is called the planning unit. This is all the land that is owned, or occupied, for a single purpose. For example, in a proposal for an extension to a factory it would be the whole site, including parking/turning areas, buildings, external storage etc. and would be the whole of the residential plot in an application for an extension to a house.

Block plan

Applications that involve building or engineering works need a plan at an appropriate scale, usually 1:200 or 1:500, showing the boundaries of the site and all existing and proposed buildings, structures, hard surfaces etc. within it. Please make sure that you include:

- Any existing or proposed vehicular or pedestrian access(es) to the site.
- Any public rights of way within the site.
- Vehicle parking within the site (including cycles) and provision for loading/unloading.
- Provision for access to any building and parking for disabled people.
- Arrangements for refuse storage, including separate storage of recyclable waste.
- The position, species and spread of any existing trees (show as accurately as possible), the condition of such trees. State which, if any, are to be felled.

Applications for changes of use, which do not involve building or engineering works, should still include a block plan to show access and parking arrangements.

Detailed plans

Applications that involve building works require:

- Plans of the existing and proposed floors of the building at an appropriate scale, usually 1:50 or 1:100. Indicate which parts of the building are to be used for which purpose.
- Existing and proposed drawings of all sides of the exterior of the building/structure at an appropriate scale, usually 1:50 or 1:100. Please make sure you include the make, type and colour of external materials (walls, roofs, windows, doors, rainwater goods etc.).

Applications that involve engineering works require plans of those works (existing and proposed if necessary) at an appropriate scale, usually 1:50 or 1:100. Applications for changes of use should include plans of the existing and proposed floors of the building at an appropriate scale, usually 1:50 or 1:100. You should indicate which parts of the building are to be used for which purpose.

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 lÿmar Kontrol Hizmetlerinden yararlanana kimselere yardÿmçÿ olmak amacÿyla hazÿrlamÿs.tÿr. Asÿl diliniz lÿngilizce olmadÿğÿ Ÿ iin bunu okumakta veya anlamakta gÿlÿk ekiyorsanÿz, size yardÿmçÿ olmak isteriz. Lÿtfen hangi dili konuſ, tuğ unuzu belirten kutuyu is, aretleyip adÿnÿzÿ-soyadÿnÿzÿ, adresinizi ve telefon numaranÿzÿ yazdÿktan sonra, bu formu belgeyle birlikte as, ağ Ÿdaki adrese gÿnderin.</p> <p style="text-align: right;">Turkish <input type="checkbox"/></p>
<p>La Municipalit� a publi� ce document afin d'aider les utilisateurs de son service de contr�le de d�veloppement. Si vous avez des difficult�s � le lire ou � le comprendre parce que l'anglais n'est pas votre langue maternelle, nous nous efforcerons de vous aider. Veuillez cocher la case correspondant � la langue que vous parlez, indiquer votre nom, votre adresse et votre num�ro de t�l�phone et renvoyer ce formulaire ainsi que le document � l'adresse figurant ci-apr�s.</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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