

# **Submission Of Planning Applications**

**Supplementary Planning Guidance  
Adopted 20<sup>th</sup> July 2004**

**Cheltenham Borough Council**

# SUPPLEMENTARY PLANNING GUIDANCE

## SUBMISSION OF PLANNING APPLICATIONS

### 1. INTRODUCTION

- 1.1 In order for the Council to determine planning applications properly and efficiently it is essential that developers provide full information at an early stage. Such information may be required to enable accurate assessment of the land use implications of development proposals.
- 1.2 You do not have to own the building or land concerned to make a planning application. However, applications cannot be dealt with unless a land holding certificate is submitted. Further information is set out in appendix 1.
- 1.3 This supplementary planning guidance (SPG) highlights the standard requirements for the completion of applications and the type of extra information a developer may be requested to submit.

### 2 POLICY CONTEXT

- 2.1 The Government is committed to a plan led system. The objectives of this system is set out in Planning Policy Guidance Note 1 – General Policy and Principles (1997) which requires:
- “rational and consistent decisions;
  - greater certainty;
  - quick planning decisions, and
  - reduction in the number of misconceived planning applications and decisions”.
- 2.2 To meet these objectives it is essential that an applicant fully understands what information is required at the application stage and what supplementary information may be requested to assist the Council in determining applications for development.

### 3 REQUIRED INFORMATION

- 3.1 Brief details regarding what information should be submitted in an application is provided in Cheltenham Borough Council's ***How to Apply for Planning Permission*** pack. A more detailed set of guidance on the required information for planning permission can be found at Cheltenham Borough Council's website, using the following link:

<http://www.cheltenham.gov.uk/libraries/documents/ourservice/planning/completingaplanningapp.pdf>

This guidance provides step by step instructions for the completion of a planning application, including detailed notes on the creation of necessary plans and drawings that must accompany applications.

- 3.2 Visiting Cheltenham Borough Council's website at [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk) and searching for 'Planning' under the websites A to Z of council services provides access to a frequently asked questions section regarding the requirements and processes involved in planning applications, ranging from issues regarding listed buildings to development within conservation areas.

## 4 SUPPLEMENTARY INFORMATION

4.1 The type of information which may assist the Council in considering proposals for development will vary according to a site's size, location and character. The Council may consider any one or more areas of information and will request such information to be submitted with a planning application or before it is determined. Inadequate information may result in delay to the determination of an application. Failure to provide information may result in a refusal of permission (see paragraph 7.1).

4.2 Outlined below are the types of information which the Council may request to accompany planning applications:

- **Transport assessment** – A transport assessment should reflect the scale of development and the extent of the transport implications of the development proposal. The scope of the assessment will require agreement with the Highway Authority prior to submission. For proposals impacting or likely to impact on the trunk road network, including the A 40, agreement of the Highways Agency will also be required. A comprehensive transport assessment will be required to include the following information:

- |  |   |
|--|---|
| - Non technical summary  | - Proposed modal split  |
| - Proposed development   | - Assessment years  |
| - Existing transport conditions  | - Effect of travel plan   |
| - Traffic impact compared to existing site use   | - Servicing   |
| - Impact upon pedestrians, cyclists and people with disabilities   | - Assessment of accident records  |
| - Parking (car, cycles)  | - Proposed measures to address/reduce traffic impact and improve accessibility by alternatives to the private car |
| - Accessibility impact, for further guidance see RPG 10 – Annex A, 'Accessibility and Parking Standards' |   |

The Council may require traffic modelling to be done using a traffic model being developed by the Highway Authority.

- **Travel Plan** – A travel plan will be required where proposed development is likely to generate significant transport implications (see Supplementary Planning Guidance '*Travel Plans*').
- **Air quality impact assessment** – Generally an air quality impact assessment will be required where:
  - development is likely to cause an increase in vehicle trip generation in the local area and traffic volumes by 5% or more on individual roads with more than 10,000 vehicles per day,
  - development may result in increased congestion and lower vehicle speeds in areas of public exposure, and
  - development is for industrial activities, or the extension of such activities with potentially significant air emissions.
- **A noise impact assessment** – By nature of location or use, a development may cause unreasonable harm to existing land uses, health, the natural environment or amenity through excessive noise. Where such

potential impacts are identified which would give rise to conflict between land uses, a noise impact assessment will be required.

- **A retail impact assessment** – When a development could harm other interests of acknowledged importance especially the vitality and viability of the town centre or local shopping centre.
- **Statutory/informal environmental assessment** – The more environmentally sensitive the location, the more likely environmental effects will be significant and that an environmental statement will be required. Environmental Impact Assessment is a means of assessing a projects environmental effects, helping to ensure that the importance of the predicted effects, and the scope for reducing them are properly understood by the public and the authority before decisions are made.
- **Land contamination survey** – The level of information required as part of a land contamination survey will vary depending on the known and suspected levels of contamination.
  - Where remediation is necessary to render a site suitable for its intended use a land contamination survey will be required.
  - Where contamination is suspected a desktop study will be required, involving a walkover survey and assessment of the risks to human health and the environment.
  - Where contamination is known to exist a site investigation survey will be required incorporating a site-specific human health and environmental risk assessment with a written remediation scheme to manage identified risks. The developer shall submit a completion report validating remediation.
  - If the proposed development is situated within 250 metres of a former landfill site further assessment will be required.
- **A flood risk assessment** – Where a proposed development is known or anticipated to be subject to flooding a flood risk assessment will be required. This should consider the risk of flooding to the development proposed over its expected lifetime and its effect on flood risk elsewhere.

Assessments may require detailed hydrological investigations to determine the risks at particular sites and to inform the process of detailed design and the selection of mitigation measures. Assessment will also be required of the run off from the site before and after development. A flood-risk/run-off assessment, carried out by a suitably competent person, is an essential element to the assessment for acceptability in planning terms. For major developments sustainable drainage systems should form part of the application, for further guidance see Supplementary Planning Guidance '*Sustainable Drainage*'.

- **Archaeological assessment** – Developments which could have an adverse effect on ancient monuments and sites of archaeological importance will be required to undertake an archaeological assessment, where appropriate this may require limited excavation.
- **Urban design appraisal and/or statement** – It is important that development proposals take into account the need for high quality building design and the context of the development within the wider locality at the outset of development. Proposals should demonstrate that the character

of the area in which the development is located, continuity and enclosure of buildings, streets and highways, quality of public realm, ease of movement, legibility, durability; and diversity have all been carefully considered.

- **A design statement** – Development proposals in locations where the design of a new building is particularly significant, or where development is considered to be large will be required to submit a design statement. This should set out the design principles and design concept of the development, highlighting how the design relates to its wider context (through a full contextual appraisal where appropriate). The written design statement should be illustrated, as appropriate by, plans and elevations, photographs of the site and its surroundings.
- **Tree and landscape survey** – Existing landscaping and trees should be taken into account at the outset of development. Where such features are present on a site a survey may be required which identifies the height and spread of existing and proposed trees, key landscape features such as ponds, hedges and wildlife corridors on site or adjacent. A survey will be required to identify features both inside and where appropriate outside the site boundary, and include:
  - Existing and proposed service provision or alterations that may affect trees and other features;
  - A landscaping scheme showing details of proposed planting, paving and street furniture, as well as features to be retained.
- **Wildlife habitat survey** - A wildlife habitat survey will be required where a site is known or suspected to have wildlife interest. Where this occurs a survey of habitats of the site will be required at a time of year which allows the main features of the wildlife interest to be identified. The survey should be carried out using standard Phase 1 type methodology (handbook for phase 1 habitat survey, Nature Conservancy Council, 1990) to determine the presence of Biodiversity Action Plan (both UK and Gloucestershire) habitats and species. In particular sites should be assessed for badgers, bats, reptiles and amphibians, and breeding birds.

Should habitats or species of significance or special importance be identified from the survey, further assessment will be required to determine the impact of development on the wildlife feature of interest and propose mitigation to minimise the impact.

- **Waste minimisation strategy** (see Supplementary Planning Guidance '*Sustainable Buildings*' and '*Sustainable Developments*')
- **Listed building alteration assessment** – Alterations to listed buildings may have a detrimental effect on their character. As such it is essential that the Council be provided with detailed information, which will allow proper assessment of any proposed modifications, and provide a historical record of interiors following development. Applications for alteration to listed buildings will be required to submit survey drawings and annotated photographs (usually 4 per room) of all interiors affected by proposals.

- **Accurate and up-to-date drawings and models** – Clear drawings are essential in determining development proposals. These should highlight the proposed site in context form, including plans (supplied using up to date Ordnance Survey data) and elevations of adjoining and adjacent buildings, supplemented as appropriate by perspective drawings, see appendix for further information.

As a general rule schemes in excess of 1,000 square metres gross floor area and/or higher than 12 metres will be required to provide the Council with a model or computer graphics. Validation must be provided that computer graphics display an accurate representation of the proposed buildings in a format agreed by the Council. Submission of computer graphics will be required in a format to be agreed by the Council

- 4.3 This list is not exhaustive. The Borough Council may require the submission of other appropriate assessments with planning applications, which will assist the Council in assessing development proposals.

## **5 PLANNING APPLICATIONS IN CONSERVATION AREAS**

- 5.1 The Council will normally require full applications in a conservation area. There can be exceptions, however, such as where only the principle of development is under consideration, the nature of the immediate surroundings is not such that the elevational treatment in relation to them is critical, or where the application is accompanied by detailed illustrative drawings of the proposed development in its setting.

## **6 SUBMITTING ADDITIONAL INFORMATION**

- 6.1 Additional information should be submitted alongside planning applications; they should be worked up in consultation with the Council's planning department.
- 6.2 The Council strongly encourages pre-application discussions regarding the requirements of additional information. In this way problems can be discussed and resolved at an early stage, which could otherwise result in delay or the refusal of an application.
- 6.3 Early discussions may help identify where supporting information is required and may need to be collected. They may enable significant changes to development layouts to be made without compromising the final design.

## **7 FAILURE TO SUBMIT INFORMATION**

- 7.1 Where applications fail to conform to the principles set out in this SPG which results in a lack of information to assist the Council in considering proposed development, then the Council will award a refusal decision.

## **8 FURTHER INFORMATION**

### **Relevant legislation**

- Town and Country Planning Act 1990

### **Guidance**

- PPG1 – General Policy and Principles (1997)
- Cheltenham Borough Local Plan Second Review Revised Deposit Draft (2004)
- Completing a Planning Application - guidance notes

### **Useful websites**

- [www.planning.odpm.gov.uk](http://www.planning.odpm.gov.uk)
- [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk)
- [www.gloscc.gov.uk](http://www.gloscc.gov.uk)

## **9 CONTACTS**

9.1 The following officers of Cheltenham Borough Council will be able to offer further advice on the issues set out in this guidance:

Development Control Duty Officer  
**01242 775090**

Strategic Land Use Officer  
**01242 264382**

## APPENDIX 1

### OWNERSHIP

You do not have to own the building or land concerned to make a planning application. However, we cannot deal with your application unless you complete one of the land holding certificates contained within the Councils *How To Apply For Planning Permission* pack.

If you are the **only** owner of the land or building, complete certificate A of the pack. For this purpose the 'owner' means the person who holds the freehold to the property, or the person who has a lease which will continue to run for at least 7 years. If anyone else owns the land or building, you must complete certificate B of the pack, and tell us where to contact this person/people. You must tell the other owners of the land that you are applying for permission, and you must sign the Article 6 form to say that you have done so.

If you do not know the name or address of the other owners you must fill in certificate D which can be obtained from either the planning department or the Council's website:

<http://www.cheltenham.gov.uk/libraries/documents/ourservice/planning/planningappcertificates-.pdf>

If this is the case you should contact the planning department for further advice.

Every applicant must complete the agricultural holdings certificate. This asks whether the land is/or is not an agricultural holding.

It is extremely important that certificates are completed accurately. It is an offence to give false or misleading information regarding ownership.



## APPENDIX 2

### Plans and Drawings

Adequate plans and drawings must be submitted as part of a planning application, so that the scheme can be properly assessed. They will be required for the benefit of planning officers, councillors (on planning and other committees), residents and amenity groups, amongst others. Models and computer based representations are particularly useful in the case of large scale or complex development proposals.

Every application (full or outline) must include a site location plan:

#### Location Plan

- Scale 1:1250 or 1:500. Metric scales only;
- North point, date and number;
- Outline the application property, and indicate any adjoining property owned or controlled by the applicant. This is the entire site not just the footprint of the building;
- Show the application site in relation to all adjoining properties and the immediate surrounding area, including roads;
- Show vehicular access to highway.

If a full planning application, including householder development is being submitted the following plans and drawings, in addition to those listed above must be submitted:

#### Details of proposed site layout

- Scale, typically 1:200;
- North point, date and number on plans;
- Show the site of any new building or extension, vehicular/pedestrian access, changes in levels, landscape proposals, including trees to be removed, new planting, new or altered boundary walls and fences, and new hard surfaced open spaces. This also includes all parking spaces/bays and bin stores;
- It is important that you show proposals in the context of adjacent buildings.

#### Floor plans

- Scale 1:50 or 1:100;
- Show floor plans in the context of adjacent buildings, where appropriate.

#### Elevations

- Scale 1:50 or 1:100 (consistent with floor plans);
- Show every elevation of a building or extension;
- Include details of materials and external appearance;
- Show elevations in the context of adjacent buildings. This includes street scene elevations.

