



Planning Applications

Notes to help you fill in the application forms

Checklist

Please make sure you send in:

1. 4 copies of the completed form
2. 4 copies of each plan (6 copies would help with the publicity)
3. The correct fee and completed fee form
4. A separate Article 7 Certificate (if needed)

* Please ensure you retain a copy for your own use.

Oadby and Wigston Borough Council
Council Offices
Planning Department
Station Road
Wigston
Leicestershire
LE18 2DR

1. **Applicant and Agent**

If someone makes the application for you (as an 'agent'), all correspondence and the decision notice will be sent to the agent. In all cases, please give the name of the person to be contacted about the application and a daytime telephone number if possible.

2, 3 and 4. **Application Site**

An up-to-date site plan is needed with every copy of the application form, showing the site and adjoining properties and roads. The plan should be to a scale of 1:1250 or 1:2500 and show the direction of north. The application site should be edged red and any adjoining land the applicant owns or controls should be edged in blue. It is best to use an Ordnance Survey Plan and the Planning Department may be able to help you to obtain one.

5. **Your Proposal**

You should clearly describe the type of development proposed or the purposes for which a building is to be used for example 'House Extension', 'Residential Development (2 detached bungalows)', or 'Use of Shop as an estate agent's office'. If a development has been carried out without permission and you are now applying to put the matter right please make it clear that you wish to retain a building or continue an existing use for example 'Continuation of use of ground floor as a shop'.

6. **Type of Application**

Please answer only one part A to G.
Simple extension will normally be 'B'.

(a) Full application (change of use only)

This is for a change of use only where no external alterations are involved. The only plan normally needed for this type of application is the site plan described in Question 2, however, you may be asked to provide more details including plans in some cases.

(b) Full application (for new building/alterations only)

This is for new building/engineering works/or alterations where the use will stay the same. You need to submit all the details of the proposed development including where appropriate details of: materials, landscaping, car parking, access. You must submit accurate plans, to accompany each form to a scale of 1:100 or larger. These plans should include floor plans, elevations and sections of the new building together with any changes in ground levels. If existing and new works are shown on the same drawing, colour the new works to make them clearly distinguishable, or include separate plans showing the existing situation. You should also submit a plan to a scale of 1:500 which shows the existing features of the site and adjoining land together with the proposed layout of buildings.

(c) Full application (change of use with new building/alterations)

Full details should be given as for 'b' above.

(d) Outline application (for new buildings)

This section applies if you intend to erect a building(s) but do not wish to submit all the details at this stage. Any matters not submitted at this stage are termed reserved matters. In sensitive locations such as Conservation Areas or open countryside the Planning Department may require more details before determining the application, as siting, means of access or appearance could be critical. It is therefore very useful to discuss an outline application with the Planning Department before submitting it to see how much detail will be required. In all cases you should submit as much detail as you can (see 7 below).

(e) Reserved matters application

These are submitted following an outline permission, which must still be valid (normally within 3 years). A condition on the outline permission will specify which reserved matters have to be submitted and these can be dealt with in a single application or separately if required. It will help the Planning Department if you can provide the reference number of the outline permission.

(f) **Renewal of temporary permission**

This applies if a previous permission has been granted with a condition that a use must cease or a building must be removed by a specific date, and you wish to obtain a further permission. It will help the Planning Department if you can provide the reference number of the previous permission.

(g) **Alteration or removal of a condition**

If you do not wish to comply with a condition of a planning permission then you can apply to have it removed or changed. We recommend that you discuss this matter with the Planning Department before applying. Remember that conditions are applied to planning permissions for good reasons. It will be helpful if you can provide the number of the planning permission and the relevant condition. If you are applying to have a condition removed you should carefully state your reasons in a covering letter to be submitted with the application. If you want a condition to be changed, you should clearly state your proposed new version.

7. Outline Applications

If you are making an outline application (6d above), you will have to say what, if anything, you are including for approval at this stage, and these details must be shown on plans submitted with the application. Alternatively, you may include plans showing your preliminary ideas for the scheme but these should be marked 'For illustration purposes only'.

8. Access

Your plans should show the position of any new or altered accesses to the site and those which will no longer be required.

Note. It is your responsibility to make sure you have a legal right of way/access. If not, you will have to include in your application the land over which access is to be gained.

9. Trees

Trees are an important part of the environment and the Council wishes to see existing trees retained wherever possible. Construction near trees could affect them. You should accurately show the position and spread of all existing trees and hedges on your plans and which, if any, you propose to prune, fell or remove. Trees in a Conservation Area or covered by a Tree Preservation Order have special protection and you must not lop or fell them without notifying the Planning Department in advance. Further advice is available from the Planning Department and a separate consent might be necessary.

10. Demolition

Your plans should clearly show any demolition. Separate consent may be required for whole or partial demolition of buildings. This is particularly important for **Listed Buildings** or buildings in **Conservation Areas**. Further advice is available from the Planning Department.

11. Existing Uses

This question should be completed for all applications and described all the existing uses for example 'vacant ground floor shop with self-contained flat above'.

12. Drainage

Most development is connected to the public sewerage and surface water system. The position of all underground services should be determined before detailed plans are prepared in the case of development in rural areas or for new buildings near or over a drain or sewer, you are advised to discuss your proposal with the relevant drainage engineers: (further advice from the Planning Department). Any discharge of effluent by soakaway or into a watercourse requires the separate consent of the National Rivers Authority.

13. **Materials**

Please provide details of all external materials to be used (including roofing materials and surfacing for car parks and other hard areas). Please give the type of material, its colour, make and name where possible.

14. **Plans**

If you list the submitted plans and drawings we can be sure that we have received a completed application. If you are not sure exactly what plans and drawings need to be submitted with your application our staff can advise.

15. **Additional Information**

For most applications other than for new houses or house extensions you will need to complete another form (Planning application 2). Please check with the Planning Department whether you need to complete this form.

16. **Agricultural Dwellings**

For applications involving dwellings connected with an agricultural use you will need to complete another form (Planning application 3). Please check with the Planning Department whether you need to complete this form.

17. **Design and Access Statements**

Design and Access Statements are required, by legislation, for applications for planning permission (and Listed Building Consent) **except** for:

- (a) Engineering Operations
- (b) Development of an existing dwellinghouse or development within its curtilage for a purpose incidental to the enjoyment of it, where it is **not in a conservation area**
- (c) Change of Use where there is **no operational development**

Please contact the Borough Council for an additional checklist on Design and Access Statements or download a copy from the Council's website.

18. **Certificates of Ownership**

When making a planning application you must complete an 'Article 7 Certificate' which provides details of the ownership of the site. This is necessary to let owners and agricultural tenants know above proposed developments on their land.

- (a) Complete the Certificate on the application form if the applicant is the sole owner of all the land to which the application relates and no part of it is an agricultural tenancy (Owner means a person having a freehold interest or a leasehold interest with at least seven years unexpired).
- (b) If the applicant is not the sole owner or part or all the land is an agricultural holding, please complete the separate Article 7 Certificate which is available at the Planning Department. You will also need to give a formal notice to the owner before making the application.
- (c) If you do not know the name and address of the owner there are other Certificates which you can complete and you should contact the Planning Department to discuss the matter.

Note that it may be an offence to complete an Article 7 Certificate incorrectly.

Signature and Date

Please make sure you sign and date the form.

Fees

The fees required are set out in Regulations which are revised from time to time and the current charges are shown on the fee form. The correct fee must be submitted together with a completed fees form. If you are in doubt what fee is applicable the Department's staff will be able to advise. **Your application will not be considered unless a correct fee has been paid.**