

Planning - Validating Applications



Listening Learning Leading

Advice Note

HOW TO MAKE SURE THAT YOUR APPLICATION INCLUDES ALL THE INFORMATION WE NEED.

1. Introduction

Please read this document carefully before completing the application form and submitting your application.

If you are thinking about submitting a planning application it is a good idea to first discuss your plans with one of our officers. Before discussing your proposal please submit a scale drawing and a draft Design and Access statement. This will enable us to provide you with constructive feed back. Pre-application discussions can speed up the application process and enable us to make a quicker decision.

This Advice Note explains how we decide if your planning application is valid, how important it is to use the relevant application validation checklist and some general advice that we encourage you to think about prior to submitting an application. It also provides our contact details and other useful contacts.

The information you provide on the application form and in the supporting documents is public information and we show this on our website. We endeavour to remove personal details such as signatures, telephone numbers and email addresses.

2. Validation

We can only consider applications that are valid. This means that when you submit an application it must include all the information we need. If any relevant information is missing or the correct fee is not enclosed, we cannot validate your application and a delay in determining your proposal will occur. Poor quality or inaccurate information can cause delay.

Some of the information we require can be complex and technical. Such details are necessary so that our officers or external organisations can fully assess your proposal.

You may need to hire an architect, surveyor or specialist consultant to prepare the information for you. This might seem like an additional expense however, it could save you time and money and usually mean that we can determine your application more quickly.

We want to make the process as simple as possible, so we have prepared a number of validation checklists, which show what information we need for the different types of application.

Please use the appropriate validation checklist to make sure that your application is complete for submission. Please fill in the validation checklist and enclose it with your application. We will use your validation checklist to help us make sure your application is valid.

3. Missing information

We will write to you in five working days if your application is not valid because information or the correct fee is missing. The letter will list the outstanding information or payment we need and give you a timescale for when you must submit it. If you do not send this to us in the set time we will return your application to you.

If you think that the validation checklist asks for a piece of information that is not relevant to your application, please tell us why in writing on the validation checklist.

Sometimes we might ask for extra or electronic copies of plans or information if we need to consult more neighbours or experts than usual. We also reserve the right to ask for any other information we think is necessary so that we can assess your application properly.

4. Drawings

Please group your drawings into four complete sets along with the application form and any other documents such as a Design & Access Statement.

All drawings must be accurate, dated, labelled, numbered and to a metric scale. A north point on plans is required. The drawings should explain the proposal in detail. We may request drawings at a scale smaller than 1:50 if necessary due to the size of the building/site.

You should clearly show where existing buildings or walls are to be demolished (in whole or part). The drawings should show details of both the existing building(s), as well as those proposed. You should also show new buildings/extensions in context with adjacent buildings, including windows. All sides (elevations) of your proposal must be shown.

On sloping sites please give full information concerning alterations to levels and the relative levels between existing and proposed buildings (in the form of contours, spot levels, long or cross sections as appropriate).

5. Online submissions

We encourage you to submit your planning application online at www.southoxon.gov.uk . Online submissions are via the Planning Portal where you can also make online fee payments (calculated for you) and attached plans and documents. Please follow the guidelines below, which will help you submit your application in this way and allow us to process your application more quickly.

- A maximum size of 2MB for each file.
- Large documents should be broken down into manageable files, for example, in chapters and sections.
- It is important that the naming structure explains the document and chapter in plain English.

- You must state all major dimensions in metric on your drawings. This is necessary so that we can cross check with scaled measurements.
- Drawings should include a scale and calibration scale.
- Drawings should be set so they appear correctly on a computer screen (i.e. north towards the top of the screen) and please show the north point.
- You do not need to sign your application form or ownership and agricultural certificate, but you must indicate which certificate you are submitting.

6. Building Control

It is a good idea to contact our Building Control team before you draw your plans and make your planning application. This is because a lot of planning proposals also need Building Regulations approval, which can influence the design of your scheme. Getting early advice from Building Control before drawing your plans could save you time and money.

7. Material planning considerations

As a general guide, the matters below are material planning considerations that we normally take into account when we determine applications. We encourage you to consider these matters before you submit your application:

The Statutory Development Plan which consists of:

- Oxfordshire Structure Plan 2006
- Waste and Minerals Local Plan
- South Oxfordshire Local Plan 2011

Planning/Development Briefs produced by South Oxfordshire District Council

Government Advice

- Planning Policy Guidance Notes (PPG's)
- Planning Policy Statements (PPS's)
- Circulars

Previous planning decisions related to the application site (including existing uses and appeals)

Amenity considerations:

- | | |
|----------------------------|---|
| • overlooking | • scale and bulk resulting in loss of light dominance |
| • overdevelopment | • character of the area |
| • impact on and from trees | • noise |
| • odour | • landscape and biodiversity impact |

Traffic generation, parking, safety

Design

Materials

Crime and community safety

Need (e.g. agricultural worker's dwelling)

8. Contacts

If you need any further advice or guidance please contact us at::

Development Management
South Oxfordshire District Council,
Benson Lane,
Crowmarsh Gifford,
Wallingford, OX10 8NJ.

Phone: 01491 823784

Fax no: 01491 823746

Email: planning@southoxon.gov.uk or log on to our website www.southoxon.gov.uk

Remember if you would like informal advice on your planning proposal please send us scale/measured sketch plans.

Other useful contacts are:

Department of Communities and Local Government
www.communities.gov.uk

Environment Agency
www.environment-agency.gov.uk

Arboricultural Association (source of expert tree advice)
www.trees.org.uk

Crime Prevention Design Advisor (Roger Hampshire)
Phone: 01993 893875
Email: roger.hampshire@thamesvalley.pnn.police.uk
www.securedbydesign.com

9. Glossary

Some words or phrases in our validation checklists might not be commonly known or understood by people. We have explained some below, but if you have any questions, please contact us.

Arboricultural Association	Professional body providing expert tree advice.
Building Control	The Council department that makes sure new buildings meet requirements of the national Building Regulations.
Construction activity	Any activity associated with the proposals including mechanical and pedestrian access, work areas, excavation, level and surface changes, service runs, and storage of materials etc.

Heads of terms	The main clauses in a S106 agreement.
Highway	adopted public highway where people and vehicles can pass and re-pass
Ordnance Survey	The Government department that provides accurate maps of the country at a metric scale.
Ownership Certificate A	Fill in Certificate A if the applicant owns the application site.
Ownership Certificate B	Fill in Certificate B if the applicant does not own the application site, or if there are other people who also own it or have an interest in it (for example shared freeholders or leaseholders).
S106 Planning Obligation	A legally binding agreement between the Council and applicant (and any other relevant people), to provide necessary works or financial contributions.
Section	A drawing of a 'slice through' a site, or building cut vertically across or through it.