

Development Control B Committee

8th November 2017



Report of: Head of Development Management

Title: Review of Planning Application Requirements Local List

Ward: Citywide

Officer Presenting Report: Gary Collins

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Recommendation

That the Committee endorses the adoption of the revised Planning Application Requirements List including the Drawings Standards document.

Summary

The Planning Application Requirements Local List sets out the information requirements for different types of applications. If an application does not meet the requirements then it is not registered and the statutory period to determine the application does not begin. The Local List has to be reviewed every two years.

The significant issues in the report are:

A key issue with this review is that it provides an opportunity to tighten up the Council's approach to the receipt and publication of developers' viability appraisals. Adoption of the revised Local List will require major planning applications to be accompanied by viability appraisals from the outset and that this information is made publically available.



Policy

1. Whilst the proposed changes to the Local List don't change Council policy, they will improve how the Council applies Policy BCS17 (Affordable Housing) of the Bristol Local Plan Core Strategy.

Consultation

2. Internal

A briefing paper on this subject was presented to the Cabinet Members for Place and Housing in March 2017. Since then Legal service have advised that this is a non-executive matter and should be decided by the Development Control Committees.

3. External

A six week consultation exercise was undertaken during August and September 2017. The principles behind the proposed changes were also discussed at customer engagement forums, namely the Planning User Group and the Bristol Property Agents Association. Only one response was received during the consultation period which queried the principle of there being a local list, instead saying that there should just be one national list that all local planning authorities followed.

Context

4. The Planning Application Requirements Local List allows the local planning authority to set information requirements for specific types of applications. This arrangement was introduced by Central Government around 10 years ago in the interests of applications being determined swiftly (as they would be accompanied by the correct supporting information) and that interested parties would have access to the supporting information from the outset so they could take this into account when making their comments. If an application does not meet the Local List requirements, it is not registered and the period for determining the application does not begin. It is however, a statutory requirements that the Local List is subject to public consultation and that it is reviewed every two years.
5. Whilst all aspects of the Local List have been reviewed, key issues that are dealt with during this review are:
 - Timing of receipt and publication of viability information
 - Information on broadband coverage
 - Drawings standards
6. The level of affordable housing being offered and achieved as part of major planning applications has come under increasing scrutiny over recent months. This has manifested itself in a number of ways:
 - A number of high profile major planning applications have been very carefully scrutinised and, in the case of the Elizabeth Shaw chocolate factory, deferred due to

doubts over the developers' ability to provide affordable housing.

- High profile applications have received increasing numbers of representations on the issue of affordable housing from local residents and also organisations such as Acorn
- The Council has received increasing numbers of requests under Freedom of Information for disclosure of developers' viability submissions
- There has been increasing media interest in the delivery of affordable housing

7. Whilst the constraints provided by Central Government policies are largely understood by members (through briefing sessions held in Summer 2016 and case-specific advice), and the planning authority's approach to viability testing is considered to be as robust as possible, there are some improvements that could be made that would improve the transparency and effectiveness of the process.
8. In recent times there have been two key events that should influence the Council's approach to this issue going forward:
 - The First Tier Tribunal judgement in the case of *Clyne v the Information Commissioner & the London Borough of Lambeth* (June 2016), which signals greater disclosure of viability information
 - Full Council motion and debate on affordable housing strategy on 13th December 2016 where the following (amongst other things) was resolved: In the case of schemes which do not comply with the Council's guidance on affordable homes; to instruct planning officers to make all information used in the viability process, whether it arises from a council appointed surveyor or a third party, available publicly in good time before a planning application is to be considered.
9. One of the current Local List requirements for major applications (>10 residential units) is for an "Affordable Housing Statement" which is defined as needing to set out the following:
 - the numbers of residential units;
 - the mix of units, with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units;
 - plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units;
 - if different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained;
 - design quality standards based on the HCA's technical requirements.

The main weakness of this approach is that it doesn't require the submission of viability information that justifies the affordable housing proportion that is being offered. This information is usually requested by officers once the application has been received and consulted on, meaning that it is normally received and assessment starts partway through the life of the planning application. A major drawback of this is that consultees and interested parties become aggrieved that the offer of affordable housing is either unclear or unsubstantiated. As a result, officers often feel on the "back foot" in negotiating affordable

housing and managing the responses of interested parties. Whilst this doesn't ultimately prejudice the Council's negotiating position, being in reactive mode takes up more officer time. There is also an opportunity to more rigorously enforce the requirement for Affordable Housing Statements to set out the required details of the proposed affordable housing offer.

- 10.** Officers have reviewed the requirements of Affordable Housing Statements to ensure that in future they clearly set out what the affordable housing offer is. An additional requirement is that the statement is accompanied by a full viability appraisal of the submitted scheme. This requirement would be rigorously enforced, meaning that major planning applications that were not accompanied by the necessary information would not be made valid and would not start progressing through the system until this information was provided. This would put the Council on the "front foot" in future negotiations and would enable interested parties to see what the affordable housing offer is from day one and to respond accordingly.
- 11.** Council officers have full access to the developers' viability appraisal once submitted and this is shared with the appointed consultant advising the Council on this matter. The Consultant's advice is then typically made available to members of the relevant DC Committee and is published on the Council's website as one of the planning application documents. The developers' viability information is not circulated or published on the BCC website because the request from the developer is normally that the document is to be treated as confidential information. The lack of access to the submitted viability information is clearly causing understandable frustration to interested parties and members of the DC Committees.
- 12.** Over the last 12 months we have seen an increase in Freedom of Information requests for the submitted viability reports and, whilst there is usually resistance from the developers when this is requested, the Council is normally releasing this information. This approach has disadvantages though because servicing the requests is taking up officer time and also leaves Members and interested parties feeling as if they have had to extract the information from the Council.
- 13.** The resolution passed by Full Council on 13th December, which followed a full debate, provides a clear steer on this issue from an elected member perspective. In addition to this our reading of the *Clyne* judgement is that viability information from developers should be placed in the public domain without delay, unless there is a genuinely commercially sensitive issue (such as a rent free period offer) which would then lead to just that information being redacted. So, we have both a political steer and a legal steer on this issue.
- 14.** The proposal therefore is that, through the revisions to the Local List, it is made clear that the viability information required to make applications valid will also be published on the Council's planning website, without redaction, along with all of the other supporting documents at the start of the application process. This approach will ensure that all interested parties will have access to the same information as Council officers and their appointed consultants.
- 15.** In support of Policy BCS15 (Sustainable design and construction) of the Bristol Local Plan Core Strategy, the Local List will now also require major applications to be accompanied by a Broadband Connectivity Assessment. This will raise the profile of this issue and encourage developers to think about facilitating high speed broadband in their developments.

- 16.** Finally, some of the West of England authorities have been working together on consistent standards that should be met by drawings submitted as part of applications. The revision to the Local List allows the Council to formally adopt these standards and implement them. This will improve the quality of submissions to the benefit of all interested parties.

Proposal

- 17.** That the revised Local List is adopted, incorporating new requirements relating to Affordable Housing Statements, Broadband Connectivity Assessments and the Drawings Standards document. The revised Local List would come into effect from 1st December 2017 and would need to be reviewed again before 1st December 2019.

Other Options Considered

- 18.** The Local List has to be reviewed at this point in time. Not amending the Affordable Housing Statement changes would be to fail to adequately respond to the motion passed by Full Council in December 2016.

Risk Assessment

- 19.** The principle of making viability reports public has been tested at customer engagement forums without adverse reaction. Also, when these reports have been made public against the wishes of developers, legal action has not followed. Not making these changes to the Local List would impair the Council's effectiveness in negotiating affordable housing in an open and transparent way.

Public Sector Equality Duties

- 20a)** Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following "protected characteristics": age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
 - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
 - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
 - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons'

disabilities);

- encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

- iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
 - tackle prejudice; and
 - promote understanding.

20b) None of the changes proposed to the Local List have a prejudicial impact on any groups of protected characteristics. Improving the quality and accessibility of information at the outset of the planning application process is likely to be beneficial to all stakeholders.

Legal and Resource Implications

Legal

The Council's Head of Legal Services and Monitoring Officer reviewed this proposal earlier this year and advised that it was a non-executive matter, and therefore should be decided by the Development Control Committees.

Financial

(a) Revenue

N/A

(b) Capital

N/A

Land

N/A

Personnel

N/A

Appendices:

A: Revised Planning Application Requirements Local List

B: Drawings Standards Document

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

Link to Clyne

judgement: <http://informationrights.decisions.tribunals.gov.uk/DBFiles/Decision/i1808/Clyne,Jerney%20EA-2016-0012%20AMENDED%2023-06-16.pdf>

Link to minutes of Full Council meeting 13th December 2016 (from pg10):

<https://democracy.bristol.gov.uk/documents/g256/Printed%20minutes%2013th-Dec-2016%2014.00%20Full%20Council.pdf?T=1>



Planning Application Requirements Local List 1st August 2017

The local list of Planning Application Requirements is in three parts.

Part 1 sets out what supporting information is required.

Part 2 provides detailed descriptions of documents, where to go for assistance and other report studies that might be required before determination.

Part 3 is a separate document and relates to drawing standards for plans and drawings

Part 1 – Local List of Planning Application Requirements

Local List Item ¹	Justification & details of the policy driver <ul style="list-style-type: none"> i.e. <u>National Planning Policy</u> <u>Local Plan policy</u>² 	Types of application or development that require this information
1. <u>Affordable Housing Statement</u>	Core Strategy - BCS17 Affordable Housing Provision SADMP – DM3 Affordable Housing Provision: Smaller Sites	Residential or mixed use development providing 10 or more dwellings
2. <u>Air Quality Assessment</u>	Core Strategy - BCS10 Transport and Access Improvements & BCS23 Pollution SADMP – DM33 Pollution Control, Air Quality and Water Quality	All developments that meet the criteria outlined in Bristol City Councils <u>Air Quality and Land Use Planning Guide</u>
3. <u>Biodiversity Survey and Report</u>	Wildlife and Countryside Act 1981(as amended) The Protection of Badgers Act (1992) The Countryside and Rights of Way Act (2000) The Natural Environment and Rural Communities Act (2006) The Conservation of Habitats and Species Regulations 2010 and the Conservation of Habitats and Species (Amendment) Regulations 2012 Core Strategy - BCS9 Green Infrastructure & BCS15 Sustainable Design and Construction.	All developments in or adjacent to : <ul style="list-style-type: none"> European Site (ie SAC/SPA/Ramsar) Site of Special Scientific Interest (SSSI) In or adjacent to National Nature Reserve (NNR) Site of Nature Conservation Interest (SNCI) Regionally Important Geological Sites (RIGS) Local Nature Reserve (LNR) Wildlife Corridors Priority Habitats (i.e. Section 41 Habitats of Principal

¹ More information on all the local list items and other report studies that might be required before determination are found in Part 2 of this document – just follow the link

² The Local Plan includes the Core Strategy, Site Allocations and Development Management Policies (SADMP) and the Bristol Central Area Plan (BCAP).

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	SADMP DM19 - Development and Nature Conservation	Importance in England in the Natural Environment and Rural Communities Act 2006) <ul style="list-style-type: none"> • Priority Species (i.e. Section 41 Species of Principal Importance in England in the Natural Environment and Rural Communities Act 2006) should also be surveyed for as well as legally protected species
4. <u>Coal Mining Risk Assessment (CMRA)</u>	SADMP - DM37 Unstable Land	All development in <u>Development High Risk Areas</u> excluding those on the ' <u>Exemptions List</u> ' e.g. :- <ul style="list-style-type: none"> • Householder development • Changes of use • variation of conditions (unless it relates to the CMRA) • advert applications
5. <u>Community Infrastructure Levy (CIL) – Question Form</u>	CIL Charging Schedule approved by full council 18 September 2012.	All planning applications that comprise any of the following: <ul style="list-style-type: none"> • New development of in excess of 100 square metres of new / additional floor space • The creation of a new dwelling • The conversion of a building no longer in use
6. <u>Community Involvement Statement</u>	As set out in the council's Statement of Community Involvement	All major development NB including mixed applications where e.g. a combination of housing and another use would meet the Major threshold.
7. <u>Economic Statement</u>	Core Strategy - BCS8 Delivering a Thriving Economy SADMP – DM12 Retaining Valuable Employment Sites and DM13 Development proposals on Principal Industrial and Warehousing Areas BCAP – BCAP7 Loss of Employment Space and BCAP8 Maritime Industries	All applications where it is proposed to develop existing employment land/buildings within Use Classes B1, B2 or B8 for an alternative use outside these use classes.

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8. <u>Environmental Impact Assessment (EIA)</u>	Town and Country Planning (Environmental Impact Assessment) <u>Regulations 2017</u>	In accordance with the 2017 Regulations (Schedules 1 and 2 type development)
9. <u>Flood Risk Assessment (FRA)</u> <u>Flood Risk Sequential Test Evidence (FRSTE)</u>	Core Strategy - BCS16 Flood Risk and Water Management BCAP – BCAP 5 Development and Flood Risk	<p>FRA for most developments within one of the <u>flood zones</u>. This includes developments:</p> <ul style="list-style-type: none"> • in flood zone 2 or 3 including <u>minor development</u> and <u>change of use</u> • more than 1 hectare (ha) in flood zone 1 • less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs) • in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency <p>These requirements are set out at: https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications.</p> <p>FRSTE for all applications (except for minor applications or change of use only- NB excluding change of use to a caravan, camping or chalet site) within flood zones 2, 3a and 3b.</p>
10. Utilities		
10a <u>Foul Sewerage and Utilities</u>	Core Strategy - BCS16 Flood Risk and Water Management	<ul style="list-style-type: none"> • all super major³ applications; • all applications where non-mains sewerage is proposed.

³ Development in excess of 100 dwellings or 10,000m² of new commercial or industrial floor space

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<u>Assessment</u>		
10b <u>Broadband Connectivity Assessment</u>	Core Strategy – BCS15 Sustainable Design and Construction	<ul style="list-style-type: none"> • All major development
11. <u>Heritage Statement (including Historical, Archaeological features and Scheduled Ancient Monuments)</u>	Core Strategy - BSC22 Conservation and the Historic Environment SADMP – DM26 Local Character and Distinctiveness and DM31 Heritage Assets	<ul style="list-style-type: none"> • applications for planning permission affecting a nationally or locally listed building or its curtilage; • applications for Listed Building Consent; • planning applications affecting a conservation area or its setting; • applications for demolition within a Conservation Area; • planning application affecting nationally and locally designated parks and gardens; • planning application affecting an ancient monument or its setting; • planning application affecting undesignated heritage assets that are recorded on the Historic Environment Record including: <ul style="list-style-type: none"> ○ known archaeological sites; ○ known historic buildings.
12. <u>Land Contamination Assessment</u>	Core Strategy - BCS23 Pollution SADMP – DM34 Contaminated Land	All applications where <ul style="list-style-type: none"> • The proposed end use is sensitive to contamination • The sites are known or suspected of being affected by current or previous contaminating land uses • The proposed end use could cause contamination
13. <u>Lighting Assessment</u>	Core Strategy - BCS23 Pollution SADMP – DM33 Pollution Control, Air Quality and Water Quality	All applications including or for floodlighting
14. <u>Noise Impact Assessment</u>	Core Strategy - BCS23 Pollution SADMP – DM33 Pollution Control, Air Quality and	<ul style="list-style-type: none"> • Applications for noise sensitive development (e.g. includes residential, schools and hospitals) adjacent to major

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	Water Quality and DM35 Noise Mitigation	road/transport infrastructure and other significant sources of noise; <ul style="list-style-type: none"> • Applications for development that involve activities that may generate significant levels of noise, e.g new commercial development in Use Classes B2 or B8 adjacent to existing residential development.
15. <u>Open Space Assessment</u>	Core Strategy - BCS9 Green Infrastructure SADMP – DM16 Open Space for Recreation	All major residential or mixed use development, which create a need for open space
16. <u>Planning Obligations (s106) Statement</u>	Planning Obligations Supplementary Planning Document (adopted 27/09/12) Core Strategy - BCS11 Infrastructure and Developer Contributions	All Major development
17. <u>Sustainability Statement and Energy Strategy</u>	Core Strategy – BCS13 Climate Change, BCS14 Sustainable Energy, BCS15 Sustainable Design and Construction BCS16 Flood Risk and Water Management BCAP - BCAP20 Sustainable design standards BCAP21 Connection to heat networks BCAP25 Green infrastructure in city centre developments SADMP - DM15 Green Infrastructure Provision DM 29 Design of New Buildings	All planning applications for new residential, mixed use, commercial, retail, community or leisure uses with the following exceptions: <ol style="list-style-type: none"> 1. “Householder” applications for alterations and extensions to dwelling houses. 2. Alterations and extensions to existing non-residential buildings, including: <ul style="list-style-type: none"> ▪ Extensions of up to 10% additional gross internal floorspace, to a maximum of 250m². ▪ External works where no additional floorspace is being created, such as: <ul style="list-style-type: none"> ▪ New air-conditioning units ▪ New shopfronts ▪ New windows 3. Applications for planning permission proposing a “change of use” only (unless over 1,000m² floorspace).

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		<p>The exemption for changes of use is only offered to proposals that involve no increase in floorspace or subdivision of units. For example:</p> <ul style="list-style-type: none"> ▪ An application that sought only to change the use of a retail unit from a shop to a building society, potentially including some external works e.g. a new shopfront. would be exempt. ▪ An application that sought both to change the use of a retail unit from a shop to a building society and also to extend the premises would not be exempt. ▪ An application that proposed the conversion of a house to two flats or the conversion of an office block to multiple units of student housing would not be exempt. <p>4. Applications that are themselves solely for the installation of energy efficiency measures or renewables.</p>
18. <u>Sustainable Drainage System Strategy</u>	Core Strategy – BCS16 Flood Risk and Water Management	All Major applications
19. <u>Telecommunication information</u>	SADMP – DM36 Telecommunications	Telecoms development
20. <u>Town Centre Uses – impact assessment</u>	Core Strategy – BCS7 Centres and Retailing SADMP – DM7 Town Centre Uses BCAP – BCAP14 Location of larger retail development in Bristol City Centre	<p>Within Bristol City Centre:</p> <ul style="list-style-type: none"> • All retail, development of 500m² or more in any location outside the Primary Shopping Areas. <p>Outside Bristol City Centre:</p> <ul style="list-style-type: none"> • All retail, development of 500m² or more in any location outside the Primary Shopping Areas or Local Centres. • Development in Use Classes A2 or A5 of 1,500m² or more in

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		all locations outside centres. <ul style="list-style-type: none"> • Leisure development of 2,500 m² or more in all out of centre locations • Office development^s of 10000m² or more in all out of centre locations.
21. <u>Transport Statement/Assessment</u>	Core Strategy - BCS10 Transport & Access Improvements SADMP – DM23 Transport Development Management	All developments that generate significant amounts of movement
22. <u>Travel Plan</u>	Core Strategy - BCS10 Transport & Access Improvements SADMP – DM23 Transport Development Management	All developments that generate significant amounts of movement
23. <u>Tree Survey and/or Arboricultural Statement</u>	Core Strategy - BCS9 Green Infrastructure SADMP – DM17 Development Involving Existing Green Infrastructure	An arboricultural report (see Table 2) must be submitted where there are trees within a proposed application site, or on land adjacent to an application site (including trees in neighbouring gardens and street trees), that could influence or be affected by the development, including works such as site access, service routes and site compounds. Information will be required on which trees are to be removed and retained, the means of protecting those to be retained during demolition and construction works and compensatory planting for removed trees.
24. <u>Ventilation and Extraction Statement</u>	Core Strategy - BCS21 Quality Urban Design & BCS23 Pollution SADMP – DM33 Pollution Control, Air Quality and Water Quality	All applications where extraction equipment for the preparation of cooked food is to be installed.(excluding alterations to existing dwellings and proposals for new dwellings)
25. <u>Wildlife Survey and Report</u>	Wildlife and Countryside Act 1981(as amended) The Protection of Badgers Act (1992) The Countryside and Rights of Way Act (2000) The Natural Environment and Rural Communities Act (2006)	All applications involving new building works and/or the demolition of existing buildings, including conversions of roof spaces, where the application proposals will affect a nationally or internationally protected species or their habitat <ul style="list-style-type: none"> • Priority Habitats (i.e. Section 41 Habitats and Species of

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	The Conservation of Habitats and Species Regulations 2010 and the Conservation of Habitats and Species (Amendment) Regulations 2012 Core Strategy – BCS9 Green Infrastructure SADMP – DM19 Development and Nature Conservation	Principal Importance in England in the Natural Environment and Rural Communities Act 2006) <ul style="list-style-type: none"> • Priority Species (i.e. Section 41 Species of Principal Importance in England in the Natural Environment and Rural Communities Act 2006) should also be surveyed for as well as legally protected species

NB - This local list does not limit the council's ability to request additional information in the event that further issues arise during the determination period, and are considered to be a material consideration in the determination of the application. For example it may be necessary to request a Geotechnical Survey and design or a Daylight/Sunlight Assessment.

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Affordable Housing Statement</p> <p>All proposals for 10 or more dwellings require an element of affordable housing to be provided. If policy compliant affordable housing is not being proposed this needs to be clearly identified at the outset of the planning application process. The justification for below-policy provision of affordable housing needs to be provided before a planning application is validated and this information will be uploaded to the BCC website, along with the other documents submitted in support of an application. The Affordable Housing Statement shall include the following:</p> <p><u>Affordable Housing</u></p> <ul style="list-style-type: none"> • The number of proposed units that fall into the Council’s definition of Affordable Housing • The type of affordable housing being proposed (social rent, shared ownership etc.) • Plans showing the location of affordable housing units, the type of affordable housing, and the number of bedrooms for each unit • Where below-policy affordable housing is being proposed, the Affordable Housing Statement shall be accompanied by a full, un-redacted Viability Appraisal of the proposed development. <p><u>All Types of Housing</u></p> <ul style="list-style-type: none"> • The total number of residential units • The mix of units, with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units; 	<p>BCC Affordable Housing Practice Note at <u>Affordable Housing – information for developers and homebuilders</u></p>
<p>Air Quality Assessment</p> <p>Report indicating the change in air quality resulting from the proposed development and/or assessment of impacts on receptors introduced into an area of existing poor air quality, outlining appropriate mitigation measures as necessary.</p>	<p>Local and national planning guidance relating to air quality can be found at <u>Air Quality</u></p>

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Description of document	Where to go for assistance
<p>Biodiversity Survey and Report</p> <p>Undertaken by a qualified ecological consultant at an appropriate time of year, information should be provided on existing nature conservation interest of the site and adjacent land and the possible impacts on the habitats and species present, in order to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures, information to support those proposals will be needed.</p> <p>Information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows, rough grassland or alterations to watercourses may affect protected or notable species and you will need to provide information on use of the site by such species, any potential impacts on them and any mitigation proposals for such impacts.</p>	<p>Government Circular 06/2005: <u><i>Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system</i></u> (ODPM Circular 06/2005, and</p> <p>A useful source of information is the Bristol Regional Environmental Records Centre (BRERC) www.brerc.org.uk</p>

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Coal Mining Risk Assessment</p> <p>The Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person. It should contain:</p> <ul style="list-style-type: none"> • site specific coal mining information – (including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area what has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining (old opencast) area; • identify what risks these coal mining issues, including cumulative effects pose to the proposed development; • identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and/or whether any changes have been incorporated into the development.; • any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority. <p>Note - if an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended, it is suggested that the CMRA is included within the ES</p>	<p><u>The Coal Authority website</u> E-mail the Coal Authority <u>planningconsultation@coal.gov.uk</u></p>
<p>Community Infrastructure Levy (CIL) <u>Question Form</u></p>	<p>The councils <u>Community Infrastructure Levy</u> web page.</p>

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Community Involvement Statement</p> <p>The statement should set out how the applicant has complied with the requirements for pre-application consultation set out in the Council’s <u>Statement of Community Involvement (SCI)</u>. The statement should demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.</p> <p>NB To make the Community Involvement Statement as accessible as possible, it must be submitted as a free standing document and not be part of a larger document.</p>	<p>The “Ground Rules” for community involvement are set out on pages 5-7 of the SCI. There are also guidelines for <u>community involvement for major planning developments</u>.</p> <p>The administration of community involvement can be assisted by organisations such as the Bristol Neighbourhood Planning Network – email networkadministrator@bristolnbn.net.</p>
<p>Daylight / Sunlight Assessment</p> <p>The document should assess the impact of proposals on adjoining properties, including associated gardens or amenity space, in respect of potential loss of daylight and sunlight.</p>	<p>Further guidance is provided in, for example, Building Research Establishment guidelines on daylight assessments –Site layout planning for daylight and sunlight: a guide to good practice BRE Report 209, 1991.</p>

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Economic Statement</p> <p>Applications involving the loss of land or buildings last used for employment purposes should be accompanied by a report setting out the following:</p> <ul style="list-style-type: none"> • details of existing floorspace to be lost for each use; • evidence that the site has been marketed in accordance with the Council’s published marketing guidelines. • evidence of why the site is no longer capable of offering accommodation for employment uses; • evidence of why the use of the site for employment purposes raises unacceptable environmental or traffic problems; • a statement explaining why an alternative mix of uses offers greater potential benefits to the community, and explaining why the site is not required to meet economic development or local employment needs. 	<p>See the guidance document <u>Marketing guidelines for a change of use planning application</u></p>
<p>Energy Strategy</p> <p>The energy strategy should address the requirements of policies BCS13, BCS 14 and BCAP 20, demonstrating the application of the energy hierarchy, and setting out how overall energy use will be minimised through the design (including through additional energy efficiency measures) to achieve energy performance beyond Building Regulations, renewable energy incorporated to reduce CO₂ emissions by a further 20%, and addressing the requirement to incorporate, where feasible, infrastructure for district heating within heat priority areas. The energy strategy should also demonstrate that the heating and cooling systems have been selected according to the heat hierarchy presented within Policy BCS14, and how the development has been designed to be resilient to future climate change in accordance with BCS13. This can be included as part of the <u>Sustainability Statement</u>.</p>	<p>Bristol City council Practice Note – <u>Climate Change and Sustainability, December 2012.</u></p> <p><u>BREEAM</u></p> <p><u>Regen - South West</u></p>

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Environmental Impact Assessment (EIA)</p> <p>The 2017 Regulations set the screening threshold for Schedule 2 ‘Urban Development Projects’ at:</p> <ul style="list-style-type: none">• The development includes more than 1 hectare of urban development which is not dwelling house development; or• The development includes more than 150 dwellings; or• The overall area of the development exceeds 5 hectares. <p>Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement.</p> <p>You may request a ‘screening opinion’ (i.e. to determine whether EIA is required) and a “scoping opinion” (scope of EIA) by writing to us before submitting a planning application. In cases where a full EIA is not required, we may still require environmental information to be provided.</p>	<p>Further guidance is available in NPPG – Environmental Impact Assessment</p>

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Flood Risk Assessment (FRA)</p> <p>The FRA should address the issue of flood risk to both property and people</p> <p>The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. This should include a response to the exception test as set out in the NPPF.</p> <p>The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.</p>	<p>National Planning Practice Guidance: <u>Flood Risk and Coastal Change</u> has guidance on development in areas at risk of flooding.</p> <p>Flood zones maps are available from the <u>Environment Agency</u>, but reference should be made to the council's latest flood risk evidence where available. The agency has also produced an online flood zone matrix, which sets out whether or not a flood risk assessment is required.</p> <p><u>FRA & general advice to applicants and agents</u></p> <p><u>Flood Risk Standing Advice</u></p>
<p>Flood Risk Sequential Test</p> <p>This statement should include evidence to demonstrate that a sequential approach to site selection has been undertaken.</p>	<p>Bristol City Council Practice Note Flood Risk Sequential Test – August 2013 found at <u>Flood Risk and drainage for developers</u></p>
<p>Foul Sewage and Utilities Assessment</p> <p>Foul Sewage</p> <p>All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers</p>	<p>Guidance on what should be included in a non-mains drainage assessment is given in <u>Planning Practice Guidance</u></p> <p><u>Approved Documents including Part H</u></p>

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.</p> <p>If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification.</p> <p>Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.</p> <p>Utilities</p> <p>The statement should indicate how the development connects to existing utility infrastructure systems.</p> <p>Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal.</p> <p>Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.</p>	

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>A utilities statement should demonstrate:</p> <ul style="list-style-type: none">• that the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;• that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;• that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains or unnecessarily restrict areas of new tree planting.• where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure should have been agreed with the service provider.	

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Broadband Connectivity Assessment</p> <p>Applications for planning permission should be accompanied by evidence of the superfast broadband connectivity of the site. This should take the form of a connectivity assessment, or similar information, from one or more broadband infrastructure providers evidencing the availability of at least superfast broadband speeds⁴.</p> <p>Where superfast broadband connectivity is available, applications should set out proposals to connect to this service and make it available to occupiers.</p> <p>Where superfast broadband connectivity is not currently available:</p> <ul style="list-style-type: none"> • Applications should be accompanied by evidence that discussions have been held with a range of providers to upgrade infrastructure to deliver superfast broadband or, preferably, full fibre connections⁵. • Where one or more providers have agreed to provide superfast broadband connectivity, applications should include proposals to connect to this service and make it available to occupiers. • Where no provider has agreed to provide superfast broadband connectivity, applications should include proposals to incorporate additional dedicated telecommunications ducting to enable the provision of superfast broadband in future. 	<p>Broadband Connectivity Practice Note (coming soon)</p>

⁴ Free connectivity assessments are available from BT Openreach and Virgin Media which will show expected speeds on the development.

⁵ Superfast broadband connectivity is often available from telecommunications providers free of charge for development over a certain scale, provided that sufficient notice is given, typically at least 12 months prior to first occupation. In some cases, providers may request a contribution from the developer.

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Geotechnical Survey and design</p> <p>Required where it is known or suspected that the land to be built on is unstable or potentially unstable and this requires a specialist investigation and assessment to determine the stability of the ground and to identify any remedial measures required to deal with the instability.</p>	
<p>Heritage Statement (including Historical, Archaeological features and scheduled Ancient Monuments)</p> <p>For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area will be required.</p> <p>For all other applications, such as planning applications, either related to or impacting on heritage assets or their settings, a written statement, supported by appropriate plans and photographs should be submitted that includes:</p> <ul style="list-style-type: none"> • plans showing historic features that exist on or adjacent to the application site; • an analysis of the significance of the archaeology, history and character of the heritage asset; • an assessment of the impact on the special character of the heritage asset. <p>The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application, however, general guidance is provided below. Applicants are advised to discuss proposals with the council’s City Design Group before any application is made.</p> <p>For applications for listed building consent, a written statement supported by appropriate plans and photographs should be submitted that includes:</p> <ul style="list-style-type: none"> • a schedule of all works, including internal works, to the listed building(s); • an audit of features of importance (including photographs keyed to a plan), such as ornamental and decorative features and fittings that will be affected by the proposals; 	<p>BCC SPD7: Archaeology found on our supplementary planning documents web page.</p> <p>For advice see Archaeology or email archaeology@bristol.gov.uk</p> <p>Know Your Place to find out if a building is nationally or locally listed or within a conservation area.</p> <p>See conservation area character appraisals</p> <p>Email: conservation@bristol.gov.uk</p>

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<ul style="list-style-type: none">• an analysis of the significance of archaeology, history and character of the building;• the principles of and justification for the proposed works and their impact on the special character of the building and its setting;• where appropriate, a structural survey. <p>For applications for conservation area consent, a written statement supported by appropriate plans and photographs should be submitted that includes:</p> <ul style="list-style-type: none">• an analysis of the character and appearance of the building or structure;• the principles of and justification for the proposed demolition;• an assessment of the impact on the special character of the area;• where appropriate, a structural survey. <p>For applications affecting archaeological assets, the statement should include desk-based archaeological assessment and archaeological evaluation report in accordance with BCC SPD7: Archaeology.</p> <p>The assessment should address issues relating to archaeological investigation of the site and the preservation and/or recording of items of historic or archaeological importance.</p>	

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Land Contamination Assessment</p> <p>The report should determine the existence of contaminated land, its nature and the risks it may pose to the future occupiers of the site an environment and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level.</p> <ul style="list-style-type: none"> • Where contamination is known or suspected or the development site is in the vicinity of such land, a report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance and preliminary risk assessment (including a conceptual site model) shall be provided, to determine the likelihood of contamination. This Desk Study should be submitted with the planning application. • Where the land contamination assessment identifies the potential for contamination to be present, a site investigation is likely to be required to confirm the site conditions. • Where contamination poses an unacceptable risk, developers will need to demonstrate that those risks will be successfully addressed via remediation. • Upon completion of the remedial works a verification report is required to demonstrate the site is suitable for use • Remediation works will require verification to confirm their success. 	<p>Advice at <u>Land contamination for developers</u></p> <p>Guidance is available in '<u>Model Procedures for the Management of Land Contamination (CLR11)</u>' by Defra/Environment Agency, other industry led standards should be used where appropriate (e.g.BS10175: 2011 Investigation of potentially contaminated sites. Code of practice)</p> <p><u>Planning Practice guidance</u></p> <p><u>Advice on Land contamination from Environment Agency</u></p> <p><u>Land contamination: Risk Management</u></p> <p><u>Groundwater advice</u></p>

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Lighting Assessment</p> <p>An assessment should provide details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design, plus the expected level of luminance and glare. Lighting assessments will also be required to detail the level of luminance for all advertisements.</p> <p>Where a proposal involves the scheme for the installation of Floodlights for an area (e.g. a Sports Pitch), these details shall include a Light Contour diagram based on a layout of the proposed facility in its context, and showing projected lux levels including ‘backlight’, which where there are differences in ground levels, is to be superimposed on a topographical survey of the site and its immediate environs.</p>	<p><u>Lighting in the countryside: Towards good practice (1997)</u> demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.</p> <p>Further guidance is provided in ‘Statutory Nuisance from Insects and Artificial Light – Guidance on sections 101 to 103 of the Clean Neighbourhoods and Environment Act, 2005, published by Defra and the Institution of Lighting Engineers Guidance Notes for the Reduction of Obstructive Light GN01 2005.</p>
<p>Noise Impact Assessment</p> <p>Noise Assessments should be prepared by suitably qualified acousticians. They should usually outline the existing noise environment, the potential noise sources from the development, or the noise sources likely to affect the development, together with any mitigation measures.</p>	<p>Advice should be sought from the council’s Pollution Control Team for individual requirements.</p> <p><u>Planning Practice guidance</u></p>

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Open Space Assessment</p> <p>Plans should show any areas of existing or proposed open space within or adjoining the application site</p> <p>Planning permission is not normally given for development of existing open spaces, which local communities need. However, in the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application.</p>	<p>See Bristol Parks and Green Spaces Strategy</p>
<p>Planning obligations (section 106) Statement</p> <p>Planning obligations, or Section 106 Agreements are private agreements negotiated between local planning authorities and persons with an interest in a piece of land or developers, and are intended to make acceptable development which would otherwise be unacceptable in planning terms.</p> <p>Details of the draft obligation(s) being proposed should be submitted with the application. It is also helpful to confirm details of the applicant's solicitor and also proof of title regarding land subject to the planning obligations.</p>	<p>The Council's approach to planning obligations is set out in our Planning Obligations Supplementary Planning Document.</p>
<p>Sustainability Statement</p> <p>Sustainability statements should demonstrate how sustainable design and construction have been addressed, including reducing energy consumption and carbon emissions, minimising waste and increasing recycling, conserving water resources, incorporating green infrastructure and sustainable drainage (SUDS), minimising pollution, maximising the use of sustainable materials and adaptation to Climate Change. This should include a BREEAM assessment in the case of major development and a BREEAM for Communities assessment in the case of super-major development.</p>	<p>BCC Practice Note – Climate Change and Sustainability. December 2012</p> <p>See also BREEAM</p>

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Sustainable Drainage System Strategy</p> <p>The content for a Sustainable Drainage System Strategy is found in the West of England Sustainable Drainage Developer Guide Section 1, under the section ‘Sustainable drainage strategy (surface water): Checklist</p>	<p><u>The West of England Guide</u></p>
<p>Telecommunication information</p> <p>Applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including as set out in the Code of Best Practice on Mobile Network Development in England (Published 24 July 2013):</p>	<p><u>Code of Practice</u></p>
<p>Town Centre Uses – impact assessment</p> <p>To assess the impact of retail and other town centre developments on matters including the vitality and viability of the City centre and town, district and local centres and travel demand.</p> <p>The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.</p> <p>The assessment should include the need for development, whether it is of an appropriate scale, that there are no sites close to a centre for the development, that there are no unacceptable impacts on existing centres and if locations are accessible.</p> <p>Proposals should also be accompanied by evidence showing how the development would contribute to social inclusion in terms of access to jobs, services and facilities, training opportunities and other positive effects on disadvantaged communities.</p>	

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Transport Assessment or Statement</p> <p>Information will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.</p> <p>For smaller schemes, a Transport Statement should simply outline the transport aspects of the application, while for major proposals; the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site.</p> <p>The TA should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.</p>	<p>Further guidance is available at <u>NPPG: Transport Assessments and Statements</u></p>
<p>Travel Plan</p> <p>A draft travel plan should outline the way in which the transport implications of the new development will be managed in order to ensure the minimum environmental, social and economic impacts.</p> <p>Developers should state how new occupiers or customers of the development will use alternative means of travel, which do not involve private vehicle use.</p> <p>The Travel Plan should include details of targets and arrangements for monitoring.</p>	<p>Further guidance is available at <u>NPPG: Travel Plans</u></p>

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Tree Survey/Arboricultural Statement Where there are trees within the application site or on land adjacent to it that could be influenced or affected by the development (including street trees) and those trees have a stem diameter of greater than 75 mm when measured at 1.5 metres above ground level, the following information will be required.</p> <p>Full Planning Application</p> <ol style="list-style-type: none"> 1) A full survey of all trees on site and within influencing distance of the proposal (with a stem diameter of greater than 75 mm when measured at 1.5 metres above ground level) in accordance with BS5837: 2012 Trees in Relation to Design, Demolition and Construction - Recommendations. 2) An Arboricultural Impact Assessment and Tree Protection Plan showing trees to be retained and removed, and setting out appropriate physical protection for retained trees during construction works. 3) Any pre-development tree surgery works. 4) An Arboricultural Method Statement where works are needed within the Root Protection Areas (see BS5837: 2012) of retained trees or where retained trees cannot be protected by standard physical means such as fencing and/or ground protection. 5) Proposed location of underground services. 6) Mitigation planting for any removed trees. <p>The survey/AIA should be prepared by a qualified arboriculturist.</p> <p>Householder Application</p> <ol style="list-style-type: none"> 1) Scaled plan showing exact location of trees affected by the proposal (including any work associated with the proposal such as access to the site and services runs) identified with a reference number (e.g., T1, T2), their stem diameter when measured at 1.5 metres above ground, and whether they are to be removed or retained. 2) Any pre-development tree surgery works. 3) Mitigation planting for any removed trees. <p>If any of the trees is covered by a Tree Preservation Order, then the level of requirement is as for Full Planning</p>	<p><u>BS5837: 2012 Trees in relation to construction</u></p>

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Ventilation and Extraction Statement</p> <p>Details of the position and design of ventilation and extraction equipment. This shall include technical specification including predicted noise levels (and existing background noise levels), noise mitigation measures and odour abatement techniques.</p> <p>Elevation drawings showing the size, location and external appearance of plant and equipment will be required.</p>	<p>Further guidance is provided in <i>Guidance on the Control of Odour & Noise from Commercial Kitchen Exhaust Systems</i>, published electronically by Defra, Product Code PB10527.</p>
<p>Wildlife Survey and Report</p> <p>Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992.</p>	<p>See Biodiversity Survey and Report</p>



Bath & North East
Somerset Council

Drawing standards

Planning application guidance – plans and
drawings

August 2017

(Local planning application requirement part 3)

Contents

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1) Introduction

Drawings are a key part of your planning application, and it is essential that drawings are of a suitable standard and include all of the information necessary to describe the development proposal in detail and to enable your application to be assessed. It is also important that your proposals can be clearly understood by third parties (such as neighbours) who may not be familiar with reading plans and drawings, and will mostly be looking at your application online.

This guidance will assist you in making an application, help to avoid most common mistakes and reduce any delay in your proposal being considered by a planning officer.

If drawings are received that do not contain sufficient detail, your application will be invalid and the registration of your planning application will be delayed until appropriately revised or further drawings are submitted.

2) Presentation of plans and drawings.

A separate list or schedule of drawings, plans and documents, to include the drawing numbers and the plan titles, should be submitted with the application. The plans and drawings should meet the following criteria:-

- All plans and drawings must be accurately drawn, to a suitable standard, using a conventional metric scale such as 1:100 or 1:50 and the scale used should be stated on the drawing.
- Except for location plans, all plans and drawings should include a scale bar and/or measured dimensions.
- Plans/drawings containing disclaimers such as “Not to scale” and “Do not scale” will not be accepted by the council (perspectives excepted). Drawings must be drawn true to stated scales. The following statement is acceptable – “Responsibility is not accepted for errors made by others in scaling from this drawing. All construction information should be taken from figured dimensions only”.
- The clearest way to present your proposals is to group “existing” and “proposed” drawings side by side, using the same scale for both.

- Each plan/drawing should have a title box stating:
 - the address
 - the proposal
 - the title of the drawing (e.g. “existing rear elevation, proposed floor plan”)
 - the date
 - the scale of the drawing
 - the drawing number, e.g. D1, D2, D3, etc.
- Any revisions to the drawings should be clearly identified with a new number, e.g. D1a, D2b, D3c, etc. The date and details of the revision should also be indicated on the drawing.
- Plans and drawings should be annotated to make them completely understandable, e.g. if a line is shown on the plan between two properties, annotate by stating “boundary fence”.
- Every plan (including all copies) that is based upon Ordnance Survey maps should have the appropriate Ordnance Survey copyright notice.
- It is good practice to submit the site location plan on a separate sheet of paper to aid consultation.

3) How to submit your applications

Electronic submissions - We welcome the submission of applications thorough our partnership with the Planning Portal (or iApply), and you can complete the application form, submit electronic drawings and other attachments (e.g. supporting documents) and you, or your client, can pay the fee electronically. Applying in this way automatically updates our database, and is the most efficient way for us to receive applications.

Key Points:-

- All files names must confirm what is shown in the file. For example, a file showing proposed floor plans should have a file name that includes the text ‘proposedfloorplans’. Documents or files submitted without a meaningful and accurate file name will not be accepted.
- All plans, drawings and other documents should be orientated correctly so that they appear the right way when viewed. All plans, drawings and supporting documents must be presented clearly so that they can be viewed via our website easily. Overly faint drawings and text that can’t be viewed clearly will not be accepted.
- All documents and files should normally be submitted in PDF format.
- Individual files must be no larger than 10 megabytes.
- Copies of applications sent on a compact disc will not normally be accepted - except for applications submitted to Bristol City Council.
- Applications for major developments⁶ must be accompanied by one full paper copy of all the plans and drawings for consultation purposes (NB this requirement does not apply to Bristol City Council).

Paper Submissions – You are able to submit your application on paper, and if you do this you should send the completed application to the address at the end of the document.

⁶ For dwellings, a major development is one where the number of residential units to be constructed is 10 or more, or where the number of residential units to be to be constructed is not known, a site area of 0.5 hectares. For all other uses, a major development is one where the floor space to be built is 1,000 square metres or more, or where the site area is 1 hectare or more.

Key Points:-

- If you send an application to Bristol, South Gloucestershire or Bath and North East Somerset council in paper format you only need to provide **one** copy of the plans and any accompanying documents, such as any supporting documents and the application form. Two copies are required when sending applications to North Somerset Council.
- All plans and drawings must be presented clearly so that when scanned they can be viewed via our website easily. For example overly faint lines and annotations that can't be viewed clearly will not be accepted.
- Plans should normally be submitted separately, i.e. not in a binder

4) Site location plan

A site location plan is a map base that shows the location of the application site in relation to surrounding roads, buildings and other land.

Site location plans should:

- Be taken from an up to date Ordnance Survey Base, or to an equivalent standard.
- Be to a suitable scale of 1:1000, 1:1250 or 1:2500 for larger sites.
- Show the direction of north.
- Where possible, cover an A4 sheet of paper with the application site in the centre of the plan.
- Show the application site boundary outlined in red; this should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings).
- Show any other adjoining land owned by the applicant outlined in blue.
- Show adjoining road names and numbers.
- Identify sufficient roads and/or buildings on nearby land to ensure that the exact location of the application site is clear. For example, in rural areas you will normally need to show two named roads.

5) Site layout plan (sometimes called a block plan)

A site layout plan shows a detailed layout of the whole site and the relationship of the proposed works with the boundary of the property, nearby roads and neighbouring buildings.

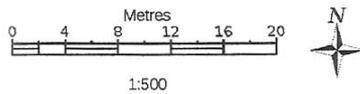
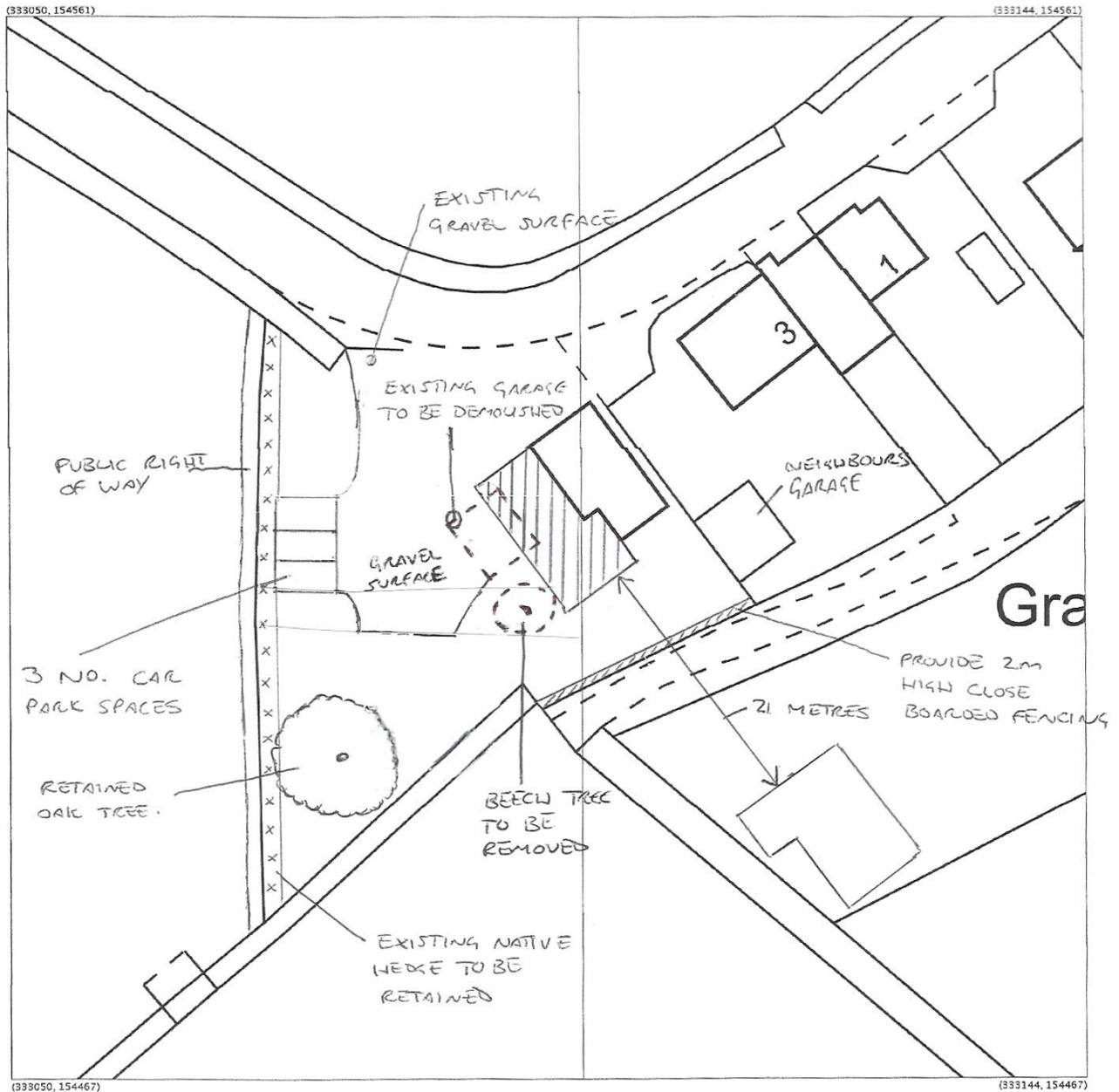
Most applications should include an existing site layout plan and a proposed site layout plan. For simple applications the existing and proposed site can be combined and shown on one plan so long as what is existing, what is proposed, and what is to be demolished is highlighted and annotated clearly.

Site layout plans should:

- Be to a scale of 1:200 or 1:500
- Show the proposed development, all existing buildings and structures, the garden and other open areas.
- Show proposed buildings shaded.
- Show the position and size of existing and proposed hard surfaced areas eg parking spaces, turning areas, paths, etc.
- Show the whole of the boundary of the property, indicating the position and height of all boundary walls and fences.
- Identify any buildings to be demolished
- Include details of all trees, e.g. position, spread and species (eg oak, ash, etc).
- Identify trees proposed for felling.
- Show all roads/footpaths/public rights of way adjoining the site.
- Show all existing buildings and structures on land adjoining the application site⁷
- Show the direction of north.

⁷ Buildings and structures on land adjoining the site must be clearly shown unless the applicant has demonstrated that these would NOT influence or be affected by the proposed development

Image 2: Site layout plan (for illustrative purposes only)



THE CORNERHOUSE
MAIN ROAD
LONDON VILLAGE
DRAWING 01

6) Elevations

Elevation drawings show what a building will look like from the outside.

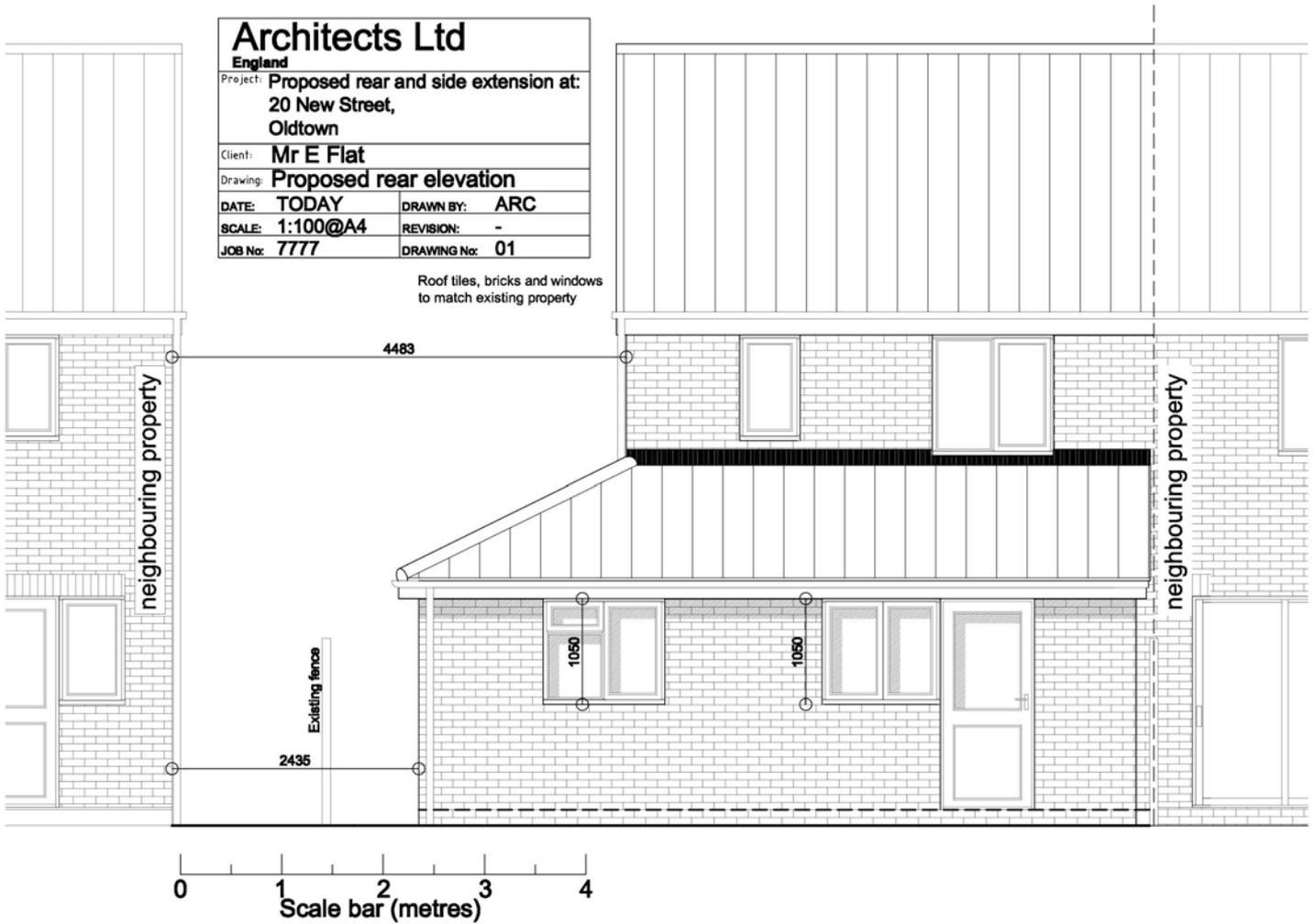
In most cases, two separate sets of elevation drawings will be required, “existing” elevations showing the building as it is now and “proposed” elevations showing how the building will look, after the works have been carried out.

Elevations should:

- Be to a scale of 1:100 or 1:50.
- Be clearly annotated existing and proposed.
- Show every elevation of the building, e.g. front, side(s) and rear and state the direction in which each elevation faces, e.g. rear (south).
- For extensions to existing buildings, show every elevation of the proposed development in situ with each relevant elevation of the existing building.
- Show the whole of any existing building to be altered/extended so that the relationship of the new building/extension to the existing can be clearly seen.
- Show outline elevations of other buildings that are close to the development. For example, a side extension close to neighbouring dwelling.
- Show the property boundary.
- Indicate the colour and type of finishing materials to be used (eg colour and type of brick, render, roof tiles etc).
- Identify building(s) to be demolished.
- Details of external materials – Please ensure that all materials are described in detail, including the colour of each material.
- Show the position and size of all windows and doors (existing and proposed).

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Image 3: Elevations (for illustrative purposes only)



7) Floor plans

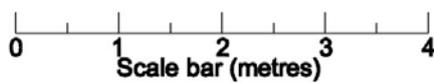
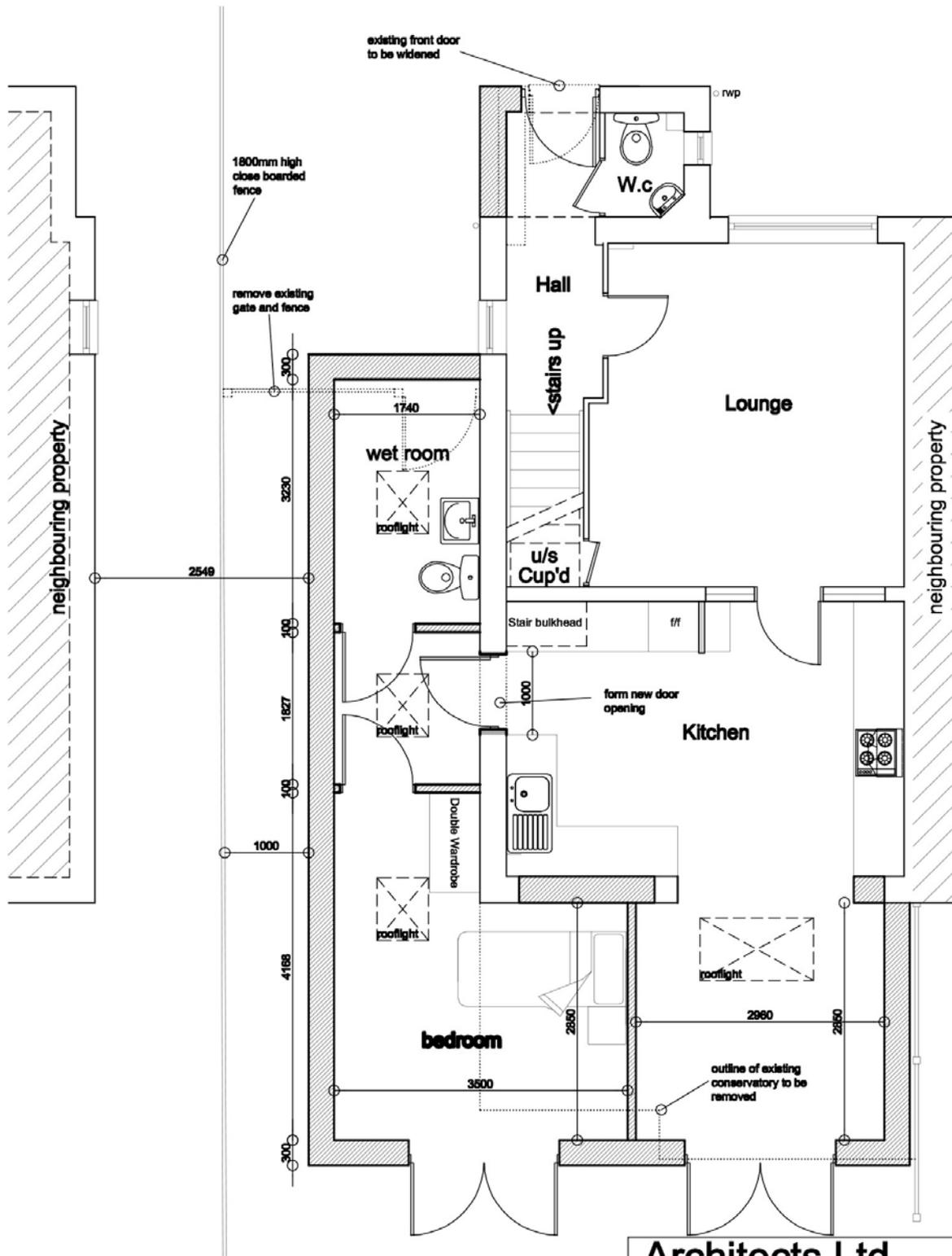
Floor plans show the layout of the building.

In most cases, two separate sets of floor plans will be required: “existing” floor plans showing the building as it is now and “proposed” floor plans showing how the building will look, after the works have been carried out.

Floor plans should:

- Be to a scale of 1:100 or 1:50.
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- Clearly state the use of each room and include position of windows, doors, walls and partitions.
- Clearly label each floor.
- Clearly label the primary use of each room
- Identify anything to be demolished.

Image 4: Floor plans (for illustrative purposes only)



Architects Ltd

England

Project: Proposed extensions to porch, side and rear at:
20 Old Street,
Newtown

Client: Mr House

Drawing: Ground floor plan

DATE: TODAY

DRAWN BY: ARC

SCALE: 1:100@A4

REVISION: -

JOB No: 8888

DRAWING No: 01

8) Existing and proposed site sections and finished floor/site levels

Where a proposal involves a significant change in ground levels, illustrative drawings should normally be submitted to show both existing and finished levels. These drawings should demonstrate how the proposed development would relate to existing site levels and neighbouring development.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

Level drawings should:

- State the existing and proposed levels on the site and where levels differ from that of land immediately adjoining the site
- Be plotted on a plan (scale 1:200 or 1:500), by using spot ground levels at regular intervals in a grid pattern across the site
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- State the finished floor levels of proposed buildings

Section drawings should:

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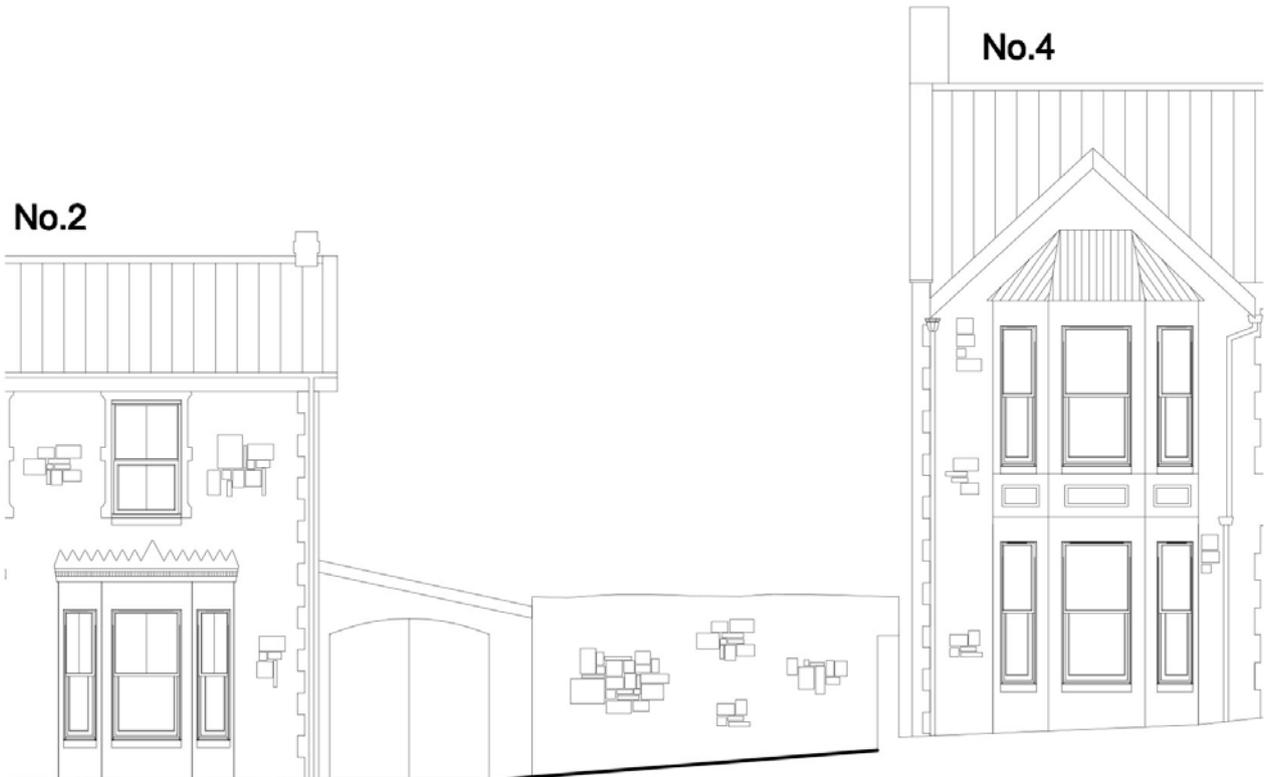
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These should:

- be of a scale of 1:100 or 1:200
- as a minimum, accurately show the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors
- accurately show any differences in levels
- include written dimensions for gaps between buildings

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Existing street elevation



Proposed street elevation

Materials
 Sandstone cills and quoins
 Concrete interlocking roof tiles
 Reconstituted stone
 Roughcast render painted cream (on bay)

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England	
Project: Proposed new dwelling at: 123 Fore Street Fife	
Client: Mr House	
Drawing: Street scenes	
DATE: TODAY	DRAWN BY: ARC
SCALE: 1:100@A4	REVISION: -
JOB No: 9999	DRAWING No: 01

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11) Landscaping

Landscaping plans/details

Landscaping plans should accurately show:

- The position and spread of the existing trees.
- Details of any trees to be retained and measures to be taken to protect the trees.
- The species of the trees and details of their condition.
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13) Photographs and photomontages

These should be clearly labelled on the front of each image (not the back) with a title that explains what is shown and the exact location from which it was taken. This is best achieved by showing the location on an associated map.

14) Contact details

LPA	Postal Address	Email address/Planning Web Page	Telephone
Bath & North East Somerset Council	Lewis House, Manvers St, Bath BA1 1JG	Development_management@bathnes.gov.uk	01225 394041 (option 5)
Bristol City Council	Planning Services (CH), PO Box 3176, Bristol BS3 9FS	development.management@bristol.gov.uk Web Site: Make a Planning application	0117 9223000
North Somerset Council	Town Hall, Walliscote Grove Road, Weston-super-Mare BS23 1UJ	www.n-somerset.gov.uk/contactplanning	01275 888811

15) Acknowledgements

The example drawings were provided by Graham Moir Associates



Bath & North East
Somerset Council

Drawing standards

Planning application guidance – plans and drawings

August 2017

(Local planning application requirement part 3)

This guidance note is designed to provide information to applicants on the type and standard of plans and drawings that should be submitted in support of a planning application. It is to be formally adopted as local planning application requirement part 3 and used to decide if an application is valid. It was prepared by three of the West of England Planning Authorities to achieve a common standard.

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2. [Presentation of plans and drawings](#)
3. [How to submit your application](#)
4. [Site location plan](#)
5. [Site layout plan](#)
6. [Elevations](#)
7. [Floor plans](#)
8. [Existing and proposed site sections and finished floor/site levels](#) – required in some cases
9. [Street Scene or context plan](#) – required in some cases
10. [Roof plans](#) – required in some cases
11. [Landscaping](#)
12. [Joinery drawings and details](#)
13. [Photographs and photomontages](#)
14. [Contact details](#)
15. [Acknowledgments](#)

1) Introduction

Drawings are a key part of your planning application, and it is essential that drawings are of a suitable standard and include all of the information necessary to describe the development proposal in detail and to enable your application to be assessed. It is also important that your proposals can be clearly understood by third parties (such as neighbours) who may not be familiar with reading plans and drawings, and will mostly be looking at your application online.

This guidance will assist you in making an application, help to avoid most common mistakes and reduce any delay in your proposal being considered by a planning officer.

If drawings are received that do not contain sufficient detail, your application will be invalid and the registration of your planning application will be delayed until appropriately revised or further drawings are submitted.

2) Presentation of plans and drawings.

A separate list or schedule of drawings, plans and documents, to include the drawing numbers and the plan titles, should be submitted with the application. The plans and drawings should meet the following criteria:-

- All plans and drawings must be accurately drawn, to a suitable standard, using a conventional metric scale such as 1:100 or 1:50 and the scale used should be stated on the drawing.
- Except for location plans, all plans and drawings should include a scale bar and/or measured dimensions.
- Plans/drawings containing disclaimers such as “Not to scale” and “Do not scale” will not be accepted by the council (perspectives excepted). Drawings must be drawn true to stated scales. The following statement is acceptable – “Responsibility is not accepted for errors made by others in scaling from this drawing. All construction information should be taken from figured dimensions only”.
- The clearest way to present your proposals is to group “existing” and “proposed” drawings side by side, using the same scale for both.

- Each plan/drawing should have a title box stating:
 - the address
 - the proposal
 - the title of the drawing (e.g. “existing rear elevation, proposed floor plan”)
 - the date
 - the scale of the drawing
 - the drawing number, e.g. D1, D2, D3, etc.
- Any revisions to the drawings should be clearly identified with a new number, e.g. D1a, D2b, D3c, etc. The date and details of the revision should also be indicated on the drawing.
- Plans and drawings should be annotated to make them completely understandable, e.g. if a line is shown on the plan between two properties, annotate by stating “boundary fence”.
- Every plan (including all copies) that is based upon Ordnance Survey maps should have the appropriate Ordnance Survey copyright notice.
- It is good practice to submit the site location plan on a separate sheet of paper to aid consultation.

3) How to submit your applications

Electronic submissions - We welcome the submission of applications thorough our partnership with the Planning Portal (or iApply), and you can complete the application form, submit electronic drawings and other attachments (e.g. supporting documents) and you, or your client, can pay the fee electronically. Applying in this way automatically updates our database, and is the most efficient way for us to receive applications.

Key Points:-

- All files names must confirm what is shown in the file. For example, a file showing proposed floor plans should have a file name that includes the text ‘proposedfloorplans’. Documents or files submitted without a meaningful and accurate file name will not be accepted.
- All plans, drawings and other documents should be orientated correctly so that they appear the right way when viewed. All plans, drawings and supporting documents must be presented clearly so that they can be viewed via our website easily. Overly faint drawings and text that can’t be viewed clearly will not be accepted.
- All documents and files should normally be submitted in PDF format.
- Individual files must be no larger than 10 megabytes.
- Copies of applications sent on a compact disc will not normally be accepted - except for applications submitted to Bristol City Council.
- Applications for major developments¹ must be accompanied by one full paper copy of all the plans and drawings for consultation purposes (NB this requirement does not apply to Bristol City Council).

¹ For dwellings, a major development is one where the number of residential units to be constructed is 10 or more or where the number of residential units to be to be constructed is not known, a site area of 0.5 hectares. For all other uses, a major development is one where the floor space to be built is 1,000 square metres or more, or where the site area is 1 hectare or more.

Paper Submissions – You are able to submit your application on paper, and if you do this you should send the completed application to the address at the end of the document.

Key Points:-

- If you send an application to Bristol, South Gloucestershire or Bath and North East Somerset council in paper format you only need to provide **one** copy of the plans and any accompanying documents, such as any supporting documents and the application form. Two copies are required when sending applications to North Somerset Council.
- All plans and drawings must be presented clearly so that when scanned they can be viewed via our website easily. For example overly faint lines and annotations that can't be viewed clearly will not be accepted.
- Plans should normally be submitted separately, i.e. not in a binder

4) Site location plan

A site location plan is a map base that shows the location of the application site in relation to surrounding roads, buildings and other land.

Site location plans should:

- Be taken from an up to date Ordnance Survey Base, or to an equivalent standard.
- Be to a suitable scale of 1:1000, 1:1250 or 1:2500 for larger sites.
- Show the direction of north.
- Where possible, cover an A4 sheet of paper with the application site in the centre of the plan.
- Show the application site boundary outlined in red; this should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings).
- Show any other adjoining land owned by the applicant outlined in blue.
- Show adjoining road names and numbers.
- Identify sufficient roads and/or buildings on nearby land to ensure that the exact location of the application site is clear. For example, in rural areas you will normally need to show two named roads.

5) Site layout plan (sometimes called a block plan)

A site layout plan shows a detailed layout of the whole site and the relationship of the proposed works with the boundary of the property, nearby roads and neighbouring buildings.

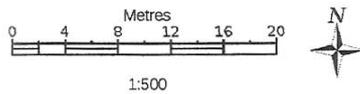
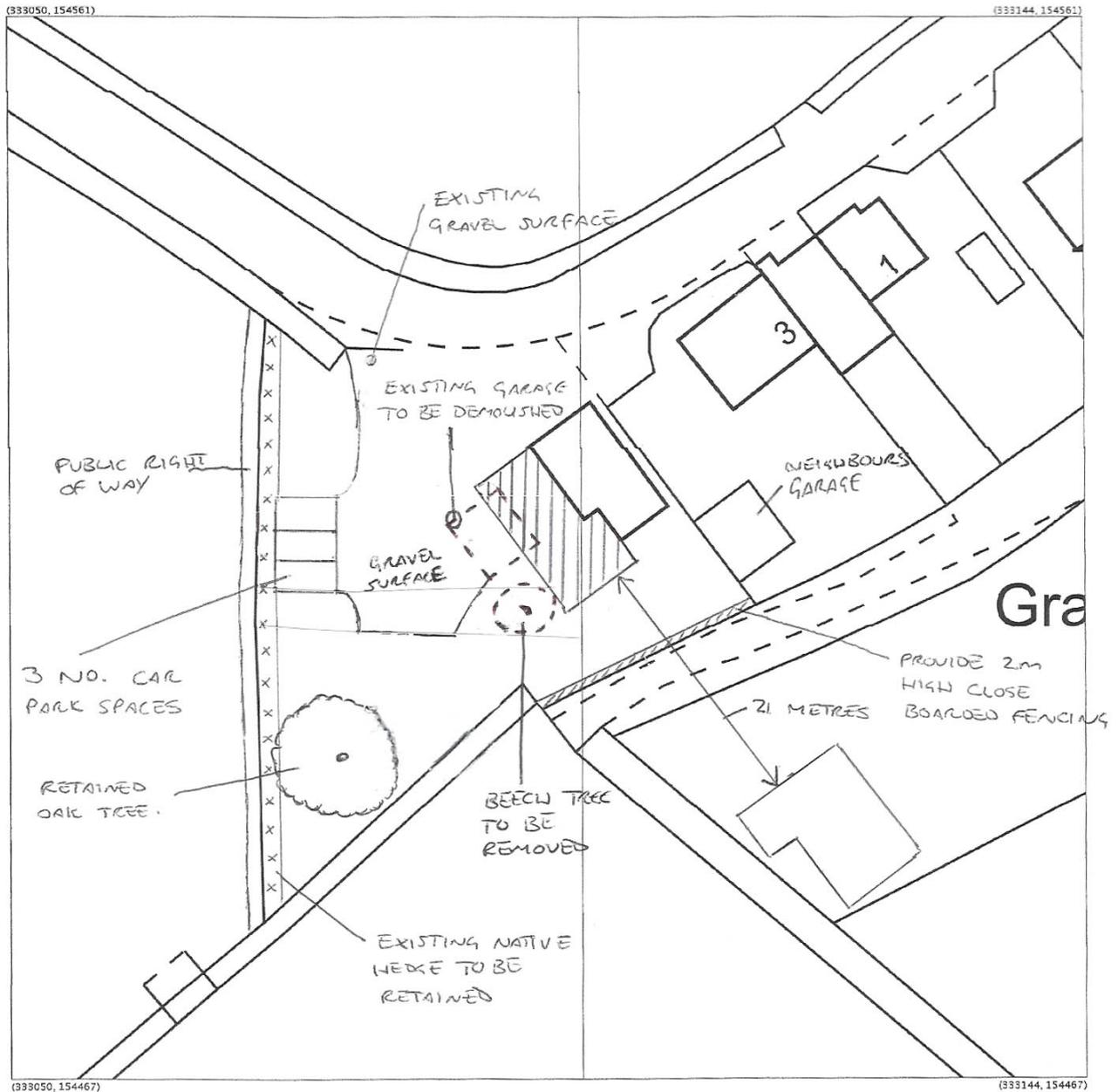
Most applications should include an existing site layout plan and a proposed site layout plan. For simple applications the existing and proposed site can be combined and shown on one plan so long as what is existing, what is proposed and what is to be demolished is highlighted and annotated clearly.

Site layout plans should:

- Be to a scale of 1:200 or 1:500
- Show the proposed development, all existing buildings and structures, the garden and other open areas.
- Show proposed buildings shaded.
- Show the position and size of existing and proposed hard surfaced areas eg parking spaces, turning areas, paths, etc.
- Show the whole of the boundary of the property, indicating the position and height of all boundary walls and fences.
- Identify any buildings to be demolished
- Include details of all trees, e.g. position, spread and species (eg oak, ash, etc).
- Identify trees proposed for felling.
- Show all roads/footpaths/public rights of way adjoining the site.
- Show all existing buildings and structures on land adjoining the application site²
- Show the direction of north.

² Buildings and structures on land adjoining the site must be clearly shown unless the applicant has demonstrated that these would NOT influence or be affected by the proposed development

Image 2: Site layout plan (for illustrative purposes only)



THE CORNERHOUSE
MAIN ROAD
LONDON VILLAGE
DRAWING 01

6) Elevations

Elevation drawings show what a building will look like from the outside.

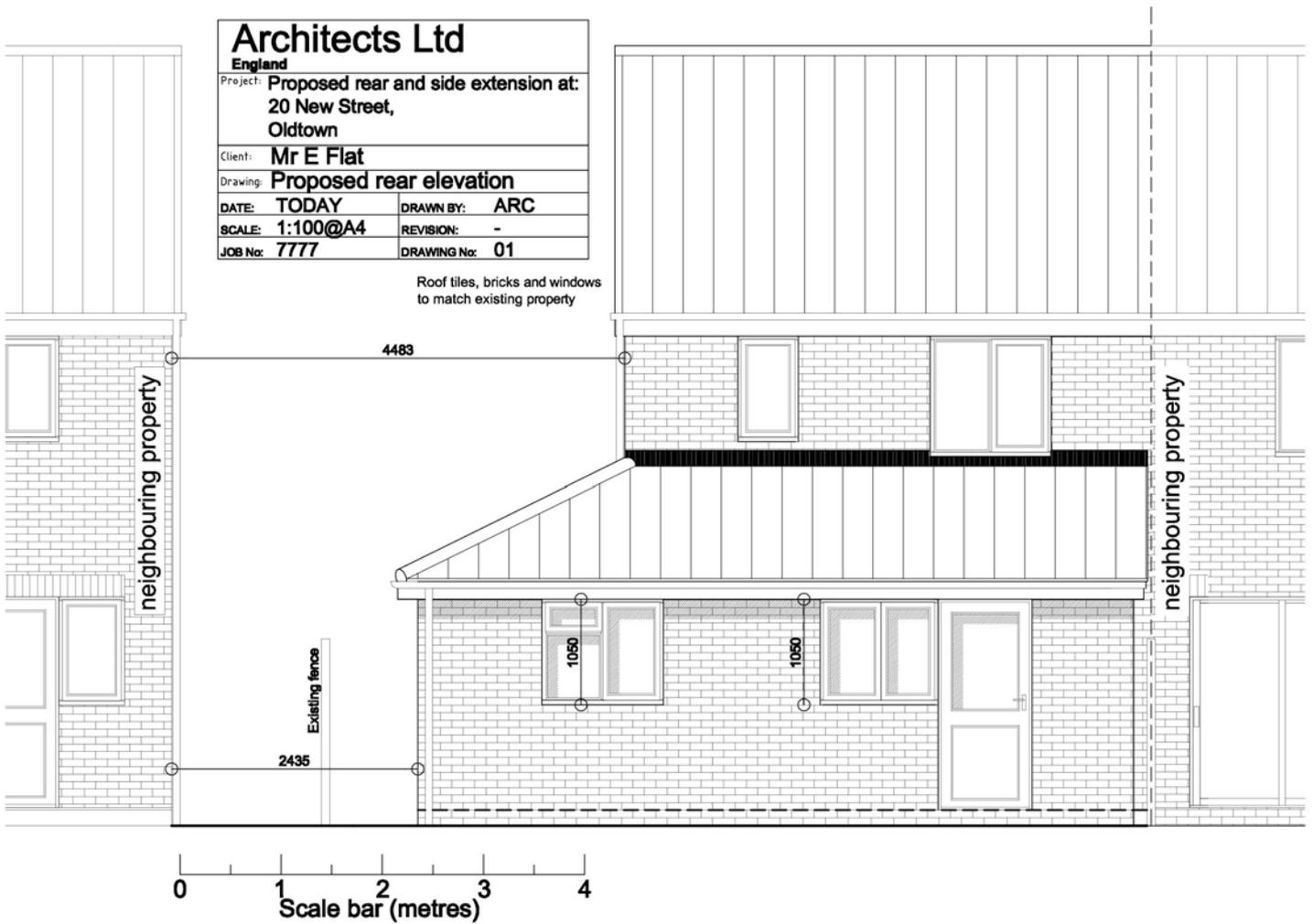
In most cases, two separate sets of elevation drawings will be required, “existing” elevations showing the building as it is now and “proposed” elevations showing how the building will look, after the works have been carried out.

Elevations should:

- Be to a scale of 1:100 or 1:50.
- Be clearly annotated existing and proposed.
- Show every elevation of the building, e.g. front, side(s) and rear and state the direction in which each elevation faces, e.g. rear (south).
- For extensions to existing buildings, show every elevation of the proposed development in situ with each relevant elevation of the existing building.
- Show the whole of any existing building to be altered/extended so that the relationship of the new building/extension to the existing can be clearly seen.
- Show outline elevations of other buildings that are close to the development. For example, a side extension close to neighbouring dwelling.
- Show the property boundary.
- Indicate the colour and type of finishing materials to be used (eg colour and type of brick, render, roof tiles etc).
- Identify building(s) to be demolished.
- Details of external materials – Please ensure that all materials are described in detail, including the colour of each material.
- Show the position and size of all windows and doors (existing and proposed).

You need to describe what the roof covering, wall facing and window frames and doors will be made of and their design, eg “double roman concrete tiles”, “roughcast render” etc. If the proposed materials will match exactly those of the existing dwelling, this may be stated on the plans.

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7) Floor plans

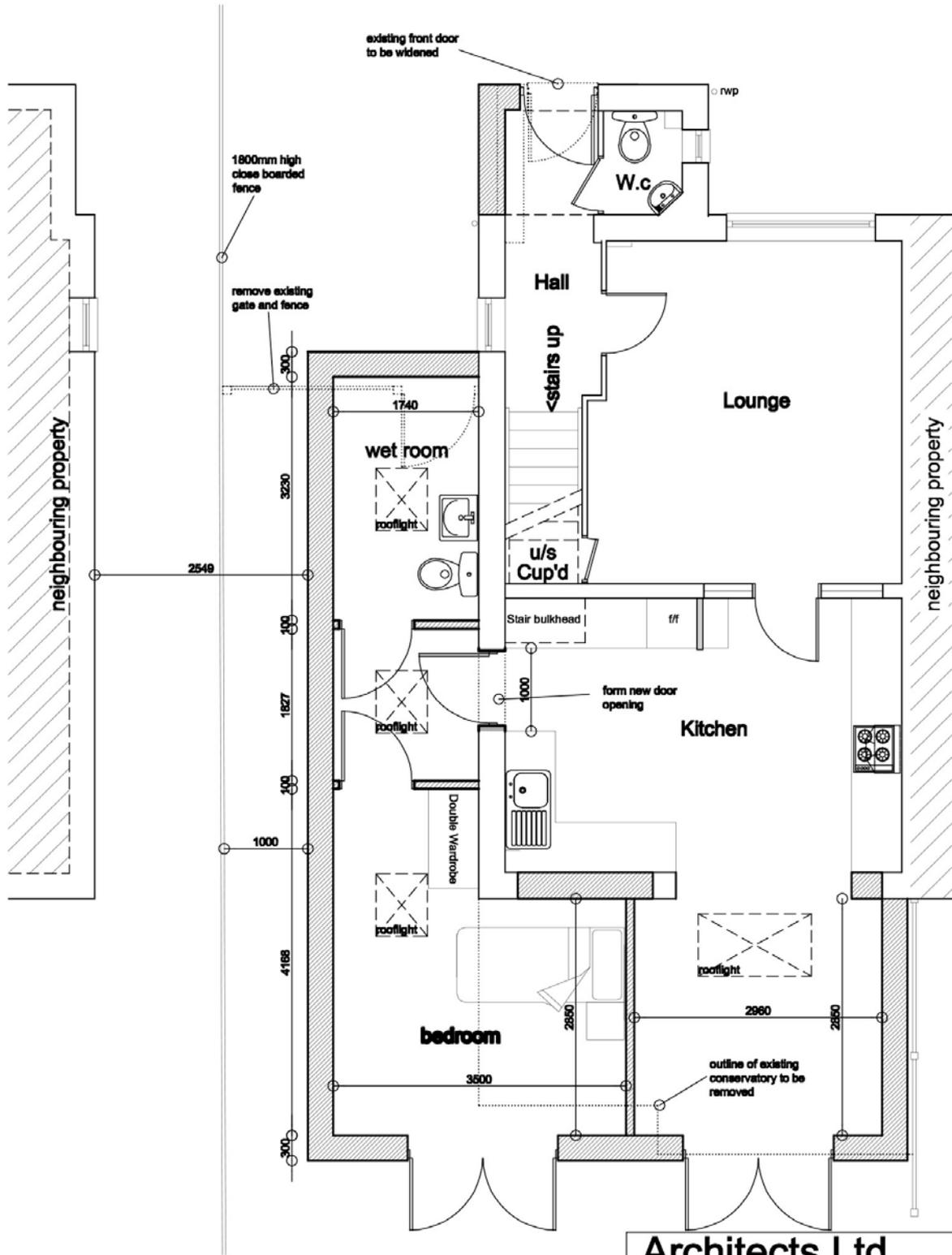
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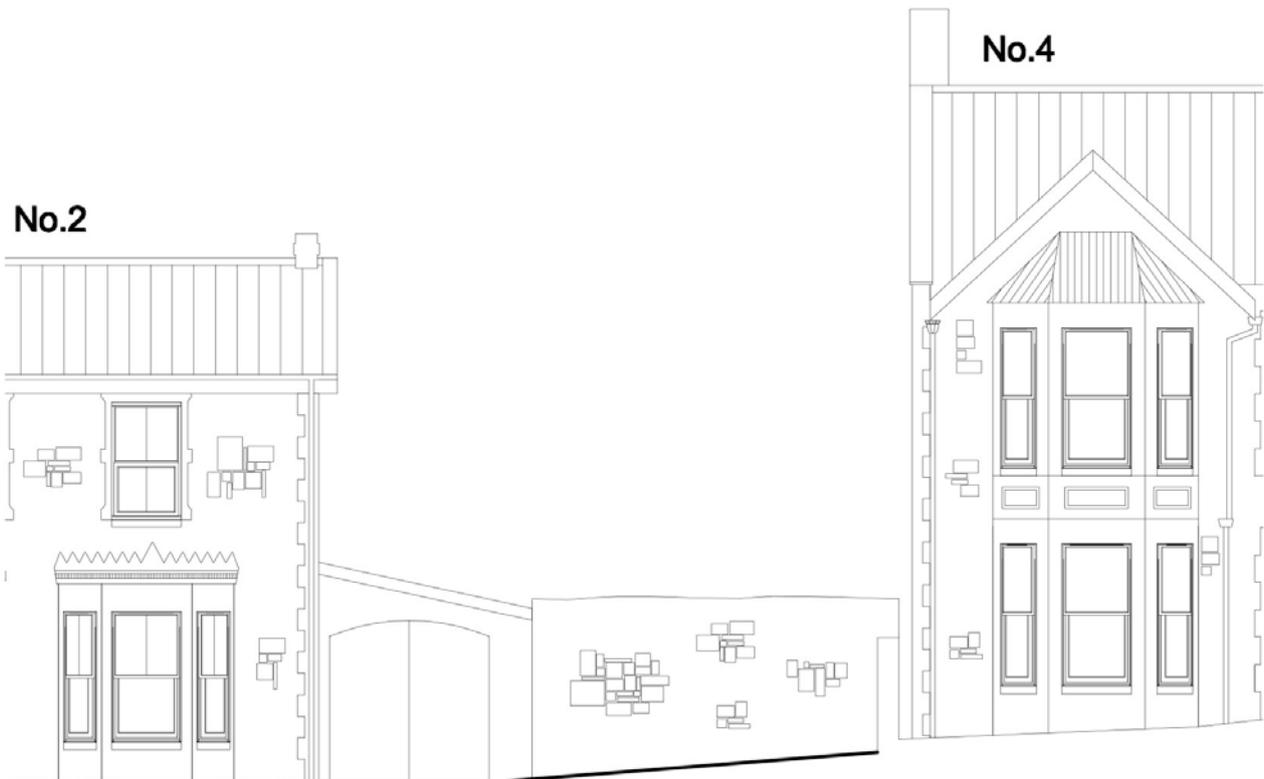
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