

# Customer Advice Note 2

## How do I submit my planning application?

### CONTENTS

1. Introduction.....	2
2. What you need to submit.....	2
3. The 1 APP form.....	2
Ownership certificates	
4. Application fees.....	4
5. Plans and drawings.....	4
6. Supporting information.....	4
7. Making your application on-line.....	5
8. How long does it take?.....	5
Planning Performance Agreements	
9. What happens next?.....	6
Additional documents:	

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## DEVELOPMENT MANAGEMENT ADVICE NOTE 2

### HOW DO I SUBMIT MY PLANNING APPLICATION?

This is one of a series of advice notes to help our customers use the Development Management Service in Croydon. The service is responsible for the determination of planning applications and the enforcement of the planning regulations.

## 1 INTRODUCTION

- 1.1 This advice note explains what forms, plans and other documents you must submit with your planning application.
- 1.2 Before preparing your application, you need to be sure that you are making the right one. Our advice note “What consents do I need for my development?” explains the difference between development management and building control and advises what approvals you may need.

## 2 WHAT YOU NEED TO SUBMIT

- 2.1 On 6 April 2008, the government issued new requirements for what you have to submit with a planning application. A national planning application form, known as 1APP, was introduced and the rules on what makes a complete application changed. The different types of application require different information and supporting documents, depending on their nature and scale. This is set out in appendix A and on the relevant 1APP form. This advice note gives advice on each requirement.
- 2.2 Please ensure that you submit everything that is required. If a drawing or document is missing and we consider that it is needed, your application will be invalid and we cannot process it. It is therefore important to submit all the information that we require at the beginning of the process. We offer a range of pre-application advice services to assist you in designing your scheme and preparing your planning application. For more information on these, please see our Customer Advice Note 1 “Pre-application Advice”.

## 3 THE 1 APP FORM

- 3.1 The national form is designed to be completed on-line over the Internet, either through [www.planningportal.gov.uk](http://www.planningportal.gov.uk) or [www.croydon.gov.uk](http://www.croydon.gov.uk) . You can also obtain a paper copy from our reception (8.30am – 4.45pm Monday to Friday). The standard application form is available for the following types of application:
  - Householder
  - Planning permission
  - Outline planning permission
  - Listed building consent
  - Conservation area consent
  - Consent to display an advertisement
  - Lawful Development Certificate (existing or proposed)
  - Prior notification (telecommunications or demolition)
  - Approval of reserved matters following outline approval
  - Removal or variation of a condition following planning permission
  - Approval of details reserved by a condition
  - Tree works (including Tree Preservation Order consents or notification of proposed works to trees in conservation area)

- Non Material amendments to planning permissions
  - Renewals of planning permissions
- 3.2 Forms for combinations of different application types (such as, an application for listed building and advertisement consent) are available, but for the sake of clarity, this advice note refers to the main application types only. We have also excluded reference to applications for agricultural or mineral developments, as these are unlikely to be made in Croydon.
- 3.3 Guidance notes are available for each 1APP form to aid completion.

## Ownership certificates

- 3.4 To make an application for planning permission or listed building consent, you do not have to own all, or even some, of the land involved in the application, but you do have to tell any owner(s) that you are seeking permission on their land. Planning law sets out the way you have to do this. In planning, an 'owner' is defined as either the freeholder or someone with a lease with seven or more years left to run. There can therefore be more than one owner. If you lease a flat 'owners' would include yourself, other lease holders in the building and the freeholder.
- 3.5 If the applicant is the only owner of all the land involved in the application, you can sign Certificate A. If the applicant is not the only owner of all the land involved in the application, you must complete one of the following certificates:
- Certificate B if you know all of the owners
  - Certificate C if you know some, but not all, of the owners
  - Certificate D if you do not know any of the owners
- 3.6 The 1APP form will explain what you have to do in order to notify the owners of the land affected by your application.
- 3.7 **Please take care, because anyone who knowingly or recklessly issues an incorrect or misleading certificate is liable to a fine if convicted.** The Courts can quash any planning permission that has been granted.

## 4 APPLICATION FEES

- 4.1 For guidance on planning application fees, see our Fees Guide available from our reception or web site ([www.croydon.gov.uk](http://www.croydon.gov.uk)).

## 5 PLANS AND DRAWINGS

- 5.1 Adequate plans and drawings must be submitted as part of a planning application so that the design can be properly assessed. They will be required for the benefit of planners, councillors, residents and amenity groups, among others, and may be inspected by any of these people. Draw up your plans with this in mind. The test is not whether a planning case officer can work out on the site what is proposed, but whether the details would allow an ordinary individual to understand what is intended, and to judge whether, for example, it would affect them or the area they live in.
- 5.2 The plans and drawings that describe your proposal should be comprehensive, accurate and unambiguous. They should be drawn to scale rather than dimensioned. All plans,

elevations and sections must correspond. The following should be included on all plans and drawings:

- Show the direction north
- State the scale (eg 1:50, 1:100 or 1:200) but also state the paper size that it was originally drawn on (eg 1:50 at A1) – this is to help users who may print the plan onto different sized paper (eg A4 or A3)
- Include a scale bar so that people who are viewing the plan on-line or who have printed it onto paper that is a different size to the original, can scale dimensions from the drawing
- Give each drawing a number and a date so that we can refer to it accurately
- If electronically submitted, each file size must be no more than 5MB

5.3 The following plans may be required:

- Site location plan – normally an Ordnance Survey extract
- Details of site layout
- Building floor & roof plans
- Building elevations
- Finished floor/site levels & sections
- Specialist drawings such as perspectives or massing studies

5.4 Appendix A sets out what plans and drawings are required for each of the applications types that you may need to make and appendix B contains guidance on what each drawing should contain. If you need any further advice please contact the Duty Planning Officer or Technical Support Team on (020) 8726 6800.

## 6 SUPPORTING INFORMATION

6.1 In order to get planning permission from the council we have to be convinced that your proposal has been well designed and will not cause any unacceptable impacts. In judging these two fundamental issues, we will be guided by the development plan, related Supplementary Planning Documents and other material planning considerations. For more information and advice on preparing your proposals so that they have the best chance of success, please see our customer advice note “Pre-application Advice”.

6.2 To enable us to judge your proposals, most applications should be accompanied by two separate statements that address these issues:

- Design Statement
- Impact Statement

6.3 For a simple, small-scale development (such as an extension to a house or a corner shop), these statements can be as short as two paragraphs in a covering letter. For major and complex applications, they are likely to be two quite extensive documents. In all cases, the supporting information should be written in a non-technical style that is accessible to members of the public. If either document is more than 1,500 words, then you must provide a separate summary of not more than 1,500 words.

6.4 The Design Statement incorporates the statutory requirement (article 4C of the General Development Procedure Order and regulation 3A of the Listed Buildings Regulations) to submit a Design and Access Statement with all applications for planning permission (except householder, change of use and engineering and mining operations) and applications for listed building consent.

- 6.5 An Impact Statement document will not be required when a full Environmental Appraisal is required under the Environmental Impact Assessment Regulations.
- 6.6 Appendix A sets out what supporting information is required for each of the applications types that you may need to make and appendix C contains guidance on preparing a Design Statement and an Impact Statement. If you need any further advice please contact the Technical Support Team (see bottom of front page for details).

## 7 MAKING YOUR APPLICATION ON-LINE

- 7.1 We encourage all applicants to make their applications on-line via the Planning Portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk)). This should be quicker and easier for you. It is also more efficient for us to receive your application electronically, as we save time converting paper documents into computer files.
- 7.2 If you are submitting your application electronically, you must ensure that any file size does not exceed 5MB. This is to enable members of the public and consultees to download plans or documents within a reasonable time on a standard broadband connection. If you are compressing a file to reduce its size or have to split a large document into smaller files, please ensure that you do not lose important detail within it and that it is clear to people viewing it online.

## 8 HOW LONG DOES IT TAKE?

- 8.1 Government sets target times for the determination of planning applications; for most it is 8 weeks. For major developments, it is 13 weeks from the date we receive a complete application. For applications with an Environmental Impact Assessment it is 16 weeks.

### Planning Performance Agreements

- 8.2 For complex, major developments, where it is likely to take longer than the statutory period to determine them, we will negotiate with you to enter into a Planning Performance Agreement. This is an agreement between the Council and the applicant that sets a realistic timescale for processing and determining the application. This gives sufficient time for the council to deal with these complex applications, but also provides more certainty to the applicant as to when a decision is likely to be made. These agreements are encouraged by government.
- 8.3 A draft Planning Performance Agreement is available to view on our web site.

## 9 WHAT HAPPENS NEXT?

- 9.1 For more information on what happens to an application when we receive it: how we process it, site visit procedures, how we negotiate and the procedure for amendments please see our advice note "What happens to my planning application?".

### Additional documents:

Planning application requirements  
Guidance on what you should include in the plans and drawings  
Guidance on preparing design statements and impact statements  
Guidance on supporting information