



Introduction to Planning Number 3

How do I apply for planning permission?

The rules and regulations governing planning permission can seem like a minefield to the uninitiated. We have produced this series of leaflets to help everyone living and running businesses within the Broads Authority area. We aim to set out the basic rules and principles of planning permission in easy-to-understand terms.

Regulations governing building work in the Broads are different because the area is designated a National Park. That means planning rules are sometimes stricter to help us all preserve our unique environment and keep it special. Proposals needing planning permission are judged against all the policies of the Local Plan which is available from your local planning office.

We hope that these leaflets will help you to develop plans which will be accepted - this saves you, and us, time and money. But leaflets cannot cover everything and are no substitute for personal advice on your individual circumstances, so it is vital that you check with your local planning office well in advance of starting work.

Making your application

Start by contacting the planning office at your local council. They work on our behalf. They can provide all the advice, information and forms you need.

An application will normally include:

- Planning application forms
- Certificate of ownership
- Application fee
- Full details of your proposals
- Flood Risk Assessment (for sites on identified flood plains)

Planning Application Forms

Forms are available free of charge from your local council and can sometimes be downloaded from their website.

Certificate of Ownership

All applications must include a completed certificate

which states the ownership of the application site. You'll find more details of these with your application form.

Application Fee

Planning application fees are fixed by the government and vary according to the type of proposal. Your local planning office can tell you the right fee for your proposal. Your planning decision cannot be made until the correct fee is paid. Planning application fees are non-refundable.

Full Details of Proposals

Location plans must be submitted with all applications. These plans should normally be at a scale of 1:1250 or 1:12500 and show adjacent roads and properties. The boundary of the application site should be shown with a red line. A blue line should be used to show any additional land owned by the applicant. An extract of an Ordnance Survey map can be bought for this purpose from your local council or local Ordnance Survey agent. (check in telephone directory)

Drawings are a crucial part of your planning application unless it's a less detailed application such as varying occupancy in a holiday home or Outline Planning Permission. For detailed drawings it's well worth employing a planning consultant, architect or draughtsman who is aware of Broads Authority planning policy – it should save you time and money in the long run. These plans should show how the proposal will look as well as how it will impact on its surroundings. Details required will vary according to the type of application and your site. The table below shows the details which are needed for different developments.

All plans should be drawn at a recognised metric scale and should be numbered.

Drainage details are also needed for building works. You should state how you are proposing to dispose of the foul and surface water from your development. If the drainage in the area of your site is bad and you are proposing to install a septic tank you may be asked to carry out a 'percolation test'. You should show the line of any foul and surface water sewer or water pipe on your plan.

A letter should be included with your plans describing what has influenced your designs (this is sometimes called a Design Statement). This should refer

Type of Application	Details Needed												
	Existing site plan - showing existing buildings, ground levels, boundary details, landscape features.	Proposed site plan - Proposed / retained buildings, ground levels, boundary details, landscape features	Elevations - existing and proposed	Floor plans - existing and proposed	River scene - existing and proposed	Details of materials - type, colour, finish and manufacturer	Internal floor levels	Cross sectional details	Proposed landscape plans	Parking layout - existing and proposed	Flood risk assessment	Design statement	Drainage details
New building works - river frontage	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
All other new building works	xx	xx	xx	xx		xx	xx	xx	xx	xx	xx	xx	xx
Engineering works involving the riverbank	xx	xx	xx		xx	xx		xx	xx		xx	xx	
Changes of use	xx	xx		xx			xx		x	xx	x	x	x

xx Information always required
x Information may be required

back to design and policy advice given in the Broads Local Plan and these advice leaflets. You should also be looking to demonstrate how your proposal has taken full account of the site's particular Broads setting. You can use photos of the site and its surroundings or, for larger waterside schemes, a plan showing perspectives of the river scene.

Points to remember

- Your application will be dealt with more quickly if all the relevant plans are submitted at the outset along with your application form.
- All** planning applications for building works need the following details:
 - Existing site plan indicating existing buildings, ground levels, boundary details, landscape features
 - Proposed site plan indicating proposed/retained buildings, ground levels, boundary details, landscape features
 - Proposed landscape plans
- Most planning applications need additional details as listed on the table above.

Flood Risk Assessment

All applications for sites on a flood plain need a Flood Risk Assessment. If they don't have such an assessment, permission will be refused. It's worth remembering that 95% of the Broads Authority area is at some risk of flooding.

You can check if your site is on a flood plain by referring to the flood plain map produced by the Environment Agency. You can find this at your local council offices or on the Environment Agency's website – www.environment-agency.gov.uk

Remember the Flood Risk Assessment should assess:

- the risk of flooding to the development over its expected lifetime
- possible effects on flood risks elsewhere in terms of flood flows and flood storage capacity and run-off implications

For further details on Flood Risk Assessment contact the Environment Agency on 01473-706000.

Applications for minor extensions or alterations from individual householders don't normally raise significant issues. Nevertheless, such applications should incorporate flood protection into the new design.

Getting your design right

Many details are considered for every application submitted. This checklist is designed to help you check that your design has taken these factors into account.

- Are the buildings specifically designed for this particular site?
- Is the density of the development appropriate for the site?

- Does the scale of individual buildings match that of surrounding buildings?
 - Have you considered how neighbouring properties would be affected?
 - Have the site's existing features such as trees, walls and other structures been incorporated into the design?
 - Has advantage been taken of the site's shape, slope and aspect?
 - Has the nature of the site and its surroundings influenced the character of the development?
 - Does landscaping form an integral part of the design?
 - How will the landscaping enable the development to be absorbed into its surroundings?
 - Does the site lie within a Conservation Area or involve Listed Buildings? If so, has this influenced your design?
 - Is the selection of external materials sympathetic to the local area?
 - Does the design follow the basic architectural principles set out in the Broads design advice leaflets?
 - Is there individual privacy in all appropriate parts of the development?
 - Do private garden areas receive sufficient sunshine?
 - Have the Broads Authority's recommendations for floor levels been incorporated and shown in relation to existing levels?
 - Have access requirements for people with disabilities been considered?
 - Have crime prevention measures been incorporated?
 - Have you taken into account the system of foul drainage and surface water?
 - Is vehicle access, parking and turning within the site achieved satisfactorily and to the county highways department's requirements?
- Key points** to consider before you start work, whether you need planning permission or not.
- Building Regulations approval will probably be required, particularly if any structural works are involved.
 - Covenants or other legal restrictions in the deeds to your property may affect the kinds of work you can carry out, or require you to get someone else's agreement before starting.
 - Certain works, for example quay heading or discharging water into watercourses, may require additional consents from the Broads Authority or the Environment Agency.
 - You may have obligations under the Party Wall Act 1996.
 - Alterations to your property may make it more vulnerable to burglary. The local Police Crime Prevention Officer can provide helpful advice on ways of reducing crime.



- Even if planning permission is not needed, the design or works should still follow the advice given in the Broads design leaflets. As well as improving the general environment, a well-designed building or extension is likely to be more attractive to you and your neighbours and is likely to add to the resale value of your property.

Remember planning officers can provide advice on what consents and permissions you need. If you carry out works without the necessary consents and permissions, you put yourself at risk of action being taken against you.

How to submit your planning application

Post or deliver your completed forms and plans to your local planning office. At least four copies of the form and sets of drawings should be submitted. For major or complex applications it may be necessary to submit additional sets; if so, these will be requested by the local planning office when you have made your application.

Remember to include the name and phone number of someone who can be contacted for further information.

Contact your local planning office at:

Planning Control
Broadland District Council
 Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew,
 Norwich NR7 0DU
 Tel 01603-431133
 Email planning.controleast@broadland.gov.uk
 Website www.broadland.gov.uk

Planning and Development Department
Great Yarmouth Borough Council
 Maltings House, Malthouse Lane, Gorleston NR31 0GY
 Tel 01493-856100
 Email plan@great-yarmouth.gov.uk
 Website www.great-yarmouth.gov.uk

Planning Department
North Norfolk District Council
 PO Box 5, Council Offices, Holt Road, Cromer NR27 9DZ
 Tel 01263-516150
 Email planning@north-norfolk.gov.uk
 Website www.north-norfolk.gov.uk

Planning and Architectural Services
Norwich City Council
 City Hall, Norwich NR2 1NH
 Tel 01603-513811
 Email stuartorin@norwich.gov.uk
 Website www.norwich.gov.uk

Planning Department
South Norfolk Council
 South Norfolk House, Swan Lane, Long Stratton,
 Norwich NR15 2XE
 Tel 01508-533846
 Email planning@s-norfolk.gov.uk
 Website www.south-norfolk.gov.uk

Planning Department
Waveney District Council
 Rectory Road, Lowestoft, Suffolk NR33 0BX
 Tel 01502-523050
 Email pbcc@waveney.gov.uk
 Website www.waveney.gov.uk

Please contact the planning office local to you for all advice and information you require in relation to the Broads. It will help if you make it clear your property is in the Broads.

Other useful leaflets:

Design Guidance Leaflets
 Do I need planning permission?

You are welcome to photocopy individual information leaflets in this series. For all other queries on reproduction of these information leaflets please contact:

Director of Planning and Development
 Broads Authority, 18 Colegate, Norwich. NR3 1BQ
 Tel 01603-610734
 Fax 01603-765710
 Email planning@broads-authority.gov.uk
www.broads-authority.gov.uk

These information leaflets are also available in large print. To obtain copies please telephone 01603-610734

We want your views on these information leaflets. Please let us know what you think by April 2004. Send your comments to the address above.