

# PLANNING APPLICATION GUIDANCE NOTES



## Town and Country Planning Act 1990

### GUIDANCE NOTES FOR APPLICANTS

*These notes are designed to help you with your planning application. You may wish to contact us to discuss your proposals before you submit your application*

Tel. 029 22 330800  
www.cardiff.gov.uk

Please ensure the correct forms are used – separate forms are used for the following:

- Householder
- Full Planning
- Outline – varies depending on reserved matters
- Advertisement Consent
- Conservation Area Consent (consent required for demolition only)
- Listed Building Consent
- Certificate of Lawful Use or Development
- Variation of Condition
- Discharge of Conditions
- Building Regulation Approval

These are available via the Planning Portal or on our website <http://www.cardiff.gov.uk/dc> or from

**Development Management**  
**County Hall**  
**Cardiff**  
**CF10 4UW**  
**Tel : (029) 2233 0800**

Other supporting documents may also be required such as a Design and Access Statement (DAS) or Pre-Assessment report for new homes. Separate detailed guidance notes are available in respect of these.

## 1. BRIEF DESCRIPTION OF THE PROPOSED DEVELOPMENT

This should clearly state the proposed use(s), the number of storeys – if new buildings are proposed and the number of dwellings if residential development is proposed. Please indicate if the application seeks permission to retain buildings or works already constructed or a use already taking place

### Examples

- Two storey side extension and conservatory to rear
- Rear Dormer Extension (Please note that 'loft conversion' is not a valid description)
- Erection of 6 no. two storey houses
- Change of use to café and single storey rear extension
- Retention of single storey garage in rear garden
- Installation of air conditioning unit on rear wall

If you wish to provide additional information about the proposed use or operation of the site please include this in a covering letter.

Please **DO NOT** make the description too wordy – we need to use the supplied description for consultation.

## 2. TYPE OF APPLICATION

### a. OUTLINE PLANNING PERMISSION:

If you wish to seek approval in principle for the erection of new buildings (not change of use) before you have detailed drawings prepared you may make an application for Outline Planning Permission.

You should try to give as much information as possible.

You may reserve certain matters for approval at a later date such as :-

**Scale** (height/shape of buildings), **Appearance**, **Access** and **landscaping**. If any matters are not reserved for subsequent approval detailed drawings of these are required with this submission.

- Outline Planning Permission is normally valid for 3 years from the date of consent.
- Outline Planning Permission cannot be sought for development involving a change of use only.
- Further details of design and layout may be required in certain cases before registration.

## b. APPROVAL OF RESERVED MATTERS

If Outline Permission has already been granted you may submit an application for an approval of reserved matters.

Approval of reserved matters can not be sought if the current proposals are not within the terms or site of the outline permission. In these circumstances you should apply for Full Planning Permission.

## c. FULL PLANNING PERMISSION

If you wish to make a change in the use of land or buildings or carry out works where you cannot or do not wish to apply for Outline Planning Permission you should submit an application for Full Planning Permission.

## d. CONTINUATION OF TEMPORARY PERMISSION

This can only be applied for prior to the expiry of the previous permission and can be made by letter with the appropriate ownership certificate attached and all other supporting documents as appropriate to the proposal and current legislation. Likely to require DAS and possibly pre-assessment report.

## e. MODIFICATION OR REMOVAL OF CONDITION

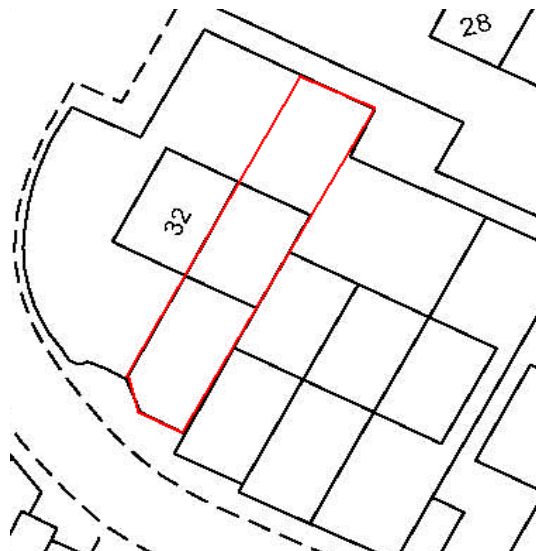
If you wish to apply to modify or remove a condition attached to a previous planning permission you should tick box 3(e) giving the date of the original consent and condition(s) concerned and specify in 2b) how you wish the condition to be modified. Possibly need DAS.

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## 3. SITE PLANS – All planning applications should be accompanied by :

- A plan of preferably 1:1250 scale showing the site to which it refers, its boundary and immediate surroundings.
- The application site must be edged in red and any other land owned or controlled by the applicant edged in blue. Ideally two street names will be shown for clarity. North needs to be indicated.

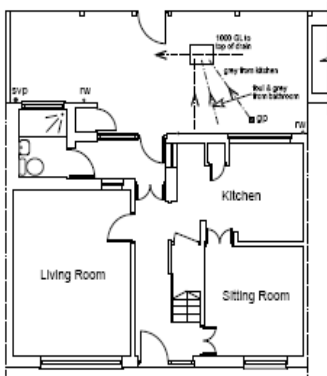
Copies of Ordnance Survey map extracts (1:1250 scale) for use in your Planning Application can be purchased from Development Control (029 2087 1135). Currently £23 for a set of 5.



## OTHER DRAWINGS

Except for Outline applications where additional drawings are not normally required **the plans** which accompany an application should :-

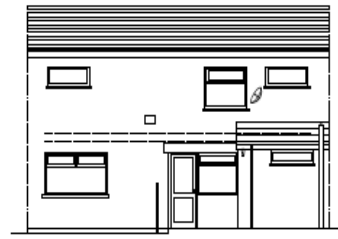
- Each have a **unique plan number** which will be referred to in a decision notice
- Be to a scale of not less than 1:100 (Metric scale or fully dimensioned plans are required). Unusual scales such as 1:75 will be not be accepted. A3 is the preferred size of paper or Pdf.
- Show existing features of the site including any trees and be in sufficient detail to give a clear picture of all new buildings.
- List the materials of construction for Certificate of Lawfulness as this is not requested on the application form
- Indicate clearly the location of the new development within the site, the amount of floorspace to be used for different purposes and any proposed changes to ground levels. They should also distinguish existing and proposed buildings/structures.



Ground Floor Plan

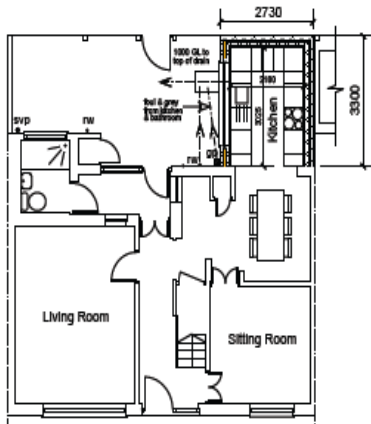


South West Elevation



North East Elevation

Existing



Ground Floor Plan



South West Elevation



North East Elevation

47 x 120 C16 flat roof joists  
 @ max 400 c/s max permissible  
 clear span 2320 (dead load >0.75 <1.00 kNm2)

Proposed

The type, and colour of materials to be used in the external finish of walls and roofs needs to be completed on the forms.

Applications for a change of use should be accompanied by internal floor layout plans showing the existing and proposed use(s) of each area of the building.

Plans and drawings are open to inspection by the public. Applicants are not, however, required to disclose any proposed internal security arrangements. Immediate neighbours are normally consulted by letter, you may therefore find it helpful to discuss your application with neighbours prior to submission.

**4. CERTIFICATES** – Under section 66 of the Town and Country Planning Act 1990 a planning application must be accompanied by the appropriate certificate of ownership.

**CERTIFICATE A** if you are the only owner of all the land and there is no encroachment onto or over land in other ownership (e.g. gutters, foundations).

OR

**CERTIFICATE B** if you are not the owner of all the land affected by the development and therefore have to give notice to the other owner(s) that you are making a planning application.

(Owner is the freehold owner or a person having a leasehold interest with 7 or more years to run).

**AGRICULTURAL CERTIFICATE AND DECLARATION**

**CHECKLIST**

Before returning the completed forms, please check that you have enclosed the following :

- 1 copy of the application form, signed and dated, in **3** places including the original form with original signatures
- 1 copy of the necessary plans and supporting documents including site location plan (1:1250)
- the appropriate fee – see separate sheet