



Your...

# Planning and Building Control Guide

with Burrows

# planning and building control guide content

This guide is written to give you an idea of the contents your guide could include. Edit, expand, amend – we hope you find this template a good starting point for your project

## Opening Pages

- Purpose of book – who is it for? (resident, contractor, business?)
- Statement of policy on planning and development and building control plus sustainability
- A flow chart may help place the planning department in context as part of the overall department of Environment and Regeneration for the area
- Could include a more detailed breakdown of the planning system including a look at the role of central government, the regional assembly and then the local authority. A mention of Regional and Local plans could also go here.

## Area profile

- Map
- Intro to the area: location, population, area (sq km) details of residential/business districts, main towns, industries, demographics, housing, employment, shopping, recreation, environment
- Administration – details of what type of council it is
- Transport links
- Regeneration news, achievements and plans

## Planning

- Intro: Here to help – the team and the development plan. What they are responsible for and possibly the way the department is set up (who is responsible for which areas/departments within planning)
- Planning strategy
- What is planning? Why do we need it?
- What requires planning permission?
- Other types of planning application
- How to make a planning application

- How to make a comment on planning applications and the planning register
- How the council considers an application and makes decisions – the process could have a flow chart
- The decision notice, considerations, appeals and consultations
- Development not requiring planning permission
- Works carried out without permission/ breaches of planning control/enforcement
- Fees table
- How to find us, map, address of planning offices and details of where planning notices can be viewed, opening hours, telephone numbers and websites, details of any 'surgeries' available
- Further planning advice - tips
- Planning services online: web facilities for planning

## Things to consider...development control

- What is development control?

### Design

- Including specific guides/design criteria for that region including households, barn and oasthouse conversions. Info for businesses listed below.

### Natural Environment

- Listed buildings
- Conservation areas (including historic parks and gardens)
- Archaeology and sites of special scientific interest
- Areas of outstanding natural beauty
- Trees and hedgerows (including felling licences)
- Sites of special scientific interest
- Sites of Nature Conservation Importance (SNCIs)
- Contaminated land
- Highway control and Public Rights of Way.

## For businesses

- Environmental input • Noise • Odour
- Class A3 users (use for the sale of food and drink for consumption on the premises or for hot food for consumption off the premises)
- Drainage and waste disposal
- Shop fronts • Advertisements
- Lighting • Replacement windows
- Crime prevention.

## A guide for householder development

- House extensions • Roofs
- Window openings
- Materials • Positioning
- Dormer extensions (space extended within a roof structure)
- Garages and carports
- Vehicular access
- Outbuildings, stables, swimming pools and tennis courts
- Boundaries • Satellite dishes
- Garden extensions (residential cartilages)
- Lighting

## Sustainable development

- What is sustainable development?
- Statement/summary of policy and projects

## Urban regeneration

- Statement/summary of policy
- Community policy – details of organisations working within local community
- Skills development (learning, training schemes)
- Details of projects already underway in a region
- Info on sustainable construction policy.

## Building Control

- What is building control and what is its scope?
- Why do developments have to comply with Building Regulations?
- What typically requires Building Control approval?

## Making a Building Control application - Which route should you take?

- Full Plans application or Building Notice application
- A flow chart here would help explain best which route is appropriate

- Building regulation charges
- Giving notice of building work
- Completion certificates
- Regularisation (gaining 'BC' approval AFTER work has been carried out)
- Enforcement Approved documents available about different areas of building control
- For example: Structure, drainage, ventilation electrical safety etc.

## Other Building Control areas of responsibility

- Access for the disabled
- Inspections
- Demolition work
- Dangerous structures
- Temporary structures
- Replacement glazing
- Local Authority National Type Approval
- Confederation (LANTAC)
- Street naming

## For the Construction Industry

Becoming a local authority approved contractor:

- How to apply • Health and safety
- Tendering • Monitoring
- Contact for more info and applications
- Environmental Practice for construction sites
- Advice from trading standards for consumers

## Other listings

- Regional statistics (if not already used in the introduction)
- Ward populations • Contacts
- Conservation Areas
- Grade I Listed Buildings

## Further information sources

- Publications: local and government
- Websites, library resources, CABs and solicitors
- Economic development services

Please do get in contact with any suggestions and ideas on how to make this guide even more informative and useful.

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