



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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