



Copeland Borough Council

Development Services, The Copeland Centre
Catherine Street, Whitehaven, Cumbria CA28 7SJ

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Website: www.copeland.gov.uk

Application Reference Number :

Date Received :

Application for Outline Planning Permission with all matters reserved. Town and Country Planning Act 1990

Publication of planning applications on council websites

Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.

If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the council's website, please contact the council's planning department.

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>		
Company (optional):	<input type="text"/>		
Unit:	<input type="text"/>	House number:	<input type="text"/>
		House suffix:	<input type="text"/>
House name:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Town:	<input type="text"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>		
Postcode:	<input type="text"/>		

2. Agent Name and Address

Title:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>		
Company (optional):	<input type="text"/>		
Unit:	<input type="text"/>	House number:	<input type="text"/>
		House suffix:	<input type="text"/>
House name:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Town:	<input type="text"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>		
Postcode:	<input type="text"/>		

3. Description of the Proposal

Please describe the proposal:

3. Description of the Proposal (continued)

Has building or works already been carried out?

☐ Yes ☐ No

If Yes, please state the date when building or works were started (DD/MM/YYYY):

(date must be pre-application submission)

Have the works been completed?

☐ Yes ☐ No

If Yes, please state when the works were completed (DD/MM/YYYY):

(date must be pre-application submission)

5. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)

☐ Yes ☐ No

If yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

☐ Yes ☐ No

Will the proposal increase the flood risk elsewhere?

☐ Yes ☐ No

How will surface water be disposed of?

- ☐ Sustainable drainage system ☐ Existing watercourse
☐ Soakaway ☐ Pond/lake
☐ Main sewer

7. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

☐ Yes ☐ No

If Yes, please provide details:

4. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: Northing:

Description:

6. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ☐ Yes ☐ No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much as possible: ☐

Officer name:

Reference:

Date (DD/MM/YYYY):
(must be pre-application submission)

Details of pre-application advice received?

8. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council?

☐ Yes ☐ No

If Yes, please provide details:

9. Site Area

Please state the site area in hectares (ha)

10. Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units?
If Yes, please complete details of the changes in the tables below:

☐ Yes

☐ No

Proposed Housing

Market Housing	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats and maisonettes	<input type="checkbox"/>						
Live-work units	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Unknown type	<input type="checkbox"/>						

Totals (a + b + c + d + e + f + g) =

Social Rented	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats and maisonettes	<input type="checkbox"/>						
Live-work units	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Unknown type	<input type="checkbox"/>						

Totals (a + b + c + d + e + f + g) =

Intermediate	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats and maisonettes	<input type="checkbox"/>						
Live-work units	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Unknown type	<input type="checkbox"/>						

Totals (a + b + c + d + e + f + g) =

Key worker	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats and maisonettes	<input type="checkbox"/>						
Live-work units	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Unknown type	<input type="checkbox"/>						

Totals (a + b + c + d + e + f + g) =

Total proposed residential units (A + B + C + D) =

Existing Housing

Market Housing	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats and maisonettes	<input type="checkbox"/>						
Live-work units	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Unknown type	<input type="checkbox"/>						

Totals (a + b + c + d + e + f + g) =

Social Rented	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats and maisonettes	<input type="checkbox"/>						
Live-work units	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Unknown type	<input type="checkbox"/>						

Totals (a + b + c + d + e + f + g) =

Intermediate	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats and maisonettes	<input type="checkbox"/>						
Live-work units	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Unknown type	<input type="checkbox"/>						

Totals (a + b + c + d + e + f + g) =

Key worker	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats and maisonettes	<input type="checkbox"/>						
Live-work units	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Unknown type	<input type="checkbox"/>						

Totals (a + b + c + d + e + f + g) =

Total existing residential units (E + F + G + H) =

TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total):

11. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? ☐ Yes ☐ No ☐ Unknown

If you have answered Yes to the question above please add details in the following table:

Use class/type of use	Not applicable	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Unknown	Total gross internal floorspace proposed (including change of use)(square metres)	Unknown	Net additional gross internal floorspace following development (square metres)
A1	Shops	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	Net tradable area:	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
A2	Financial and professional services	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
A3	Restaurants and cafes	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
A4	Drinking establishments	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
A5	Hot food takeaways	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
B1 (a)	Office (other than A2)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
B1 (b)	Research and development	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
B1 (c)	Light industrial	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
B2	General industrial	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
B8	Storage or distribution	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
C1	Hotels and halls of residence	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
C2	Residential institutions	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
D1	Non-residential institutions	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
D2	Assembly and leisure	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
OTHER	Please specify	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	Total						

In addition, for hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms

Use class	Type of use	Not applicable	Existing rooms to be lost by change of use or demolition	Unknown	Total rooms proposed (including changes of use)	Unknown	Net additional rooms
C1	Hotels	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
C2	Residential Institutions	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Other	Hostels	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

12. Employment

Please complete the following information regarding employees:

	Full-time	Part-time	Total full-time equivalent
Existing employees			
Proposed employees			

13. Hours of Opening

Please state the hours of opening for each non-residential use proposed:

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Not known

14. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Is the proposal a waste management development? ☐ Yes ☐ No ☐ Unknown

If the answer is Yes, please complete the following table:

	Not applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Unknown	Maximum annual operational throughput in tonnes (or litres if liquid waste)	Unknown
Inert landfill	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Non-hazardous landfill	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Hazardous landfill	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Energy from waste incineration	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Other incineration	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Landfill gas generation plant	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Pyrolysis/gasification	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Metal recycling site	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Transfer stations	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Material recovery/recycling facilities (MRFs)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Household civic amenity sites	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Open windrow composting	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
In-vessel composting	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Anaerobic digestion	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Any combined mechanical, biological and/or thermal treatment (MBT)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Sewage treatment works	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Other treatment	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Recycling facilities construction, demolition and excavation waste	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Storage of waste	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Other waste management	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Other developments	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Please provide the maximum annual operational throughput of the following waste streams:

Municipal	
Construction, demolition and excavation	
Commercial and industrial	
Hazardous	

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make clear what information it requires on its website.

15. Existing Use

Please describe the current use of the site:

Is the site currently vacant? ☐ Yes ☐ No

If Yes, please describe the last use of the site:

When did this use end (if known)? DD/MM/YYYY (date where known may be approximate)

Does the proposal involve any of the following:
Land which is known to be contaminated?

☐ Yes ☐ No

Land where contamination is suspected for all or part of the site?

☐ Yes ☐ No

A proposed use that would be particularly vulnerable to the presence of contamination?

☐ Yes ☐ No

If you have answered Yes to any of the above, you will need to submit an appropriate contamination assessment.

16. Certificates

One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land or building to which the application relates

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land or building to which this application relates

Name of Owner	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of the land or building, or of a part of it, but I have/ the applicant has been unable to do so

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

16. Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

--

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

--

On the following date (which must not be earlier than 21 days before the date of the application):

--

Signed - Applicant:

--

Or signed - Agent:

--

Date (DD/MM/YYYY):

--

AGRICULTURAL HOLDINGS CERTIFICATE

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of, an agricultural holding

Signed - Applicant:

--

Or signed - Agent:

--

Date (DD/MM/YYYY):

--

B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

Name of Tenant	Address	Date Notice Served

Signed - Applicant:

--

Or signed - Agent:

--

Date (DD/MM/YYYY):

--

17. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

The original and 3 copies of a completed and dated application form:

☐

The correct fee:

☐

The original and 3 copies of the plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:

☐

The original and 3 copies of a design and access statement:

☐

The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application:

☐

The original and 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings):

☐

The original and 3 copies of the completed, dated Ownership Certificate (A, B, C, or D - as applicable):

☐

18. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information.

Signed - Applicant:

--

Or signed - Agent:

--

Date (DD/MM/YYYY):

--

(date cannot be pre-application)

19. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

20. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

21. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? ☐ Yes ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? *(Please select only one)*

☐ Agent

☐ Applicant

☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

Telephone number:

Email address:

Application for Outline Planning Permission with Some Matters Reserved

Town and Country Planning Act 1990

1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

2. Agent Name and Address

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

3. Description of Proposed Works

Please describe the proposal accurately and concisely. Provide details of all the buildings proposed

Example:

- *outline application for residential development at 500 habitable rooms per hectare with primary access off London Road with some other matters reserved*
- *outline application for a new superstore with ancillary petrol filling station with some matters reserved*
- *outline application for a new Park and Ride facility for 400 cars with some matters reserved*

4. Site Address Details

Please enter the full postal address of the site. Enter the house/flat number and / or name (if appropriate) and street name in the Street address field. The town, county, country and full postcode should also be entered. If the application relates to open ground describe its location as clearly as possible (e.g. 'Land to rear of 12 to 18 High Street' or provide a grid reference).

When you submit a location plan, it is recommended that this is at a scale of 1:1250 or 1:2500, showing at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays (access around a road junction or access, which should be free from obstruction), landscaping, car parking and open areas around buildings).

A blue line must be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site.

All plans must be to a metric scale and any figured dimensions given in metres and a scale bar should be included.

5. Pre-application Advice

The local authority may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process. This can minimise delays later in processing the application.

Pre-application discussions can also help you and the planning authority identify areas of concern about your proposed development so that you can give consideration to amending your proposal before the application is submitted. The advice and guidance given to you at the pre-application stage is given in good faith. However, it does not guarantee or supply a definitive undertaking as to whether your proposal is likely to be acceptable.

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state 'Unknown'.

This will assist the Council in dealing with your application as quickly as possible.

6. Pedestrian and Vehicular Access, Roads and Right of Way

You must indicate on your form whether you propose any new highway(s) and show the location of these on your plans. Any public highway or footpath that crosses or adjoins the site or is affected must be shown clearly on the plans, including any proposals that may require a closure or diversion. Legal procedures for diversion or closures must be completed prior to works commencing on site.

Extinguishment of a footpath or bridleway can only be achieved where it can be shown that there is no longer a need for the right of way. In deciding this, an authority must take into account how much the route is likely to be used by the public before extinguishment and the effect of the extinguishment on the land over which the route passes.

If you are proposing to undertake any works that will affect the pavement or roadway then it is advisable to seek advice from the local highways authority.

7. Waste Storage and Collection

Please identify what provision has been made for the storage of waste and recycling as part of the proposal, and demonstrate that these aid the collection of waste and recycling materials by the waste collection authority. The location of waste storage and recycling facilities should be clearly identified on the plans.

8. Neighbour and Community Consultation

The Council will consult your neighbours in most circumstances. It is often better to tell your neighbours prior to submitting the application rather than letting the Council's official letter of notification bring the application to their attention for the first time.

9. Council Employee/Member

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

10. Materials

Please describe the materials you wish to use for walls, roofs, etc. including the type, colour and name of all materials to be used. You should try to use materials to blend with existing buildings.

Additional information may be provided in a design and access statement or planning supporting statement or shown on drawings and plans.

If the current site is vacant or is to be demolished then please indicate 'existing' materials as being not applicable.

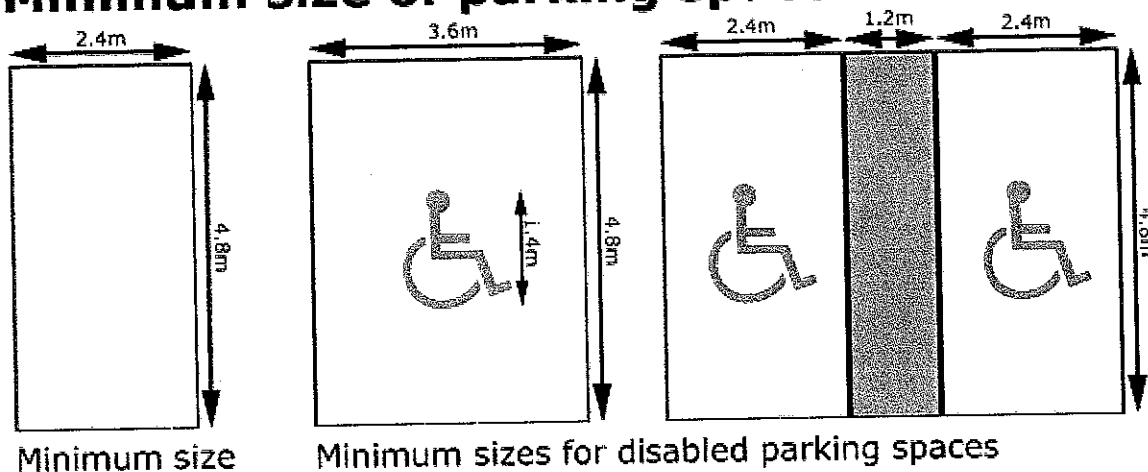
11. Vehicle Parking

Please specify the total number of existing parking spaces and the total number of proposed parking spaces (including spaces retained) by vehicle type. Please include garage spaces.

If no parking spaces are to be provided you should show on your plans or describe in a supporting statement where vehicles are to be parked.

The diagram below shows the minimum size of car parking spaces. However, further advice and guidance should be sought from your planning authority.

Minimum size of parking spaces



12. Foul Sewage

All new buildings need separate connections to foul and storm water sewers. If you propose to connect to the existing drainage system please show the details of the existing system on the application drawing(s). Note that in most circumstances surface water is not permitted to be connected to the public sewers. The use of soakaways will require satisfactory percolation tests to have been undertaken.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will need to be provided. This will include a location plan, cross sections/elevations and specifications. Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

13. Assessment of Flood Risk

Owners have the primary responsibility for assessing the flood risk to and from their property. Site-specific Flood Risk Assessments (FRAs) are generally carried out by prospective developers for specific development proposals. The responsibilities of other stakeholders are given in Planning Policy Statement (PPS) 25 *Development and Flood Risk* paras. 22-32 and in Annex H of PPS25: <http://www.communities.gov.uk/publications/planningandbuilding/pps25floodrisk>

Establishing the need for a Flood Risk Assessment

The requirement for a FRA together with the definitions of flood zones can be found in Table D.1 of PPS25. The Environment Agency Flood Map which shows the flood zones can be viewed at www.environment-agency.gov.uk/subjects/flood/?lang=e.

Objectives

The objectives of an FRA are to establish:

- whether the proposed development is likely to be affected by current or future flooding from any source
- whether it will increase flood risk elsewhere
- whether the measures proposed to deal with these effects and risks are appropriate
- whether the development will be safe

Scope

Once it is established whether an FRA is required the scope of the FRA should be agreed with the Local Planning Authority (LPA) and Environment Agency (EA) and any other relevant bodies. The FRA should always be proportionate to the degree of flood risk and the scale, nature and location of the proposed development. The scoping of the FRA should be done as early as possible in developing the planning application as avoiding or mitigating flood risk may require important design considerations which are generally easier and more cost-effective to incorporate when developing the proposal.

Other sources of information

Where a Strategic Flood Risk Assessment (SFRA) has been completed by the LPA and used to formulate policy and allocate development using the sequential approach in the Local Development Document (LDD), FRAs should only need to focus on site-specific issues. The LDD policies should make it clear what issues need to be covered in the FRA. The Environment Agency also has Standing Advice which can assist in developing the scope, particularly for smaller developments, to be included in a FRA. The Standing Advice is available at: <http://www.environment-agency.gov.uk/planning>

Content

Guidance on the content of a FRA is given in Annex E (Paras E8-E10) and in the Practice Guide companion to PPS25 which includes a template to assist in completing a FRA.

14. Biodiversity and Geological Conservation

Where a development proposal is likely to significantly affect features of biodiversity or geological conservation interest, it will be necessary to submit with the application sufficient information on what those effects are, in order for the local authority to determine it. The local planning authority may have produced a list of which features in their area will require such additional information. In some cases this additional information may be required based on a survey of affected species, habitats or geological features and an assessment of impacts. What is required will depend on the significance of the features and the scale and significance of the likely impacts, and what information the local authority already has. It will be advisable to discuss with the local planning authority what is required, and who may be competent to carry out any survey and assessment work required, prior to compiling the information and submitting the application.

It may be possible to obtain some of the necessary information via a search of ecological or geological data held by a local environmental records centre. *Planning for Biodiversity and Geological Conservation: A Good Practice Guide* (referenced below) also provides useful information about other possible sources of biodiversity data and ecological surveys.

It is possible that survey information can be collected only at certain times of the year and the applicant will need to take this into account in preparing an application and considering the timing for the development. Depending on the survey information which the local planning authority requires, the following factors may need to be considered:

- the numbers and range of habitats, species of flora and fauna and/or geological features found on and where appropriate around the site;
- the potential development impacts likely to harm the biodiversity or geological conservation features identified by the survey (both direct and indirect effects both during construction and afterwards). Including how:
 - alternatives designs or locations have been considered
 - adverse effects will be avoided wherever possible
 - unavoidable impacts will be mitigated or reduced
 - impacts that cannot be avoided or mitigated will be compensated

Further information on the legislative and national planning policy context for biodiversity and geological conservation can be found in the following documents:

PPS 9 - *Biodiversity & Geological Conservation* (2005); available:
<http://www.communities.gov.uk/publications/planningandbuilding/pps9>

ODPM Circular 06/2005 *Biodiversity and Geological Conservation – Statutory Obligations and Their Impact Within The Planning System*; available at:
<http://www.communities.gov.uk/publications/planningandbuilding/circularbiodiversity>

Planning for Biodiversity and Geological Conservation: A Good Practice Guide (2006); available at:
<http://www.communities.gov.uk/publications/planningandbuilding/planningbiodiversity>

The Institute of Ecology and Environmental Management have produced *Guidance on Survey Methodology*; available at:
<http://www.ieem.net/survey-sources/>

This may provide useful information on possible survey methods.

15. Existing use

When describing the current use of the site please also include any details of the part(s) of any listed building(s)/structure(s) being affected.

When answering whether the site is currently vacant, this means whether the site is currently not in active use.

Contamination

Land affected by contamination covers all cases where the actual or suspected presence of substances in, on or under the land may cause risks to people, property, human activities or the environment. Sensitive uses include housing with gardens, schools, nurseries or allotments, and consideration should be given to whether the use could be particularly vulnerable to the presence of any contamination.

Assessment of contamination of the land

The need to provide an adequate assessment of land contamination is outlined in *Planning Policy Statement 23: Planning and Pollution Control (PPS23)*:
<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement23>

Advice for developers on the steps they should take to identify whether there is a risk of contamination is contained in *Annex 2 to PPS23: Development on Land Affected by Contamination*:
<http://www.communities.gov.uk/publications/planningandbuilding/pps23annex2>

You should also consult your waste planning authority's website which should make clear what the statement should contain.

16. Trees and Hedges

Paragraph 4.1.3 of '*BS 5837: 2005 Trees in relation to construction - Recommendations*' offers advice on how to identify trees on adjacent land that could influence the development.

Sections 4 to 7 of *BS 5837: 2005* contain detailed guidance on survey information and plans that should be provided. Using the methodology set out in the Standard should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

[PLEASE NOTE this is an application for planning permission. It is not an application or notification to remove or prune protected trees (i.e. trees which are included in a tree preservation order or located in a conservation area).

If you are granted full planning permission, you will not need to obtain separate consent for tree works which are required to implement the planning permission. However, works to protected trees which are not required to implement the planning permission must be the subject of a separate application or notification using the tree works form.]

17. Trade Effluent

Please describe the type, quantities and means of disposal of any trade waste or effluent. If there is to be none please mark as 'NO'.

18. Residential Units (including Conversion)

Please enter the total number of existing and proposed dwellings, that exist at present and the number which would exist after your development, by category and dwelling type

The categories are classified as:

- Market housing - includes properties for sale where prices are set in the open market.
- Social rented - includes rented housing owned by local authorities and registered social landlords for which guideline target rents are determined through the national rent regime, set out in the '*Guide to Social Rent Reforms*' published in March 2001. Also includes rented housing owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or funded with grant from the Housing Corporation, as provided for in the *Housing Act 2004*.
- Intermediate - includes housing at prices or rents above those of social rent but below market prices or rents. This can include shared equity products (e.g. HomeBuy) and intermediate rent (i.e. rents above social-rented level but below market rents). Intermediate housing differs from low cost market housing (which Government does not consider to be affordable housing).
- Key worker - includes those groups eligible for the Housing Corporation funded Key Worker Living programme and others employed within the public sector (i.e. outside of this programme) identified by the Regional Housing Board for assistance.

The types of dwellings are classified as:

- i) Houses - a house is a dwelling that is not a flat and includes single storey bungalows.
- ii) Flats or maisonettes - includes separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is usually divided horizontally. Maisonettes are flats containing more than one storey.
- iii) Live-work units - accommodation that is specifically designed to enable both residential and business use.
- iv) Cluster flats/non-self contained - units with no separate or self contained living and sleeping accommodation within a larger building of which it forms a part.
- v) Sheltered housing - specifically designed housing in a group with services such as the support of a warden, communal facilities, alarm systems and laundry services. Also includes grouped housing schemes without the services of a warden and other communal facilities.
- vi) Bedsits/studios - refers to a bedroom/living room containing cooking facilities. In addition, it may also contain washing facilities or even a shower.

19. Non-Residential Floorspace

Definitions:

Gross internal floorspace is the internal area of the building, and should include circulation and service space such as lifts and floorspace devoted to corridors, toilets, storage, etc. It does not include any area external to the building(s).

Where more than one use class is proposed as part of any development, floorspace should be specified for each separate planning unit (by Use Class).

For proposed retail floorspace (Use Class A1) the amount of tradeable floor area of the total gross internal floorspace should also be provided. Tradeable floorspace is sales space which customers have access to (excluding areas such as storage).

For outline applications, please enter the maximum floorspace for each use for which you are applying.

All floorspace figures should be provided in square metres.

20. Employment

Please give details of the total number of existing people (i.e. already employed on the site) and any additional staff to be employed (in both full-time and part-time employment) as a result of the proposal being implemented, and calculate the total full-time equivalent posts.

Full-time equivalent numbers can be defined as a statistic representing the number of full-time employees that could have been engaged if the reported number of hours worked by part-time employees had been worked by full-time employees. This is usually calculated by dividing the 'part-time hours paid' by the standard number of hours for full-time employees and then adding the resulting quotient to the number of full-time employees.

Proposed employment figures may be particularly relevant when applying for town centre and retail development and further information can be found in *Planning Policy Statement 6 'Planning for Town Centres'*:

<http://www.communities.gov.uk/publications/planningandbuilding/pps6>

21. Hours of Opening

Provide details of the proposed hours of opening for each non-residential use proposed on the site. (In sensitive areas, or where a use could cause nuisance to neighbours, it is likely that the Planning Authority would impose a condition restricting the hours of operation on your proposed development should approval be given.)

In the event that the hours of operation do not match the hours of opening please provide this information in a supporting statement attached to the application.

22. Site Area

The area contained within the boundary of the site to which the application relates will normally be shown edged in red on the plan accompanying the application, while other land in the same ownership but not being developed is normally identified separately with a blue line. Site area should be provided in hectares.

For some application types the fee is based on the site area, in which case an accurate answer to this question is particularly important.

23. Industrial or Commercial Processes and Machinery

- **Landfill** - in all cases this should include void space to be created by mineral extraction.
- **Energy from waste incineration** - where the incineration of waste will generate electricity, heat or combined heat and power (CHP); where there will be no energy utilisation from incineration use 'Other incineration' box
- **Other incineration** - where there will be no energy utilisation from the incineration of waste
- **Transfer stations** - where the main activity will be the bulking up of waste for treatment or disposal elsewhere; may include some sorting, baling, compaction for recycling, but where this is the main activity use material recycling/recovery facilities (MRFs)
- **Material recovery / recycling facilities** - where the main activity will be the receipt and sorting of waste for recycling and recovery; may include centralised MRFs, community MRFs and as well as small scale recycling bring banks
- **Any combined mechanical, biological and/or thermal treatment (MBT)** - where a single application proposes a mix of technologies to treat a single waste stream on one site; where a single technology is proposed use the most specific waste facility type
- **Other treatment** - where a more specific waste treatment type does not describe the proposed activity; examples may include separation technologies, vitrification, autoclaving, etc.
- **Storage of waste** - where the proposal is for medium to long-term storage of waste; where waste will move to recycling, recovery or disposal in the short-term use Transfer Stations or MRFs
- **Other waste management** - including the recovery of waste to land under an exemption from waste permitting
- **Other developments** - to include incidental development proposals on existing sites such as leachate treatment plants and weighbridges, where these don't add waste management capacity

24. Hazardous Substances

Please give details, including type and quantity of hazardous materials to be used or stored on site. If your application involves the use or storage of hazardous materials above a certain quantity, Hazardous Substances Consent will be required. A list of these materials and the permitted quantities is set out in the *Planning (Hazardous Substances) Regulations 1992*: http://www.opsi.gov.uk/si/si1992/Uksi_19920656_en_3.htm

25. Certificates and Notices

All outline applications must include the appropriate agricultural holdings and ownership certificates to be considered by the local authority.

It is an offence, knowingly or recklessly, to complete a false or misleading certificate.

Agricultural Holdings Certificate

If the land to which the application relates forms an agricultural holding or part of an agricultural holding as defined by the *Agricultural Holdings Act 1986* and comprises land subject to an Agricultural Tenancy all agricultural tenants must be notified prior to the submission of an application.

You must either

- confirm that none of the land to which the application relates is, or is part of, an agricultural holding, or
- give notice to all tenants on the agricultural holding using the Notice to Agricultural Tenants ([Notice 1](#)). A copy of the notice must also be sent with the application to the local authority.

Certificates of Ownership

An ownership certificate must be completed stating the current ownership of the land to which the application relates under Article 7 of the *Town and Country Planning (General Development Procedure) Order 1995*.

• Certificate A - Sole Ownership

Certificate A should only be completed if the applicant is the sole owner of the land to which the application relates (i.e. the applicant is the freeholder and there are no leaseholders with seven years or more remaining on their leases).

If the application involves a leasehold flat then certificate A does not apply as the applicant is not the sole owner. Therefore, in this circumstance, the applicant should complete certificate B, C or D (see details below).

• Certificate B - Shared Ownership (All other owners known)

Certificate B should be completed if the applicant is not the sole owner but knows the names and addresses of all the other owners (e.g. this certificate will need to be served if the proposals encroach onto adjoining land).

The Notice to Owners ([Notice 1](#)) must also be completed and sent to all known owners.

A copy of the notice must also be sent with the application to the local authority.

• Certificate C - Shared Ownership (Some other owners known)

Certificate C should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners.

The Notice to Owners ([Notice 1](#)) must be completed and sent to all known owners.

Where the owner is unknown the Notice to Unknown Owners ([Notice 2](#)) needs to be published in a local newspaper.

A copy of the notice must also be sent with the application to the local authority.

• Certificate D - Shared Ownership (All other owners unknown)

Certificate D should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners.

The Notice to Unknown Owners ([Notice 2](#)) needs to be published in a local newspaper.

A copy of the notice must also be sent with the application to the local authority.

26. Planning Application Requirements & Local Level Requirements

There are two levels of requirements, national and local:

- **National** - Use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted.

- **Local** - The local planning authority will have produced a document (usually available from their website) which details any specific information that is required to accompany the application in addition to the national requirements.

Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information may result in your application being returned as invalid.

27. Declaration

Please sign and date your application.

28. Applicant Contact Details

Please provide contact information for the applicant.

29. Agent Contact Details

Please provide contact information for the agent.

30. Site Visit

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.



Information required for :

- **Application for Outline Planning Permission with some matters reserved.**
- **Application for Outline Planning Permission with all matter reserved.**

The following information **MUST** be provided for the application to be valid:-
Please confirm this by ticking the relevant boxes.

- | | |
|--|--------------------------|
| 1) Completed form (4 copies to be supplied): | <input type="checkbox"/> |
| 2) A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (4 copies to be supplied) | <input type="checkbox"/> |
| 3) A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies to be supplied) including: | <input type="checkbox"/> |
| - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries. | <input type="checkbox"/> |
| 4) The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995. | <input type="checkbox"/> |
| 5) Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995. | <input type="checkbox"/> |
| 6) Design and Access Statement, if required. | <input type="checkbox"/> |
| 7) The appropriate fee. | <input type="checkbox"/> |
| 8) In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and / or published in accordance with this Article. | <input type="checkbox"/> |

Please Note: Without the above information we will not be able to register your application.

COPELAND BOROUGH COUNCIL



SCHEDULE OF FEES FOR PLANNING APPLICATIONS From: 6 April 2008

Note

- 1 Applications cannot be validated unless they are accompanied by the relevant fee (where applicable). If you need guidance in calculating the relevant fee please contact the development control staff by:-
 - Telephone : 01946 598421/18
 - E-mail : devcontrol@copelandbc.gov.uk
- 2 With few exceptions planning fees cannot be refunded once an application has been validated
- 3 Fees should be made payable to Copeland Borough Council
- 4 Please note that the Council can no longer accept cash payments. For guidance on alternative means of payment please contact the development control staff as directed above.

Category of Development – Operations	Fee Payable
1 The erection of dwelling houses (other than development within category 6 below)	a) where the application is for outline planning permission and - <ol style="list-style-type: none"> i) the site does not exceed 2.5 ha, £335 for each 0.1 ha of the site area; ii) the site area exceeds 2.5 ha, £8,285 and an additional £100 for each 0.1 ha in excess of 2.5 ha, subject to a maximum in total of £125,000. b) in other cases - <ol style="list-style-type: none"> i) where the number of dwellinghouses to be created by the development is 50 or fewer, £335 for each dwellinghouse; ii) where the number of dwellinghouses to be created by the development exceeds 50, £16,565, and an additional £100 for each dwellinghouse in excess of 50 dwellinghouses subject to a maximum in total of £250,000
2 The erection of buildings (other than buildings in categories 1,3,4,5 or 7)	a) Where the application is for outline planning permission and - <ol style="list-style-type: none"> i) the site area does not exceed 2.5 ha, £335 for each 0.1 ha of the site area; ii) the site area exceeds 2.5 ha, £8,285, and an additional £100 for each 0.1 ha in excess of 2.5 ha, subject to a maximum in total of £125,000 b) in other cases - <ol style="list-style-type: none"> i) where no floor space is to be created by the development, £170; ii) where the area of gross floor space to be created by the development does not exceed 40 sq metres, £170; iii) where the area of the gross floor space to be created by the development exceeds 40 sq metres, but does not exceed 75 sq metres, £335; iv) where the area of the gross floor space to be created by the development exceeds 75 sq metres, but does not exceed 3750 sq metres, £335 for each 75 sq metres of that area; v) where the area of gross floor space to be created by the development exceeds 3750 sq metres, £16,565, and an additional £100 for each 75 sq metres in excess of 3750 sq metres, subject to a maximum in total of £250,000

3	The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings coming in category 4)	<p>a) Where the application is for outline planning permission and -</p> <p>i) the site area does not exceed 2.5 ha, £335 for each 0.1 ha of the site area;</p> <p>ii) the site area exceeds 2.5 ha, £8,285, and an additional £100 for each additional 0.1 ha in excess of 2.5 ha, subject to a maximum in total of £125,000.</p> <p>b) in other cases -</p> <p>i) where the area of gross floor space to be created by the development does not exceed 465 sq metres, £70;</p> <p>ii) where the area of gross floor space to be created by the development exceeds 465 sq metres but does not exceed 540 sq metres, £335;</p> <p>iii) where the area of gross floor space to be created by the development exceeds 540 sq metres but does not exceed 4215 sq metres, £335 for the first 540 sq metres, and an additional £335 for each 75 sq metres in excess of 540 sq metres; and</p> <p>iv) where the area of gross floor space to be created by the development exceeds 4215 sq metres, £16,565, and an additional £100 for each 75 sq metres in excess of 4215 sq metres, subject to a maximum in total of £250,000.</p>
4.	The erection of glasshouses on land used for the purposes of agriculture	<p>a) Where the gross floor space to be created by the development does not exceed 465 sq metres, £70;</p> <p>b) Where the gross floor space to be created by the development exceeds 465 sq metres, £1,870.</p>
5	The erection, alteration or replacement of plant or machinery	<p>a) Where the site area does not exceed 5ha, £335 for each 0.1 ha of the site area;</p> <p>b) Where the site area exceeds 5 ha, £16,565, and an additional £100 for each 0.1 ha in excess of 5 ha, subject to a maximum in total of £250,000.</p>
6	The enlargement, improvement or other alteration of existing dwellinghouses.	<p>a) Where the application relates to one dwelling house, £150;</p> <p>b) Where the application relates to two or more dwelling houses, £295.</p>
7a.	The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse	£150
7b	The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.	£170
8.	The carrying out of any operations connected with exploratory drilling for oil or natural gas	<p>a) Where the site area does not exceed 7.5ha, £335 for each 0.1ha of the site area ;</p> <p>b) Where the site area exceeds 7.5ha, £25,000, and an additional £100 for each 0.1ha in excess of 7.5ha, subject to a maximum in total of £250,000.</p>
9	The carrying out of any operations not coming within any of the above categories.	<p>a) in the case of operations for the winning and working of minerals -</p> <p>i) where the site area does not exceed 15ha, £170 for each 0.1ha of the site are;</p> <p>ii) where the site area exceeds 15ha, £25,315, and an additional £100 for each 0.1ha in excess of 15ha, subject to a maximum in total of £65,000;</p> <p>b) in any other case, £170 for each 0.1ha of the site area, subject to a maximum of £250,000.</p>

Category of Development – Uses of Land	Fee Payable
10. The change of use of a building to use as one or more separate dwelling houses	a) Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses <ul style="list-style-type: none"> i) where the change of use is to use as 50 or fewer dwellinghouses, £335 for each additional dwellinghouse; ii) where the change of use is to use as more than 50 dwellinghouses £16,565, and an additional £100 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £250,000; b) in all other cases <ul style="list-style-type: none"> i) where the change of use is to use as 50 or fewer dwellinghouses, £335 for each dwellinghouse; ii) where the change of use is to use as more than 50 dwellinghouses £16,565, and an additional £100 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £250,000.
11a. The use of land for the disposal of refuse or waste materials or for the deposit of material remaining after minerals have been extracted from land; or 11b The use of land for the storage of minerals in the open	a) Where the site area does not exceed 15 ha, £170 for each 0.1 ha of the site area; b) Where the site area exceeds 15 ha £25,315, and an additional £100 for each 0.1 ha in excess of 15 ha, subject to a maximum in total of £65,000
12 The making of a material change in the use of a building or land (other than a material change of use coming within any of the above categories).	£335
Category of Advertisement	Fee Payable
1 Advertisements displayed externally on business premises, on the forecourt of business premises or on other land within the curtilage of business premises, wholly with reference to all or any part of the following matters – <ul style="list-style-type: none"> a) the nature of the business or other activity carried out on the premises; b) the goods sold or the services provided on the premises; or c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services. 	£95
2 Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.	£95
3. All other advertisements.	£335.
Other Applications	Fee Payable
Request for written confirmation that a condition or conditions attached to a grant of planning permission has been complied with <ul style="list-style-type: none"> a) where the request relates to a permission for development which falls within category 6 or 7a above b) where the request relates to a permission for development which falls within any other category 	£25 for each request £85 for each request Note: the above fees are refundable if the Local Planning Authority fails to give the written confirmation requested within a period of 12 weeks from the date on which the Authority received the request
For non-compliance with conditions, including retention of temporary buildings, etc	£170 (if not exempt as a revision)

Renewal of planning permission, where the development has not been begun and the time for beginning the development has not expired.	£170
Notice of Intention (for agricultural and forestry development & demolition of buildings)	£70 (flat rate)
Development by Telecommunications Code System Operators (Part 24 GPDO)	£335 (flat rate)
Works to improve a disabled person's access to a public building, or to improve his/her access, safety, health or comfort at his/her dwelling house.	No fee
Applications by Parish, etc Councils (Advertisement applications also)	Half the normal fee
Applications required because of the removal of permitted development rights by a condition or by an Article 4 direction.	No fee
Playing fields (for sports clubs etc)	£335
Duplicate applications made by the same applicant within 28 days.	Normal fee for both applications.
Revised or fresh application for development of the same character or description within 12 months of approval, refusal, or, if withdrawn, date of making application.	No fee
Alternative applications for one site	Highest of the fees applicable for each alternative and a sum equal to half the rest.
Development crossing planning authority boundaries requiring several applications.	Only one fee, paid to the authority having the larger site but calculated for a whole scheme, and subject to special ceiling.
Reserved matters where applicant's earlier reserved matters applications have incurred total fees equalling that of a full application for the entire scheme	£335
Application for Listed Building Consent or Conservation Area Consent.	No fee

Design & Access Statements

A Guidance Note

Why is a Design & Access Statement needed?

Changes to planning legislation which came into effect on the 10th August 2006 require that a Design & Access Statement should be submitted with all planning (outline and full) and listed building applications, with some exceptions, (see below).

Failure to submit a Design & Access Statement will mean that your application cannot be registered.

What is a Design & Access Statement?

A Design & Access Statement should not just be a description of the proposal, but should illustrate the design process that has led to the development proposal and should explain and justify the proposal in a structured way. The Statement will help to ensure that the development proposals are based on a thoughtful design process and a sustainable approach to access. It should show how and why the chosen design was arrived at and how access issues were considered.

What should the Statement include?

A site appraisal - noting local characteristics, site features (including existing landscaping), adjoining uses and architecture, topography, constraints, opportunities (eg views out of the site), existing footpath and cycle routes, road access and public transport and convenient access to buildings, spaces and public transport by all.

Design process - demonstrate how national and local planning policies have been considered. The process should respond to these policies and the site appraisal and develop a design which is appropriate for the specific site.

The Design Component

The design aspect of the Statement should include:

Amount of development - how much development is proposed on the site? Does the density accord with planning policy and adjacent existing development? What is the proposed use of the land or buildings - what will the buildings and spaces be used for and how will this relate to planning policies and adjacent uses?

Layout - the siting and spacing of the development. The way that the buildings relate to each other, to their existing neighbours, to open space or features in the site and to the wider landscape or townscape context.

Scale - this is the height, width and length of a building or buildings in relation to its surroundings. The Statement must justify the scale in relation to neighbouring developments.

Landscaping - this should not be a means to screen poor design. The landscape design should be developed as part of the design process to create a sense of place and integrate existing landscapes and enhance biodiversity. This should include both hard and soft landscaping together with maintenance proposals.

Appearance - details of the external form of the development, its architecture, materials, decoration, lighting, colour and texture. The design should respect its context and not be a stock design slotted in.

The Access Component

The Statement should relate to planning policies and include the following two aspects of access:

Vehicular and transport links - convenience of access - why the access points and routes into the development have been chosen and how the site responds to road layout and public transport provision. Access routes for emergency vehicles should be identified.

Inclusive access - how everyone can get to and move through the place on equal terms regardless of age, disability, ethnicity or social grouping.

Listed Building Applications

In addition to the information listed above, a brief explanation of how the design has taken account of the following will also be required:

- The historic and special architectural importance of the building
- The particular physical features of the building that justify its designation as a listed building
- The building's setting
- The need to balance the requirements of the Disability Discrimination Act and the historical and architectural significance of the building

What is required in the Statement?

The Statement should include a written report which supports the application showing the process that has led to the development proposal and justifying the particular design solution. The report could be a few paragraphs for a small, straight forward development. In the case of a detailed study for a major or complex development the statement may include photographs, drawings and plans of the site and its surroundings. The statement should outline what consultations have taken place and how this advice has been incorporated in the proposal.

Where Design & Access Statements are not required:

- Applications for change of use
- Engineering or mining operations
- Householder applications (except within a National Park, a Conservation Area or an Area of Outstanding Natural Beauty)
- Advertisement control, tree preservation orders or storage of hazardous substances

Further information and advice is available:

- Department for Communities and Local Government Circular 01/2006 (www.communities.gov.uk)
- CABE Design & Access Statements (www.cabe.gov.uk)
- Planning Policy Statement 1: Delivering Sustainable Development
- Copeland Local Plan 2006 - 2016 (www.copeland.gov.uk)
- Cumbria & Lake District Joint Structure Plan 2006 - 2016 (www.cumbria.gov.uk)

