North Somerset Development Management Agents’ Forum

12 January 2017
Today’s topics

• Planning policy update
• Accessible Housing Needs Assessment / Affordable Housing
• New Planning Application Requirements
• Planning Portal updates
• Highways Design Guide
• Discharging Planning Conditions
• General update and questions
Planning Policy Update

Graham Quick
Local Plan Team Leader
Graham.quick@n-somerset.gov.uk
Content: Planning Policy Update

- Joint Spatial Plan
- New Local Plan
- North Somerset Core Strategy
- Site Allocation Plan
- Development Management Policies
- Neighbourhood Development Plans
- Community Infrastructure Levy
- Supplementary Planning Documents
Planning to 2036: Joint Spatial Plan

- Jointly prepared by W of E authorities for 2016-2036.
- Covers North Somerset, Bristol City, South Glos, and Bath & NE Somerset.
- Will establish overall housing requirement for the wider housing market and location of strategic growth/infrastructure.
- Developed alongside Joint Transport Study
- Will provide necessary Core Strategy review of housing numbers.
- Context for a new NSC Local Plan to 2018-2036 to be progressed in parallel.
Housing target

JSP will consider implications of housing need from both Bristol and Bath HMAs – to be allocated across West of England area.

Proposed JSP housing target:

- Housing need: up to 105,000 dwellings
- Commitments: 66,000 dwellings
- Urban intensification: 14,600 dwellings
- New locations: up to 24,400 dwellings (including about 10,000 dwellings in NSC)
Figure 5: JSP Spatial Strategy Map: new development locations (incl employment locations).

Note: Locations symbols are illustrative only and must not be taken to imply any specific development sites.
New NSC Local Plan to 2036

• Work has commenced on a new local plan - to be prepared in parallel with JSP.
• Will cover period 2018-2036.
• Target for adoption 2019.

• Will review and roll forward the current planning framework (Core Strategy, Development Management Policies, Site Allocations Plan).
• Opportunity to work closely with Neighbourhood Plans.
North Somerset Core Strategy

- Now adopted on 10th January 2017
- Looks ahead to 2026
- 20,985 dwellings (2006 - 2026)
- 8,000 dwellings built up to 2016
- Settlement boundary policies relaxed
- Development adjacent to settlement boundaries acceptable subject to criteria (up to 75 WsM, up to 50 other towns, up to 25 service villages)
Planning to 2026: Site Allocations Plan

Site Allocations Plan is the detailed plan to 2026 which identifies the sites to be developed to meet the Core Strategy housing requirement. Also other allocations eg employment, local green space, strategic gaps.

NSC has granted permission for a number of developments at service villages to boost the five year supply position – these are included as allocations.

Publication version approved by Executive 18 October 2016.

Public consultation 7 November 2016 – 19 December. All representations received forwarded to Planning Inspectorate for examination in Spring 2017.

Adoption – Summer 2017.
North Somerset Replacement Local Plan is now out of date.
Development Management Policies

- Replaces vast majority of Local Plan policies
- Adopted July 2016
- NPPF Compliant
- 72 policies
- www.n-somerset.gov.uk/sitesandpolicies
Neighbourhood Plans

Long Ashton and Backwell NDP’s have been “made”.

Other NDP coming forward:
- Congresbury
- Churchill
- Claverham
- Winscombe and Sandford
- Wrington
- Yatton
- Portbury
- Clevedon
- Pill/Easton-in-Gordano and Abbots Leigh
Community Infrastructure Levy

• developers who will know in advance the amount of money they will be expected to contribute.

• protracted and unpredictable Section 106 negotiations on every site are avoided.

• the levy is fairer as more developments will contribute.

• delivering infrastructure will be easier as we will have more freedom to choose appropriate projects.

• parishes where housing development takes place will receive 15% of the levy, or 25% for communities with an adopted neighbourhood plan.

When charges are agreed they will apply to nearly all new developments. The levy will partially replace the current system of Section 106 contributions.

Submitted to SoS. Inquiry 28th Feb 2017
www.n-somerset.gov.uk/cilexamination
Supplementary plans – adopted

Supplementary planning documents provide more detail on policies in local plan documents and support decisions on planning applications. These are the current adopted supplementary plans.

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Accessible Housing Needs Assessment / Affordable Housing

Geraint Nutt & Anthony Rylands
Draft Housing Needs Assessment

Sites and Policies Plan Part 1: Development Management Policy DM42:

“Accessible and adaptable housing and housing space standards.”
Policy DM42

Policy aim

To create homes which provide greater choice and independent living over the long term.

In instances where the Council can demonstrate evidence of need, proposals for residential development should incorporate an appropriate proportion of those dwellings constructed to the optional Category 2 standard as set out in the Building Regulations Approved Document M.

Policy to be applied to sites which create 10 or more new dwellings.
National Planning Policy Framework

The National Planning Policy Framework (NPPF) is clear that local planning authorities should plan to create safe, accessible environments and promote inclusion and community cohesion. This includes buildings and their surrounding spaces. Local planning authorities should take account of evidence that demonstrates a clear need for housing for people with specific housing needs and plan to meet this need.”

(Revision 27 03 2015).
Initial findings of assessment

• Need for accessible housing driven by different groups of people, ages and tenures.
• Development to provide at least 17% of all dwelling units to the required standard.
• Need for accessible housing is likely to increase as people live longer and models of care seek to allow people to stay in their own homes longer.
• Accessible housing needs vary between geographic areas across North Somerset.
Timescale

• The assessment will be finalised as Supplementary Planning Document.
• It will be issued for consultation by the end of February.
• It will go through normal SPD process for approval.
• The SPD will set out how it will be applied for the determination of development applications.
Nationally Described Space Standards

- DM42 – its expected all dwellings should be built to NDSS where practical and viable

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Affordable Housing

• We are currently requesting all affordable units comply with NDSS and meet at least M4 category 2 of building regulations

• 10% of the affordable housing units should meet M4 category 3
New Planning Application Requirements (PAR)

Simon Exley
PAR Part 1

• Relates to supporting documents
• Adopted November 2016
• Available to view online
• Will be more rigorously adhered to
Information to support a planning application

As well as sending the correct forms, drawings, fee and certificates you may also need to send supporting documents. To find out when supporting documents are needed use the reference table of adopted:

local planning application requirements - part 1 supporting documents - adopted
(PDF, 269.11 kB)

Also use our advice on the supporting statements, assessments or documents you need.

Design and access statement

Affordable housing statement

Required for residential or mixed use development:
PAR Parts 2 and 3

- Part 2 relates to when plans and drawings are required
- Part 3 relates to the standards plans and drawings should adhere to
- Part 3 prepared in partnership with Bristol City Council and B&NES Council
PAR Parts 2 and 3

• Public consultation for 6 weeks ending on 15 February

• Your comments and views are needed

• Once adopted applications that don’t to comply will normally be invalid
PAR Parts 2 and 3

Headline issues:

1. Scale bar will always be required (except for location plans)

2. Revisions must be clearly identified with a new number, e.g. D1a, D2b, D3c, etc.
PAR Parts 2 and 3

Headline issues:

4. Plans and drawings be annotated e.g. if a line is shown on the plan between two properties, annotate by stating “boundary fence”.

5. Overly faint drawings and text that can’t be viewed clearly will not be accepted.
PAR Parts 2 and 3

For electronic submissions:

6. All files names must confirm what it is. Documents or files submitted without a meaningful and accurate file name will not be accepted.
PAR Parts 2 and 3

For electronic submissions:

7. Plans, drawings and other documents should be orientated correctly so that they appear the right way when viewed.
PAR Parts 2 and 3

For electronic submissions:

8. Plans, drawings and supporting documents must be presented clearly so that they can be viewed via our website easily.
PAR Parts 2 and 3

For electronic submissions:

9. All documents and files should normally be submitted in PDF format.

10. Individual files must be no larger than 10 megabytes.
PAR Parts 2 and 3

For electronic submissions:

11. Compact discs will not normally be accepted

12. Major developments must be accompanied by one full paper copy of all the plans and drawings for consultation purposes
PAR Parts 2 and 3

Public consultation for 6 weeks ends on 15 February

Your views are needed!
PAR Parts 2 and 3

You can view the documents and submit any comments that you may have online by following the links below.

Part 2 Drawings

Part 3 Drawing Standards
Break!
Planning Portal updates

Robin Vaissiere - Account Manager
North Somerset Council
January 2017
Robin Vaissiere – Account Manager
Planning permission

Do you need planning permission? →

Find out with our interactive guides and common project helpers.

Applications

Start or view your applications →

Apply for planning permission or make a building control application.

Building control

Building regulations documentation and guidance on the building control application process.

Planning

Find out about the planning process and relevant documents, policy and legislation.

Services and information

Find out more information about the Planning Portal and our services for local authorities and professionals.

Find your council

Enter a postcode to find contact details for the council in your area.
Applications

Most planning and building control applications are now submitted online. You can apply to every local authority in England and Wales through the Planning Portal.

When beginning a project you must consider whether the development will need to have planning permission or building regulations approval or your project may need both. These are two separate applications and must be applied for individually, you can apply for both using the Planning Portal's services below.

You will need to create a separate account for each of the application services. You can register and sign in using the links below.

Planning applications

Begin a planning application, you apply to the relevant local planning authority for planning permission. All planning applications are required to be submitted on a standard form and can be submitted online through the Planning Portal.

- Find out more information about planning applications
- Register for a planning application account

Start a planning application ➤
View your planning applications ➤

Building control applications

Any person carrying out building work needs to ensure that work complies with the regulations. There are some types of work which will not be exempt from the building regulations and an application will not be necessary.

- Find out more information about building control applications
- Register for a building control application account

Start a building control application ➤
View your building control applications ➤
Welcome to the Building Control application service

We're the national home of Building Control applications for England and Wales.

Applying online is simple:

1. Select and complete the relevant forms
2. Attach supporting documents and plans
3. Pay the application fee online (fee calculator)

If you need more information about building control or are unsure if your project requires a Building Control application please visit the Planning Portal’s information resources.

The building control application service is separate to the planning application service. In order to begin a building control application you first need to create a building control account, even if you already have a planning application account.
Smarter Planning Champions - Planning Professionals

2030 Architects
3D.G Design Ltd
4 Season Tree Care Ltd
4D Planning Consultants
A.D.C (Bristol) Ltd
A&K Architectural Services
Abacus Design Partnership
Absolute Architecture
Abstract Planning Ltd
Adam Knibb Architects
Acorn Architectural Services
ADL Architects
Adam Fahey Design Ltd
Affordable Architecture
Alex P Gath Ltd
Alpha Plans
Alyn Nicholls & Associates
Alliance Planning
Andrew Bevis
Andrew Harris Architects
Andrew Kenyon Architects
Anglian Home Improvements
AR Create
Aran Property Consultants Ltd
Architech & Design Services Ltd
Architech
Architect Chartered Services
Architect Creations
Architectural Plans & Services
Architectural Survey Services
Architecture & Partners LLP
Architecture Verte
Arnold Gilpin Associates
ARP Architects
Atelier73 Architecture
Atkins Global
Aztech Architecture
Azure Architecture
Barrie Christian Architect
Cad Properties Ltd
Carter Jonas
CATCH Architects Ltd
Caullystone Architectural Practice
CB2 Architecture
Cedar Rydal Ltd
Cerda Planning
Challinor Hall Associates
Charles Delany Architect
Child Graddon Lewis (CGL)
Christian Alusine Design Ltd
Cityscape Architecture Ltd
CJ Projects
Clare Nash Architecture
Clayland Architects
Clive Malin Limited
CMC Design
Cole Radcliffe Ltd
Colchester Planning Services
Complete-Plans Ltd
Creative Design
CRL Architects
D3 Architects
David Edwards Partnership
David Humphreys Ltd
DB4 Architects
David Jenkins Design
David Lock Associates
David Taylor Associates (UK) Ltd
David Trewin Associates
Daylight Signs
DB Architecture
de Brant Joyce & Partners
Dean Mcleod Design and Plans
Design & Draughting Services
Design Office Architectural Ltd
Design Syntax Ltd
Designisms
Detail Construction Solutions Ltd
Ennerji Projects
Estacchin Architects
Everything Energy
Fiftypointeight Architecture + Interiors
Form Architecture & Planning
Fowler Architecture & Planning Ltd
Franklin Ellis Architects
Frith Associates
Futurama Signs
G M Moore & Associates
GamPlan Associates
Gareth Hickman Architectural Ltd
Garry Lupton Associates
GBa&e
GD Cooper Architectural Services
George F White
Gerry Lytle Associates
Get Planning Ltd
GM Tree Consultants
Good Architecture
GoTo Planning
Gowers Bell Ltd
GP Planning
Ground Control
Habitar Architecture
HAPC Ltd
Hardcastle Architects
Harker Architects Ltd
Haus Ltd
Hepworth Design
Hive Architects Studio Ltd
HM Architecture
Home Design Services
Hubbard Architecture
Ikonomgrafik Design Ltd
In Architecture
Interior Design Co Ltd
IPL Property Services
J10 Planning
Visit www.trustep.org.uk for help finding a local trade professional.

Buy a planning map

The most common reason for planning applications being rejected by councils is that the accompanying plans are invalid. Buying your plans from one of the Planning Portal’s accredited suppliers means you are one step closer to submitting a valid application.

Most planning applications require a location plan and a site plan (also known as a block plan), to be submitted as supporting documents, view our guidance to help you better understand what your location plan and site plan should look like (PDF 510kb).

NEW – ReQuestaplan service . . . Jan 2017
Supporting Documents

Supporting Documents that MUST be provided for this application:

- Noise impact assessment
- Site and other plans

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Add Documents

Use this page to upload all mandatory and any additional documents.

- Online
- By Post
- Covered by another document

Select document type:

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Select document type...
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Description (Optional):

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max 250 characters
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5mb maximum file upload size

Buy a Site Location Plan

Buy your plans from our accredited suppliers by clicking on their logos below

- **Streetwise**
  - plans ahead by emapsite™
  - **Buy A Plan**

To understand what you need to submit please click here for our guidance PDF.
New mobile compatible Interactive House

You can now submit building control applications through the Planning Portal
Common projects

In this section you will find planning and building regulations guidance for many common building work projects for the home. You can also read case studies outlining people's real experience of tackling a number of the projects.

Please use the below menu to navigate to the relevant common project.

- Adverts and signs
- Basements
- Biomass fuelled appliances
- Boilers and heating
- Ceilings and floors
- Change of use
- Conservatories
- Decking
- Decorations
- Demolition
- Doors and windows
- Drains and sewers
- Extensions
- External walls
- Fascias
- Fences, gates and garden walls
- Financing your project
- Flats and maisonettes
- Flue, chimney or soil and vent pipe
- Flues for biomass and combined heat and power systems (non-domestic)
- Fuel tanks
- Garage conversion
- Gate ornaments
- Heat pumps (non-domestic)
- High hedges
- Home energy generation
- Hydro electricity
- Insulation
- Internal walls
- Kitchens and bathrooms
- Lighting
- Loft conversion
- Micro-combined heat and power
- Neighbourhood planning
- Outbuildings
- Paving your front garden
- Porches
- Roof
- Satellite, TV and radio antenna
- Self build homes
- Shops
- Solar panels
- Solar panels (non-domestic)
- Trees and hedges
- Underpinning
- Warehouses and industrial buildings
- Wind turbines
Planning Permission

Planning permission is not normally required. However, permission is required where you extend or alter the roof space and it exceeds specified limits and conditions.

These are specific to "the enlargement of a dwellinghouse consisting of an addition or alteration to its roof" as detailed in Schedule 2, Part 1, Class B of the The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

There are different rules for "any other alteration to the roof of a dwellinghouse" (Schedule 2, Part 1, Class C) which are detailed in our ‘Roof’ section.

A loft conversion for your house is considered to be permitted development, not requiring an application for planning permission, subject to the following limits and conditions:

- A volume allowance of 40 cubic metres additional roof space for terraced houses*
- A volume allowance of 50 cubic metres additional roof space for detached and semi-detached houses*
- No extension beyond the plane of the existing roof slope of the principal elevation that fronts the highway
- No extension to be higher than the highest part of the roof
- Materials to be similar in appearance to the existing house
- No verandas, balconies or raised platforms
- Side-facing windows to be obscure-glazed; any opening to be 1.7m above the floor
- Roof extensions not to be permitted development in designated areas**
- Roof extensions, apart from hip to gable ones, to be set back, as far as practicable, at least 20cm from the original eaves
- The roof enlargement cannot overhang the outer face of the wall of the original house.

Please note: For an explanation of how to apply the 20cm set back condition please see pages 35-36 of 'Permitted development for householders - Technical guidance', see below.

*Bear in mind that any previous roof space additions must be included within the volume allowances listed above. Although you may not have created additional space a previous owner may have done so.

**Designated areas include national parks and the Broads, Areas of Outstanding Natural Beauty, conservation areas and World
Visitor traffic

2016 (monthly average)

- 1M visits
- .5M unique visitors
- 7.5M total pages viewed
Approved Documents

The most recent versions of the Approved Documents that support the technical "Parts" of the Building Regulations' together with Regulation 7 are accessible using the links below.

NEW – Approved Documents Notification Service . . . Jan 2017

- Part A - Structure
- Part B - Fire Safety
- Part C - Site preparation and resistance to contaminates and moisture
- Part D - Toxic Substances
- Part E - Resistance to the passage of sound
- Part F - Ventilation
- Part G - Sanitation, hot water safety and water efficiency
- Part H - Drainage and Waste Disposal
- Part J - Combustion appliances and fuel storage systems
- Part K - Protection from falling, collision and impact
- Part L - Conservation of fuel and power
- Part M - Access to and use of buildings
- Part N - Glazing Safety (Withdrawn)
- Part P - Electrical Safety
- Part Q - Security
- Part R - Physical infrastructure for high speed electronic communications networks.
- Regulation 7 - Materials and workmanship

Shop insurance - all you need to know

Whether you sell bunches of blooms or premium pet food, as a shop owner you have stock to protect, a business premises to take care of, and daily contact with customers and suppliers that could leave you open to compensation claims.

A comprehensive shop insurance policy can cover all these risks and more. Alternatively, if you run an online shop, the risks you face are slightly different, so the insurance you need will be slightly different too.

Read more

Previous Articles

- Everything you ever wanted to know about personal accident insurance
- Everything you ever wanted to know about contract works insurance
- Public liability insurance - all you need to know
**NEW free ‘Workspace’ facility**

You can sort your list of applications by clicking on the headings in the table below.

Your applications are grouped by status in the tabs below. You can click on the tabs to switch between them. View more information on the different statuses.

The Agent Admin functionality on the old site has been replaced by our new Workspaces feature.

If you are a professional Agent and are unable to view draft or submitted applications you were working on please contact your organisation's Agent Administrator.

Please click the ‘Manage Workspaces’ button to view any Agent Workspaces you may be invited to. You won’t be able to view these until your organisation’s Agent Administrator has activated his/her account and assigned Agents to the Workspace.

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Pay & Submit

Declaration

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

Payment

You need to pay £385.00 to Exeter City Council.

How do you wish to pay for your planning application?

- Secure Online payment by credit/debit card
- Telephone
- BACS

Ask your client to pay the application fee

NEW ‘client-pay’ facility

Please note that clicking the button below will submit your application to the local planning authority.

If you have selected ‘secure online payment’ you will be taken to the local authority’s payment system. Some authorities may add a surcharge to payments to cover processing costs.

Once a payment has been made you should be automatically returned to the Planning Portal and confirmation details will be shown. Please note that some online payment facilities require a final confirmation action (e.g. clicking a ‘Return to the Planning Portal’ button) to complete the payment and submission process.

Proceed to Pay and Submit
Online planning applications

- Over 3 million planning applications submitted since 2003
- circa 2,000 online planning applications every working day
- over 1 planning application submitted every minute

. . . Submitting online via the Planning Portal is the industry standard
Thank you for your time

Robin Vaissiere - Account Manager
Tel: 077855 18797
Email: robin.vaissiere@planningportal.co.uk

www.planningportal.co.uk
Highways Design Guide

Jackie Lower
Purpose

Gives clarity in respect of highway design standards and procedures in North Somerset

- Defines the transition between DMRB & MfS;
- Self-service for Developers
- Reduce abortive work
- Reduce the need for discussions and negotiations between parties
- Increase efficiencies for both parties
- Pre-application / Planning application / Post-consent adoption
Progress

- Adopted December 2015
- Information to Agents January 2016
- Refresh January 2017
Structure

• The Planning Application Process
• Legal Agreements
• Fees
• Design Requirements
• Construction Phase
• Standard & Non-standard Materials
Appendices

Appendix A Transport Assessments and Transport Statements

Appendix B – Example Spreadsheet to be used to calculate commuted maintenance sums for approved non-standard materials

Appendix C – Guidance on Materials Testing

Appendix D – Guidance on Landscaping and Trees in Adoptable Areas

Appendix E – Guidance on Public Transport
What Next

Promotion of HDDG

HDDG refresh aiming for Summer 2017

Welcome feedback
Discharging Planning Conditions

Simon Exley
How to avoid delays

1. Include a covering letter stating:
   1. The approval notice reference number
   2. The conditions to which the request relates
   3. Confirm which associated documents (including drawing numbers) relate to which conditions
How to avoid delays

2. Applications with ‘details to follow’ will normally be refused

3. Requests to discharge outline planning consent before the reserved matters is approved will not be accepted and the fee will not be refunded
How to avoid delays

4. Include the correct fee (£28 for householder approvals and £97 for all other approval types).
How to avoid delays

Read the advice online.
How to avoid delays

5. There is specific advice for varying types of conditions:

- Energy conditions (new page)
- Drainage conditions Tree conditions
- Ecology conditions etc. etc.
Discharge of condition – energy

To discharge energy conditions from your planning permission, apply and pay on the Planning Portal website.

Applications need to show:

- the energy demand of the proposed building
- the % of the energy demand of the building that would be provided by the proposed renewable energy equipment
- the location of the proposed renewable energy equipment
- the product details of the proposed renewable energy equipment

Important advice:

- the use of fabric first principle instead of the use of micro renewable technologies
- the use of log burners does not comply with the conditions requiring renewable energy generation
Development Management Update

Richard Kent
Current work areas ...

Policy making

- Core Strategy
- Sites Allocations Plan Plan
- Joint Spatial Plan – towards a spatial strategy
- Town Centre - SPD
- Neighbourhood Plans – Long Ashton, Backwell adopted. Claverham consultation complete; Others in pipeline

Service efficiencies and savings

- staff transferred to Agilisys
- centralised functions internally
- Sharing of services externally being explored
- Calls to Contact centre & web self serve
  - ICT – new back office system (Uniform)
Budget Reduction

- Overspend projected for 2017/18 – spending restrictions; vacancy & overtime freeze; travel controls;
- £5.6m savings to be found for 18/19 in addition to £4.9m already proposed
- Key principles include:
  - protecting front line services and transforming rather than simply cutting
  - promoting economic growth and income generation
  - supporting communities to be more self-reliant
  - working in partnership with others.
- Staffing capacity and priorities
Housing delivery – policy & appeals

Housing White Paper imminent.

Housing & Planning White Paper 2016 already made changes:

- Local Plans in place
- “Permissions in Principle” (PiP)
- “Technical Details Consent” (TDC)
- Brownfield & Self Build registers
- Starter Homes

Widened designation for “poorly performing” LPAs – quantitative & qualitative measures

Pre-commencement conditions review
Current work areas for DM ...

Corporate focus on jobs and growth

• Weston town centre regeneration
• Winter Gardens;
• Walliscote Place;
• Weston College;
• Creative Hub;
• Heritage Action Zone
• J21 “Enterprise Area” - Food & Drink LDO
• Hinkley Point opportunities and impacts
Questions?
Thank you for coming

CPD Certificates available

Date of next meeting
May 2017