

Notes for Applicants

National Requirements

Please ensure **ONE** copy of the following plans and drawings are submitted. Failure to submit any of these documents may result in the application being deemed invalid.

1. The completed relevant application form (one copy)

Please ensure the form is dated and signed, including the Ownership Certificates and final Declaration on the last page.

2. The correct fee

Fees are payable to Braintree District Council. Please refer to the "[Scale of Charges](#)" sheet for the details of the fees payable and of any exemptions.

3. Location Plan (one copy)

An up-to-date map at a scale of 1:1250 or 1:2500 showing the application site edged in red and any other adjoining land owned or controlled by the applicant edged in blue. This plan is used to identify the site and therefore must cover a large area around the site, with at least two named roads, house names or numbers, and surrounding buildings notated on the plan.

Please note - All drawings must have a scale bar and plan size (eg 1:100 at A1) on all plans. If plans have drawings at different scales (eg a location plan / block plan / elevations) a scale bar will be required for each drawing.

4. Block Plan (one copy)

A block plan at scale 1:500 or 1:200, based on an accurate site survey, showing the application site, surroundings and any neighbouring buildings to show:-

- (a) the direction of north
- (b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- (c) all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- (d) all public rights of way crossing or adjoining the site;
- (e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- (f) the extent and type of any hard surfacing;
- (g) boundary treatment including walls or fencing where this is proposed.

5. Drawings and Elevations (one copy)

For all applications (other than Advertisements) plans are required, at a scale of 1:50 or 1:100 to further explain the proposal in detail:-

- (a) location of the proposed development or demolition works within the site;
- (b) full elevations (existing and proposed);
- (c) floor plans (existing and proposed showing the proposed use of floor space) and where a proposed elevation adjoins a neighbouring building details of openings in both buildings;
- (d) proposed materials and the colour of walls and roofs;
- (e) cross section(s) through the proposed building;
- (f) for proposals requiring alterations to levels, details of cross sections or contours of the site
- (g) for infill housing schemes, street scene elevations at scale 1:200 or 1:100.

Where existing and new works are shown on the same plan, new works should be distinctively coloured or shaded.

Advertisement applications should include plans showing the proposed design (including section through any proposed fascias), dimensions, materials, colouring, lettering, method of illumination (if proposed), height from ground level to top of advertisement, projection from any building and method of fixing.

6. Existing and proposed site sections and finished floor and site levels

Plans at scale 1:50 or 1:100 should show a cross section through the proposed building(s). If the proposal involves a change in ground levels, the plans should show existing and proposed levels including details of foundations and eaves and how encroachment onto adjoining land will to be avoided.

For applications involving new buildings, plans should show existing site levels and finished floor levels, and how the new buildings will relate to existing site levels and neighbouring development.

For householder development, where levels are not clear from floor plans and elevations, for sloping sites or where ground levels would be altered, plans showing how the extension(s) relate to existing ground levels are required.

7. Roof plans

A roof plan at scale 1:50 or 1:100 should show the shape and location of the roof(s) and roofing material

8. Design and Access Statement (one copy)

A Design and Access Statement is only required for the following types of application:

- All major planning applications, i.e. 10+ dwellings, commercial floorspace over 1000sq.m. or site area over 1ha
- Applications for one or more dwelling houses **in a Conservation Area**
- Applications for the provision of a building or buildings where the floor space created by the development is 100 square metres or more **within a Conservation Area**
- All Listed Building Consent applications

Design & Access Statements are **not** required for an application for planning permission which is:

- For a variation or removal of conditions attached to a planning approval
- For renewal of an extant permission
- For engineering or mining operations
- For a material change of use of land or building
- For development which is waste development

Statements must cover the design principles and concepts that have been applied to the development and access to the development. For Listed Building Applications further information is required as to how special architectural or historic importance of the building has been taken into account. Further guidance on the content of Design and Access Statements is set out in circular 01/2006 "Guidance on Changes to the Development Control System" which can be viewed on the Communities web page www.communities.gov.uk .

Local Requirements

Local Planning Authorities are able to ask for further details to be submitted with an application. The requirements are related to the type of application and full details are provided on the Council's web site www.braintree.gov.uk. Failure to provide the information could result in the application being deemed invalid.

If you have any queries regarding the application forms, fee or information and plans required, please contact Development Management for assistance on (01376) 552525.