

## Pre-application Request Report (Householder) - Example Report

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| <b>Reference Number</b>                      | P/2014/00345  |
| <b>Planning Officer</b>                      | Mr Planner  |
| <b>Site Address</b>                          | Any town, any where   |
| <b>Proposal</b>                              | Erection of a side extension  |
| <b>Relevant Planning Policy</b>              | <p><b>Where relevant</b></p> <p>National Planning Policy Framework – particularly Section 7 and Paragraph 17.<br/> East Staffordshire Local Plan Saved Policies BE1, H6, (H9 where relevant), and T1.<br/> Paragraphs 1.3.76 to 1.3.81 of the East Staffordshire Design Guide.<br/> Parking Standards Supplementary Planning Document (where relevant).<br/> Emerging Local Plan Policies SP1, SP24, (SP25 where relevant), DP1, DP3 and DP5</p> <p>Relevant Neighbourhood Plan (Add list as plans come forward).</p> <p>Village Design Statements:</p> <p>Abbots Bromley<br/> Barton under Needwood<br/> Rolleston<br/> Tatenhill<br/> Yoxall</p> <p><a href="#">Local Plan</a>   <a href="#">National Planning Policy Framework</a></p>   |
| <b>Key Considerations Affecting the Site</b> | <p><b>Where relevant</b></p> <p>Formal Designations:</p> <ul style="list-style-type: none"> <li>• Conservation area</li> <li>• Article 4 Direction</li> <li>• Listed building</li> <li>• Archaeology</li> <li>• Scheduled Ancient Monuments</li> <li>• Tree Preservation Order (TPO)</li> <li>• Flood Zone 2,3</li> <li>• Contaminated Land</li> <li>• Biodiversity (SSSI or likely presence of protected species)</li> <li>• Public Right of Way</li> <li>• Air Quality Management Area</li> <li>• Other(s) – Please specify</li> </ul> <hr/> <p><b>Where relevant</b></p> <p>Main Considerations:</p> <ul style="list-style-type: none"> <li>• Design and Visual Impact</li> <li>• Impact on Amenities of Neighbouring Properties</li> <li>• Highway Safety</li> <li>• Other(s) – Please specify</li> </ul> |

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| <b>Relevant History</b>              | <p>Officer to insert relevant history</p>   |
| <b>Planning Officer's Assessment</b> | <p>On the basis of the information submitted the advice below constitutes an informal indication of the likely outcome of any formally submitted planning application including, where relevant, advice as to how the proposal could be improved to increase the chances of a successful outcome.</p> <p><b><u>Principle</u></b></p> <p>Under Saved Policy H6 of the East Staffordshire Local Plan the principle of extending dwellings is established subject to criteria which seek to ensure any extension is visually acceptable in design terms and does not adversely affect the amenities of occupiers of neighbouring dwellings. In respect of the current proposal these considerations are addressed below.</p> <p><b><u>Design</u></b></p> <p>Saved Policy BE1 of the East Staffordshire Local Plan states that planning permission will only be granted for proposals which are of high quality in design terms and which relate well to their surroundings.</p> <p>Saved Policy H6 of the East Staffordshire Local Plan expands upon this aim with specific reference to residential development. It requires household extensions to integrate well with the existing dwelling.</p> <p><b><u>Where relevant</u></b>, Saved Policy H9 of the East Staffordshire Local Plan requires extensions to dwellings outside development boundaries to be modest in relation to the existing dwelling, and well related to it.</p> <p>On the basis of the information submitted it appears that the proposal should not adversely affect the character and appearance of this locality and is therefore likely to be in compliance with Local Plan Saved Policies BE1 and H6, the East Staffordshire Design Guide and the National Planning Policy Framework.</p> <p><b><u>Impact on the Amenities of Occupiers of Neighbouring Properties</u></b></p> <p>Saved Policy H6 of the East Staffordshire Local Plan requires household extensions to have no adverse effects on neighbouring properties through overlooking or reduction of daylight or sunlight.</p> <p>On the basis of the information submitted it appears that the proposal should not adversely affect the amenities of occupiers of neighbouring dwellings by way of overlooking or loss of light and is therefore likely to be in compliance with Local Plan Saved Policies BE1 and H6, the East Staffordshire Design Guide and the National Planning Policy Framework.</p> <p>As there is a statutory requirement to publicise planning applications by way of a site notice or individual neighbour letters, you are advised to discuss the proposal with your neighbours prior to submitting a formal planning application in order to avoid misunderstandings and reduce the risk of them objecting to your application.</p> <p><b><u>Highway Safety</u></b></p> <p>On the basis of the information submitted, and having regard to the Highway Authority's Standing Advice, it appears that the proposal should not have any adverse impact on highway safety in compliance with Local Plan Saved Policy T1.</p> <p>At this stage no other material considerations have been identified as relevant to this proposal. However, this may be subject to change following the submission of a formal planning application when full information about the final proposal is available for consideration and the application will be subject to statutory publicity and consultation requirements which may raise other matters that it has not been possible to identify at the current time.</p> <p><b><u>Other</u></b></p> <p>Officer to specify details.</p> |

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| <p><b>Additional Internal departments you may wish to contact prior to the submission of a formal planning application</b></p> | <p><b>Where relevant</b></p> <ol style="list-style-type: none"> <li><b>ESBC Environmental Health Department</b> - 01283 508524 or <a href="mailto:pollution.team@eaststaffsbc.gov.uk">pollution.team@eaststaffsbc.gov.uk</a></li> <li><b>ESBC Building Consultancy</b> (where building regulations approval is required) – 01283 508609 or <a href="mailto:building.admin@eaststaffsbc.gov.uk">building.admin@eaststaffsbc.gov.uk</a></li> <li><b>Other(s)</b> – Please specify</li> </ol>   |
| <p><b>Additional Bodies to consult prior to the submission of a formal planning application</b></p>                            | <p><b>Where relevant</b></p> <p>You are advised to seek further advice from the following consultees prior to the submission of a formal planning application as there may be other constraints that affect the proposed development, these include:</p> <ol style="list-style-type: none"> <li><b>The Environment Agency</b> – 01543 404880 or <a href="mailto:sarah.victor@environment-agency.gov.uk">sarah.victor@environment-agency.gov.uk</a></li> <li><b>Staffordshire County Council Highway Authority</b> – 0300 111 8000 or <a href="mailto:highways@staffordshire.gov.uk">highways@staffordshire.gov.uk</a></li> <li><b>Severn Trent Water Ltd</b> - 01902 793871 or <a href="mailto:net.dev.west@severntrent.co.uk">net.dev.west@severntrent.co.uk</a></li> <li><b>Other(s)</b> – Please specify</li> </ol>   |
| <p><b>Validation Requirements – the documents you will need to submit with the planning application</b></p>                    | <p><b>Where relevant</b></p> <p>In order to submit a valid application you will need to submit <u>three copies</u> of the following documents (unless submitted electronically through the planning portal – <a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a> or by emailing DC Support <a href="mailto:dcsupport@eaststaffsbc.gov.uk">dcsupport@eaststaffsbc.gov.uk</a> :</p> <ol style="list-style-type: none"> <li><b>The completed householder application form</b></li> <li><b>1:1250 or 1:2500 Location Plan</b> - The site area/property should be edged in a red line</li> <li><b>1:200 or 1:500 Block Plan</b> - Please annotate the plan to show the position of the development, parking provision, boundary treatments and any other necessary information</li> <li><b>1:100 or 1:50 existing elevations</b></li> <li><b>1:100 or 1:50 proposed elevations</b></li> <li><b>1:100 or 1:50 existing floor plans</b></li> <li><b>1:100 or 1:50 proposed floor plans</b></li> <li><b>1:100 or 1:50 existing roof plan</b></li> <li><b>1:100 or 1:50 proposed roof plan</b></li> <li><b>Preliminary Ecological Assessment (PEA)</b> - This is required as there are records of protected species present within the vicinity of your property</li> <li><b>Design and Access Statement</b> (only required if property is within a CA)</li> <li><b>Others</b> – Noise report, tree survey, archaeological assessment, Householder Flood Risk Assessment, etc</li> <li><b>Fee of £172.00</b> – cheques should be made out to East Staffordshire Borough Council or payment can be made by telephone using a credit or debit card once the application has been submitted by calling 01283 508606. Please note there is an additional charge of 1.6% for credit card transactions.</li> </ol> <p>If your property is a listed building then we will also require <u>three copies</u> of the following documents (unless submitted electronically):</p> <ol style="list-style-type: none"> <li><b>Heritage Statement</b></li> <li><b>Scale 1:5 Joinery Details</b></li> <li><b>Other(s)</b> – Please specify</li> </ol> <p>Link to application forms and guidance which includes the Validation Criteria:<br/> <a href="#">Planning Application Forms and Guidance</a></p> |
| <p><b>Planning Officer's Signature and Date of Report</b></p>  |  |

**Any advice given by Council officers at pre-application stage is not a formal planning decision by the Council as local planning authority. We will give you the**

**best advice possible based on the information provided. This advice will be offered in good faith and to the best of our ability, without prejudice to consideration of a formally submitted planning application which may generate previously unknown issues either through responses to statutory consultations or evaluation of the more detailed information submitted with the application. The decision on the formal application may also be made by the Planning Applications Committee which, democratically, is entitled to arrive at a different conclusion to the planning officers provided that decision is based on reasonable planning grounds.**

**Whilst pre-application advice should assist you in ensuring all necessary information is provided, if you submit a formal planning application, please also consult the Council's [National](#) and [Local](#) Validation criteria on the website to ensure you include all information relevant to your proposal.**