

Minutes of Agents Forum 6th March 2007

Present:

Council Officers

Mark Berry	Head of Planning
Jacy Yates	Senior Planner
John Robinson	Planning Officer
Claire McAlister	Planning Officer
Nic Pettifer	Planning Officer
Nigel Eveleigh	Acting Head of Planning Policy
Susie Peck	Planning Policy Officer

Agents

Mr. B. Townsend	Huggins Edwards & Sharp
Mr. B. Cross	
Mr. D. Erricker	
Mr. A. Mannington	
Mr. P. Elkins	P.D. Elkins Drawing Services Limited
Mr. I. West	Epsom Planning Services
Mr. J. Cavilla	

General welcome by Head of Planning, Mark Berry.

Best Value Planning Report - January 2007

- 73.4% Satisfied with Epsom and Ewell planning service
- 79% satisfied with the communication of the decision
- Help with making applications has improved.

1APP

Presentation by Nic Pettifer on 1APP

1APP standard planning forms becomes mandatory 1st October 2007.
Currently being tested by Guildford Council.

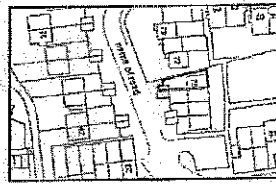
Best Practice for validation of planning applications:

Plans and drawings to be submitted with a planning application

Plans and drawings are the most important part of your planning application as they describe to us (and anyone else interested in your proposals - such as your neighbours) what works you propose to carry out. It is essential, therefore, that your plans and drawings are of a professional standard and include all of the information necessary to describe your proposals in detail.

Four copies of the following plans must be submitted or your application cannot be registered. They MUST be to the appropriate METRIC scale. The scale must be shown on each plan and each drawing must be numbered. Should any amended plans be required new numbers or suffixes should be added.

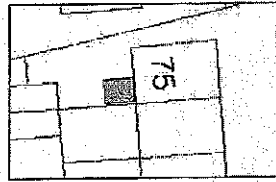
1. **Site Location Plans - Scale 1:2500 or 1:1250**
This must be Ordnance Survey based or to equivalent standard and show enough of the surrounding area to accurately locate the property. North should be indicated. The boundary of the site MUST be outlined red. Any other adjoining land in the same ownership should be outlined in blue. (These may be obtained from the Council on request but a charge is made because of copyright regulations.)



Scale 1:1250

example shown not to scale

2. **Block Layout Plans - Scale 1:200**
You should show all existing and proposed buildings in relation to the boundaries of the site. You must clearly differentiate between existing and proposed, and also show details of access arrangements, boundaries, adjacent roads, footpaths etc, mature trees or hedges which may be affected, any works of demolition and any proposed landscaping.



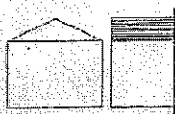
Scale 1:200

example shown not to scale

3. **Elevations - Scale 1:50 or 1:100**
Where a proposal is to extend a building two sets of elevations need to be supplied. One showing the existing building and one showing the building as proposed. Elevations must be submitted showing EVERY side of any new building and EVERY side of any existing building AFFECTED by the work. They must be accurate and sufficiently detailed to show width of window frames, overhang of eaves etc.

EXISTING

PROPOSED EXTENSION



SIDE ELEVATION (SOUTH)
REAR ELEVATION (WEST)

SIDE ELEVATION (SOUTH)
REAR ELEVATION (WEST)

4. **Floor Layout Plans - Scale 1:50 or 1:100**
If the application is to extend a building these should show the entire floor plan of the building for each floor affected by the work. They should show the use of each room and the positions of existing and proposed doors and windows. Existing and proposed plans should either be on separate drawings or new works should be clearly indicated.



GROUND FLOOR PLAN
FIRST FLOOR PLAN

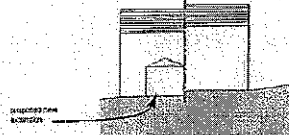
GROUND FLOOR PLAN
FIRST FLOOR PLAN

EXISTING

PROPOSED

5. **Other Drawings etc. - Scale as appropriate**
For complex schemes especially where floor levels or site levels vary, sections should be supplied to give clarity to the scheme. Roof plans/sections should be supplied if appropriate. Manufacturers brochures of conservatories and garages may be submitted, and photographs are encouraged, especially for retrospective applications, but neither is acceptable as a substitute for scale drawings.

PROPOSED REAR ELEVATION AND EXISTING GROUND LEVELS



6. **Supporting Statement**
You are welcome to supply any additional information in the form of either a covering letter or supporting statement. If you wish this information to be made available to the public while the application is being considered please supply 4 copies.



Link to planning portal advice:

- www.planningportal.gov.uk/england/government/en/1112201229069.html

Mandatory requirements for applications will be:

- Site plan 1:200 or 1:500, showing north point, boundaries and dimensions
- Adjacent buildings, roads and footpaths
- Trees within 12m
- Elevations in context, even if no openings are proposed
- Floor plans in context to adjacent buildings
- Relevant section drawings
- Design and Access statements when applicable:
<http://www.epsom-ewell.gov.uk/NR/rdonlyres/C356D5E2-6452-420F-A085-4417561487C3/0/GeneralnonhouseholdernotesPart2.pdf>
- Contaminated land details, where applicable – link to planning advice note on website:
<http://www.epsom-ewell.gov.uk/EEBC/Environment/Pollution/Contaminated+Land/>

Supporting statement:

- Planning obligations
- Energy statement
- Photo montages
- Flood risk assessment
- Transport assessment
- Retail assessment
- Sustainability survey
- Tree survey

Written dimensions on plans (key dimensions and distances to boundaries etc) – is a Government requirement, and also important when viewing plans on a screen. All dimensions must be metric.

Specific local requirements will be issued in due course.

LDF Update by Nigel Eveleigh

Core Strategy

Expect to hear at end of April if Inspector has found Core Strategy to be sound. Likely to be adopted in July.

(Update since meeting - Inspector's report now received for fact-checking – the final report expected mid-May – check LDF web pages for more details)

Production of supplementary planning documents (SPDs)

- will replace current supplementary planning guidance, including 'Householder Applications - Design Guidance', which agents commented is now out of date and not entirely helpful.

Area Action Plan for Epsom Town Centre

- keen to get agents involved in consultation.

Next Agents' Forum meeting 5th June 2007.

Parking permits to be posted to attendees of future Agent Forum meetings.

Suggested agenda:

- Review of supplementary planning guidance 'Householder Applications - Design Guidance'
- Update on the Local Development Framework – Core Strategy.