

Conservation Areas/Listed Buildings

If your property is:

- within a Conservation Area: a separate consent will normally be required for the demolition of the building(s).
- a Listed Building: a separate consent form will be required for works or alterations likely to affect its character.

For further information please contact our Customer Service Centre.

Statutory Undertakings

Where the proposals will involve provision of gas, electricity, water or telephone services, notice should be given at the earliest practical date to the services undertaking(s) involved.

Access for the Disabled

Attention is drawn to Sections 4 and 7 of the Chronically Sick and Disabled Persons Act 1970, and to the Code of Practice for Access for the Disabled to Buildings as laid down by the British Standards Institution Code of Practice BS5810:1979. Further information is available from the Customer Service Centre.

Building Regulations

These notes relate only to planning applications. You may also need to apply for approval under the Building Regulations. Please contact our Customer Service Centre.

Trees

Work to trees protected by a Tree Preservation Order or in a Conservation Area will require a separate consent. Please contact our Customer Service Centre.

Covenants

If your home is, or was, owned by the Council or Corporation Development, you must liaise with Social Services & Housing staff in Time Square as regards any covenants on the property.

Further Information

Please contact the Customer Service Centre at any time if you would like further information. For a more detailed discussion, please make an appointment with a Planning Officer. Applications are also detailed on our website.

Further information about controls on development can be obtained from the Environment Department at the address below or on our website:



**Environment & Leisure
Bracknell Forest Borough Council
Time Square
Market Street
Bracknell
RG12 1JD**



01344 352000



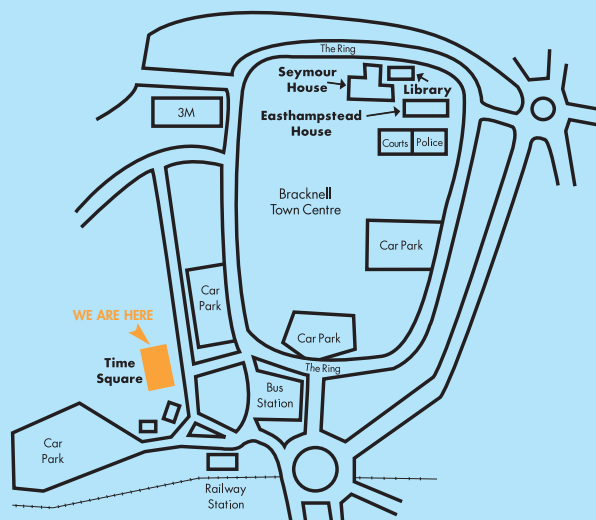
**customer.service@bracknell-forest.gov.uk
www.bracknell-forest.gov.uk**



Office Hours:

8:30am - 5:00pm Monday to Friday

NB Busy hours between 9:30am and 11:30am



08/2007

Designed and printed by Bracknell Forest Borough Council's
in-house **Design & Print Services**



Making a Planning Application

A Householder's Guide

Help us - Help you

Information

Environment & Leisure

Before making an application:

- Some developments need planning permission, some will require Building Regulation approval, some will require both. You are strongly advised to seek written confirmation if you consider your proposal does not require such consents.
- Speak with your neighbours and let them know what you propose. Discuss any concerns particularly about any overlooking or likely boundary issues - if neighbours know your plans they are less likely to object. Objections often cause delay.
- Consider appointing an agent to prepare the application and draw plans. Whilst not essential, such people know what is likely to be accepted. Their advice could save you time and money.
- Some properties in the Borough have covenants requiring the consent of others. Whilst not a planning consideration, a breach of covenant could result in civil action being taken against you. Former Council properties often have covenants.
- Consider the impact on any trees or hedgerows - not just on your property but nearby and likely to be affected. Some trees may have Tree Preservation Orders on them, some may have covenants.
- Consider how building materials will be delivered and where they will be sorted (including skips). The use of the Borough Council's land without consent may result in action being taken to remove or reinstate the land to its original status.

Remember - planning applications, letters of objection and any other correspondence are available for public inspection.

Plans:

Three complete sets of your plans and forms will be required

Plans should be clear, intelligible, drawn to a metric scale and the scale quoted. They must distinguish clearly, preferably in colour, between existing and proposed development. They should also show the whole building and be fully annotated with the dimensions, room spaces identified and drawing titles e.g. Living room/bedroom; front and rear elevation.

Location Plan

Plans should be at a scale of 1:1250 or 1:2500 and the site to which the application relates should be clearly identified with a RED OUTLINE and any adjoining land within the applicants ownership/control should be identified with a BLUE OUTLINE. It is preferable to also include two name roads.

Block Plan

When extending or altering a building(s) your proposal should be shown on a block plan to a preferred scale of 1:500 to include the existing/proposed site boundaries and site access points i.e. existing/proposed driveways.

Proposal Plans

- **Floor Plan** to a recognised metric scale for each floor showing existing and proposed layout.
- **Elevation Plan** to a recognised metric scale showing all external elevations of the building(s) clearly annotating the type and colour of materials to be used for walls, roofs and windows.

Fee

- **Appropriate Fee** should accompany your application in order for it to be processed.

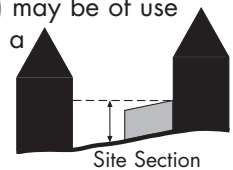
Other information to be shown if appropriate:

- **Existing/Proposed Buildings** such as neighbouring properties and outbuildings within close proximity to your proposal should be clearly shown identifying if any are to be demolished or altered.

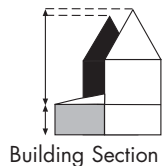
- **Site Features** such as trees in close proximity to your proposal showing what is to be retained or felled. It is important that any trees to be felled are clearly identified.
- **Car Parking** arrangements within or associated within the site.
- **Drainage** all alterations should be clearly annotated.

In some cases the following may also be required:

- **A Tree Survey** to a recognised metric scale showing all the trees and exact locations and canopy spreads in relation to your proposal are shown.
- **A Site Section** (1:50 or 1:100) may be of use on sloping sites or where there is a significant change in levels relevant to adjoining or neighbouring building(s).



- **A Building Section** (1:500) may be of use to identify the proposed building heights in relation to the existing property as well as the adjoining or neighbouring property.



If in doubt you may wish to contact the environment department for further advice.

Remember:

- Detailed or Full Applications must be based on an accurate site survey. If not, any permission may be invalidated.
- Plans marked "Do Not Scale" (or any other disclaimer) are unacceptable.
- A covering letter can be sent with any other information you feel the Council should know.
- Photos - whilst not essential can be helpful (digital photos are acceptable on a disc).
- Applications not providing the required detail cannot be registered and will be returned.
- Architects/Agents Plans are subject to copyright.