



North Kesteven District Council
Council Offices, Kesteven Street,
Sleaford, Lincolnshire, NG34 7EF.
Phone: 01529 414155
Fax: 01529 413956

A guide to making a planning application

You can use the planning application form to apply for planning permission for a development proposal to any council in Lincolnshire including North Lincolnshire and North East Lincolnshire. If you are proposing adding an extension or garage or making other building alterations to your home, there are other simpler forms that you should fill in instead. Before you fill in this planning application form please read all the notes (which are in the same order as the questions on the form). Most councils need **five copies** but you should check to see if this applies in your area. **You must also send us the same number of copies of all the plans and all supporting information.** We need five copies of everything because of the consultations we have to carry out on your application. Before you apply we advise you to contact a planning officer about any extra information and supporting statements we may need.

Question 1 Your and your agent's name and address

If an agent fills in the form for you, we will send all correspondence to them.

If an agent fills in the form, and the agent is a firm or partnership, please give the name of the person we should contact if we need more information.

Please give a phone number where we can contact you during the day. This could be a mobile, home or business number. An e-mail address and fax number would also be very helpful.

Question 2 Address of the application site

Please give the full postal address of the site. For all applications, you must include a **site location plan** showing the site (accurately **edged in red**) and adjoining properties and roads. We prefer a scale of 1:1250 for the plan, but a scale of 1:2500 may be necessary in more rural areas. You must clearly mark the scale and the direction of north on the plan. If you own or control any adjoining land, this must be **edged in blue**. We need **five** copies of this plan.

Question 3 Brief description of the proposed development

This should clearly state the proposed uses, the number and type of buildings, the number of houses, bungalows or flats if you are proposing a residential development, and other buildings or work that need planning permission.

Question 4 Type of application

a Full applications. Tick box 'a' if you are making a **full application** that includes the details of the siting, layout, design of and access to new buildings or building works. If you are making an application for a **change of use** of land or a building, you must also tick box 'a'. You must provide an accurate **site layout plan** drawn to a suitable metric scale (1:500 or 1:200). The plan must clearly show the location of proposed buildings and work on the site, and any existing buildings and features around the site. We also need **floor plans and elevations** of buildings (1:100 or 1:50), including clear notes of the materials you will use and, where necessary, sections through the site, its buildings and adjacent buildings. **Plans marked 'Do not scale' must show all dimensions clearly.** We need **five** copies of each plan. We are happy to discuss sketch plans with you before you send in your application. If you are applying for a development that will include an industrial process, please describe this process and any effects like noise, dust and smoke in a supporting statement.

b Outline applications. Tick box 'b' if you are making an **outline application**. An **outline application** aims to agree the principle of a particular development and is appropriate when you are proposing new buildings and do not want to give all the details at the moment. (See the notes to Question 5.)

c Reserved matters. Tick box 'c' if you are making a **reserved matters application**. These are applications for the approval of certain details you send in following an outline planning permission. (See the notes to Question 6.)

d Removing or varying a condition. Tick box 'd' if you are making an application to vary or remove a condition of a planning permission you already have. (See the notes to Question 7.)

Question 5 Outline applications

Answer this question only if you are making an outline application and have ticked box 'b' in Question 4. In Question 5, tick the boxes that relate to any details you are providing plans for and want us to consider now. We may need more details before we can decide the outcome of your application, especially if the proposed development is in a conservation area or other sensitive place. It may not be appropriate for us to hold back certain details to be considered at a later date, for example, the access to the property may be especially important. So it is very useful to discuss an outline application with a planning officer before you send it to us. The planning officer will tell you how much detail we need. You should also refer to the Lincolnshire Design Guide for Residential Areas.

Question 6 Reserved matters applications

Answer this question **only** if you are making a reserved matters application and have ticked box 'c' in Question 4. In Question 6, tick the boxes that relate to any details you are providing plans for and want us to consider now. The outline permission must still be valid. The details you include in a reserved matters application must follow the plans and conditions attached to the outline permission. If they do not, you must make a full application.

Question 7 Removing or varying conditions

Answer this question **only** if you are making an application to remove or vary a condition attached to a previous planning permission and you have ticked box 'd' in Question 4. You should carefully explain your reasons for the application in a supporting statement. We recommend that you discuss this with a planning officer before you make your application.

Question 8 Existing and previous uses

You must answer this question for all applications. Please tell us what the site or building is used for now and what it has been used for in the past. We need this information for all applications, to help us to understand the effects any previous uses have had on the site and the surrounding area and, in particular, whether the site could be contaminated.

Question 9 Access to roads

This question relates to access for both **pedestrians and vehicles**. If you will be changing the access or making a new access, the plans must show the work and make it clear whether it relates to a new or an altered access. The plans must also show whether the access is for pedestrians or vehicles or both.

Question 10 Drainage and flood risk

Foul water from within the house or building should be fed into a main sewer. If this is not the case and you tick 'No', you must explain why in a supporting statement. In this statement you must first consider installing a mini-sewage treatment plant to deal with foul water. You should only consider a septic tank if a sewage-treatment plant is not possible for good technical reasons. We may ask you to carry out a percolation test if water from a treatment plant or septic tank will be released into the ground. This is to test whether the ground will be able to take the water.

If possible, **surface water** (rainwater from roofs and hard surfaces) should run into a main surface-water sewer or watercourse. For large developments, we advise you to contact the drainage authority before making your application. If you tick 'Yes', please show on the plans where the sewer or watercourse is. In some cases, if you intend to use soakaways we may ask you to carry out a percolation test to check whether the ground will be able to take the water. If you are proposing to dispose of surface water in any other way, please provide a full explanation.

Your proposal may involve work in or over an open **field drain, stream, river or other watercourse**. If this is the case, please tick 'Yes' and explain in a supporting statement or show on the plans what work you are planning to carry out, for example, building a bridge or culvert of a particular size and design.

Indicative flood plain maps are published on the Internet. We have copies too, and so does the Environment Agency. We advise you to contact the Agency before you do your flood-risk assessment. Their phone number is 01507 328102.

Question 11 Industrial and business floorspace

You do not have to answer this question if your application involves only residential uses or a residential development. If your proposal includes either existing or proposed industrial or business uses, please answer this question. For example, if your application is for an extension to a block of flats, or to build new houses, you should move on to question 12. However, if your application involves changing some offices to shops or to flats, or building a new industrial unit, you must answer this question. You must describe any industrial processes proposed within the building and any effects like noise, dust and smoke in a supporting statement.

Question 12 Trees and hedges

We want to keep trees and hedges wherever possible. If you tick 'Yes' to the first question, please make sure that the location of the trees and hedges, the full area of the tree canopies and the width of the hedges are accurately drawn on the application plans. It would be very helpful if you could say what type of tree or hedge it is. If you tick 'Yes' to the second question, please describe on the plans or in a supporting statement what work you are planning to do to the trees or hedges. If the property is in a conservation area or the trees are protected by a tree preservation order, you may need to make another application – contact the planning office for advice.

Question 13 Public rights of way

If the application site is crossed by or is next to a public footpath, bridleway or other public right of way, please tick 'Yes' and show the right of way clearly on the plan. Please say what type of right of way it is, and how the proposed work might affect it.

Question 14 Parking

If your proposal includes parking, turning or delivery areas on the site or elsewhere, please tick 'Yes' and show these areas on the plans, together with the number of parking spaces you will provide.

Question 15 Status of the proposal

If the development has already started or has even been completed, please tick 'Yes' to the first question. You must be aware that if you carry out any development without planning permission, you do this entirely at your own risk and may have to remove some or all of it if we do not grant planning permission.

Occasionally we receive applications for a similar proposal to one we recently refused or approved, or which has been withdrawn. If this is the case with your application, please tick 'Yes' to the second question and give the previous application number.

Question 16 Pre-application advice

If a council planning officer has given you advice about your application, please tick 'Yes'. Please also give the officer's name and, if possible, attach copies of any correspondence you have sent or received about the proposal.

Ownership certificate and accuracy of information signatures

Only sign the ownership certificate if both statements relating to ownership and agricultural tenancy are correct. If you do not own the whole site, or if the site forms part of an agricultural tenancy, you should ask your planning office for a different certificate. Please follow the instructions in the guidance notes and send the appropriate filled-in certificate with your application.

Accuracy of information

This section must be signed in all cases.

