

NOTES FOR APPLICANTS APPLYING FOR PLANNING PERMISSION AND OTHER CONSENTS

- **These notes specify the requirement for plans and other supporting material.**
- **Please read carefully before completing the application form.**
- **See also the help notes for completing the form and the checklists for ensuring your application is valid and complete.**

These notes are to help you make a complete planning application. If you are not sure whether all or part of your proposals need planning permission, please consult the Planning Enquiries Service by calling Contact Islington 020 7527 2000 (9am-5pm Monday to Friday) and asking for Planning Enquiries.

Different forms should be used for the different types of application as shown below.

Scenario	Application form
001	001 - Householder application for planning permission for works or extension to a dwelling
002	002 - Householder application for planning permission for works or extension to a dwelling and conservation area consent
003	003 - Householder application for planning permission for works or extension to a dwelling and listed building consent.
004	004 - Application for planning permission
005	005 - Application for outline planning permission with some matters reserved
006	006 - Application for outline planning permission with all matters reserved
007	007 - Application for planning permission and conservation area consent for demolition in a conservation area
008	008 - Application for planning permission and listed building consent for alterations, extension or demolition of a listed building
009	009 - Application for planning permission and consent to display an advertisement(s)
010	010 - Application for conservation area consent for demolition in a conservation area
011	011 - Application for listed building consent for alterations, extension or demolition of a listed building
012	012 - Application for consent to display an advertisement(s)
014	014 - Application for a Lawful Development Certificate for an existing use of operation or activity including those in breach of planning condition
015	015 - Application for a Lawful Development Certificate for a proposed use or development
020	020 - Application form for prior notification of proposed development by telecommunications code systems operators
022	022 - Application for prior notification of proposed demolition
023	023 - Application for approval of reserved matters following outline approval
025	025 - Application for removal or variation of a condition following grant of planning permission
027	027 - Application for approval of details reserved by a condition
031	031 - Application for tree works - Works to trees subject to a Tree Preservation Order (TPO) and/or Notification of proposed works to trees in conservation areas

Forms for all the above are available from the Council's website www.islington.gov.uk follow the links under 'Planning' and find the page entitled 'Application Forms and Validation Checklists'. Otherwise they can be obtained by calling Planning Enquiries as described above.

You should submit **three** copies of the form with your application. Photocopies are acceptable but at least one copy should have an original signature.

Please note that you may need to submit a separate application to the Building Control Division (Tel: 020-7527-5999) for approval under the Building Regulations.

Important: If any of the information needed is missing or incorrect the Council cannot start to process your application until the problem is solved. To avoid any such delays you are strongly advised to use this advice when completing the form.

Drawings and Supporting Information

Drawings are a very important part of your planning application. They are needed so that officers and members can fully understand the proposals and are used when we consult local people about your application. As such they need to be clear and accurate. It is recommended that you use a qualified architect to draw up the plans of your proposal.

You must submit three copies of drawings and supporting information, grouped into complete sets. Drawings must be dated, labelled and numbered, and to a metric scale, normally 1:50. Smaller scale drawings will only be accepted where this is necessary due to the size of the building. You must:

- include a location plan at 1:1250 or 1:500 scale, showing the application site outlined in red. Any other land owned by the applicant should be outlined in blue;
- for all new buildings, extensions or alterations, drawings must show the existing (survey) and proposed buildings fully in plan, elevation, and where relevant, in sectional form. Any demolition must be shown on the existing drawings. Adjoining buildings should also be shown and labelled in plan and elevation; in particular the heights of boundary walls, party walls and the nearest windows on adjoining properties. This is to ensure that we fully understand the effect of your proposals on neighbours and surrounding buildings or area;
- show on the drawings the position and spread of any trees which may be affected by your proposals (including trees on neighbouring land);
- show existing and proposed vehicular access to a highway;
- indicate on the drawings the materials to be used for all external work including joinery, eg. brick, slate, render, UPVC, timber;
- proposals for a conversion or change of use only (where no external works are proposed) normally only need existing and proposed floor plans identifying proposed uses for each part of the building as relevant. If the application concerns part of a site or building it is important to identify clearly on a drawing which part(s) are within the application; however, for some types of use, you will be asked to show details, eg ventilation systems and refuse storage arrangements for restaurants; or soundproofing measures for noisy uses.
- in addition to the above, for large schemes, one or more sets of drawings reduced to A3 or A4 size suitable for photocopying are helpful;
- for redevelopment, or extensive extensions and alterations, a design statement should be submitted (5 copies) which explains the principles for the design of the proposal, and which shows how the design of your proposal has taken into account the nature of the surroundings and demonstrates how it will help to improve the environment.

Photographs

Photographs are helpful. They can give officers a better understanding of the proposals and may make it easier to determine your application more speedily. They are also helpful when explaining the proposals to others.

Access For People With Disabilities:

It is important that buildings and their surroundings should be fully accessible and usable. For most new buildings this is required by the Building Regulations, and for other buildings and uses we try to achieve a similar standard of accessibility where physically possible. When making a planning application, plan for the maximum possible accessibility and to show on your drawings all provisions for access for people with disabilities, e.g. ramps, wheelchair -accessible WC's. Detailed standards for accessibility are set out in the Building Regulations (Part M) and British Standard 5810. Further advice is available from the Building Control Service (020 7527 5999) or the Council's Access Officer (020-7527-2394).

Consultation

The Council will publicise and consult on applications in accordance with its published Code of Practice and the law. This will normally involve sending letters to neighbouring occupiers or consulting over a wider area on large applications or where proposals may give rise to nuisance. Applications may be advertised in a local newspaper and/or a Notice posted on the site. A copy of your application will be made available for public inspection at Contact Islington, Municipal Offices, 222 Upper Street, N1. Your application will also be published on the Council's website. In the case of 'major' applications a copy will be available in a local library.

Planning Policy and Supplementary Planning Guidance (SPGs)

You are strongly advised to consult the Unitary Development Plan (UDP) for relevant planning policies, and relevant SPGs, before submitting your application, and to ensure that your proposal complies with the relevant policies and guidance as far as possible. Current SPGs and the UDP, are available from Contact Islington (there may be a charge for these documents). Some of the SPGs are available on the Council's website. For more information please contact the Policy team on 020 7527 2619.

Further Help and Information

If you have any questions about these requirements or any other general planning matter, please contact Planning Enquiries as described above. You can also find information about the Planning Service by visiting the Council's website on www.islington.gov.uk and selecting 'Planning'. To view the planning applications database (which contains planning application records from 1982 to the present day) select 'Online Planning' found under 'Do it' on the right hand side of the Council's website home page.

Other useful contacts are:

Building Control: 020 7527 5999

Public Protection: Commercial – 7527 3816/Residential – 7527 3083

Refuse storage and collection: 020 7527 4630

If you need help understanding or translating this leaflet or completing the application form, you should contact Planning Enquiries.

Send completed applications to: Development Management
P.O. Box 3333,
222 Upper Street,
London, N1 1YA.