Annex 1 - Description of development guide

The description of proposed development provided within an application form should be **accurate, clear, and precise.** A description should identify the key parts of the proposed development which require planning permission and their location.

A description should not include irrelevant details or set out a justification; any justification for the proposed development should be set out in a separate supporting document or planning statement.

For example: "*We want to build a rendered 3m x 3m extension to the back of the house to extend our kitchen*" should be changed to "*Single-storey rear extension*".

Where it is considered that a description does not accurately or concisely describe the proposed development, we reserve the right to seek an amendment prior to publicising the application.

Householder applications

Extensions

Include the key elements, scale, and location of the proposal:

- Two-storey rear extension and single-storey side extension.
- First-floor side extension.
- Dormer window extension to front.
- Hip to gable extension with dormer windows to rear.
- Conversion of integral garage to habitable living space, single-storey side extension to provide garage, and new dropped kerb to High Street.
- Single-storey side extension to provide residential annexe.

Outbuildings

State the scale, purpose, and location of the building:

- Detached double garage to side of dwelling.
- Detached single-storey residential annexe.

Access

State the type of access and location:

- New vehicular/pedestrian access to High Street.

Walls, fences, and gates

State the type of boundary treatment, location, height, and materials:

- 1.8m high timber close-boarded fence to side boundary.
- 1.2m high brick wall to front boundary.

Residential development

Full applications

State the type and number of units:

- Two detached dwellings with integral garages.
- 23 dwellings and associated infrastructure.

Demolition works

Demolition works require planning permission so where the demolition of and existing building is proposed this should be included in the description:

- Demolition of existing dwelling and construction of detached two-storey dwelling.

Outline applications

State the number of units proposed (where known), and the matters to be considered:

- Outline application for residential development of land (2.5ha) with all matters reserved.
- Outline application for residential development land for up to 23 dwellings to include access with all other matters reserved.
- Outline application for 23 dwellings to include details of access, appearance, landscaping, layout, and scale. (*delete as applicable)

Reserved matters applications

Include the relevant outline consent and the matters to be considered:

- Reserved matters application for 23 dwellings pursuant to 25/16180/OUT including details of access, appearance, landscaping, layout, and scale. (*delete as applicable)

Self and custom build developments

The description of development must clarify the self-build or custom-build nature:

- Self-build detached dwelling with detached garage.

Change of use applications

State both the existing and proposed use, including the relevant use class as set out within the Town and Country Planning (Use Classes Order) 1987 (as amended). Guidance on use classes can be found online via the Planning Portal. Other significant external alterations and extensions should also be included:

- Change of use of first floor from retail shop (E(a)) to two flats (C3).
- Change of use of warehouse (B8) to restaurant (E(b)), installation of external plant, and reconfiguration of car park.
- Change of use from shop (E(a)) to drinking establishment (sui generis) and single-storey rear extension.

Industrial, commercial, and other premises

State the scale of the proposed building/extension/works and its purpose (including use class where this relates to a new use):

- Two single-storey buildings, each comprising five units, for purposes falling within use classes E(g) and B8) with ancillary office space, and associated car parking.
- New agricultural building for livestock.
- Community sports centre with floodlit artificial pitch, car park, and vehicular access.
- Extension to warehouse.
- Alterations to shopfront.
- Air handling unit to rear elevation.
- Black metal roller shutters to openings on front elevation.

Listed building consent

Where proposed development includes works to a listed building, the description should include reference to external and internal alterations and/or extensions which require listed building consent, as well as any demolition works which require listed building consent:

- Single-storey rear extension.
- Internal alterations including replacement staircase and removal of load-bearing wall.
- External and internal alterations including replacement windows and external doors and changes to the internal layout.

Where elements of the work have already been carried out but have not received listed building consent these should be clearly referenced within the description:

- Retention of unauthorised replacement timber windows to rear elevation.

Advertisements

State the type of signage, their position on the building or within the site, and details of their illumination:

- Internally illuminated fascia sign and projecting sign on front elevation of shop.
- Externally illuminated totem sign in forecourt and two internally illuminated signs on the front elevation.
- Three freestanding flag advertisements on the forecourt.

Retrospective applications

All parts of a proposal which have already been built but have not received planning permission should be clearly referred to as being ‘retrospective’. Failure to do this can often frustrate local residents and increase opposition:

- Retrospective application for a detached single garage to the side of the dwelling.

Applications to amend an existing planning permission

Variation or removal of conditions and minor material amendments

Specify the number of the relevant conditions(s) and extant permission, briefly describe the nature of the conditions, and include the original description of development:

- Removal of condition 4 (restricted use of garages) of permission 25/16180/FUL: 23 dwellings and associated infrastructure.
- Variation of condition 7 (hours of operation) of permission 25/31416/FUL to allow operation until 10pm Monday to Friday: Floodlit artificial pitch with security fencing and associated car park.
- Minor material amendment of permission 25/16180/FUL to change house types: 23 dwellings and associated infrastructure.

Non-material amendments

Specify the relevant planning permission and the nature of the proposed amendment(s):

- Non-material amendment to permission 25/16180/FUL to reduce the number of rooflights to each dwellinghouse.

Applications to discharge conditions

Specify the original planning permission and relevant conditions:

- Discharge of conditions 3, 5, 6, 7, and 10 of permission 25/16180/FUL.

Applications for certificates of lawfulness

The description should include whether the development is proposed or existing and the nature of the works (to be) carried out:

- Lawful development certificate proposed - Single-storey rear extension.
- Lawful development certificate existing - Confirmation that permission 25/16180/FUL remains extant.

Lawful development certificate existing - Use of the land edged red for the siting of one mobile home and garden incidental to the residential occupation of the mobile home.

Stafford
BOROUGH COUNCIL