

ROYAL BOROUGH OF KENSINGTON AND CHELSEA SUBMITTING A PLANNING APPLICATION GUIDANCE NOTES AND FEE INFORMATION FOR APPLICANTS

All applications must be signed and dated with a covering letter explaining the proposal. You should submit **four copies per application** of all required documents and the **correct fee** must be submitted or the application will not be accepted; please see the end of this document for the fee regulations.

ALL APPLICATIONS REQUIRE FOUR COPIES OF THE FOLLOWING:-

1. Drawings, site location plan, photographs and Application Form

As planning applications are open to the public for inspection and comment, it is essential that drawings are clear and precise; this will avoid misinterpretation which could delay your application or lead to objections.

- i) **Drawings** - All drawings should be folded to A4 size with the drawing number and address of the application site clearly visible on the bottom right hand corner

With the exception of Advertisement applications, which require two sets, all applications require **four** sets of all documents, including scaled drawings; therefore if you are submitting a planning application *and* a listed building application, **eight** sets of relevant documents are required. Please submit all documents in complete bundles.

Where applicable drawings must include floor plans, sections and elevations of existing and proposed works. Details of the type and colour of materials to be used should also be shown.

All drawings must include the following information

- the relevant scale (eg 1:50, 1:100) on both axes. Measurements must be metric, not imperial.
- a scale bar showing the length of one metre and ten metres
- key dimensions.

- ii) **Site Location Plan**

A site location plan to a scale of 1:1250 should be submitted showing the site in relation to surrounding buildings. The application site should be clearly outlined in red.

- iii) **Photographs**

A set of colour photographs showing the property and those adjoining.

- iv) **Application form and Certificates of Ownership**

Every application has to be accompanied by the correct application form. Please see the separate guidance notes on the correct application form to use for your proposal.

Under Section 66 of the Town and Country Planning Act 1990, all applications must be accompanied by a completed certificate of ownership; either A, B, C or D

as shown on forms. The 'owner' is either the freeholder **or** a leaseholder with an unexpired lease of 7 years or more.

Type of certificate	Use this if...
Certificate A	The applicant is the sole owner of the entire building or the land, with no 7 year leaseholders
Certificate B	Where the applicant is not an owner or is a part owner of the building or land and the names and addresses of the other owners are known. Other owners should be notified using Notice No. 1 followed by completion of Certificate B.
Certificate C	When some of the owners are known and can be notified as above, but not all are known. In this case you will need to place an advertisement in the Kensington and Chelsea Times using Notice No. 2
Certificate D	When none of the owners are known and therefore cannot be notified. In this case you will need to place an advertisement in the Kensington and Chelsea Times using Notice No. 2

You are required to sign and date the Agricultural Holdings Certificate on all applications (with the exception of Listed building consent only and Advertisement Consent only applications). Your application cannot be validated if this section is not completed.

You are required to sign and date the declaration on the application form. This declaration indicates that the information you have provided on the form is true and accurate to the best of your knowledge. Your application cannot be validated without this section being completed.

2. Fees

The correct fee must be paid at the time of submission. The current fee regulations are included at the end of this document. If you have any queries regarding fees, please telephone PlanningLine for advice.

Possible Additional Information

Additional information may be required depending on what type of development you intend to carry out. Further details are given below. Should you require further clarification on any of the requirements for your application, please telephone PlanningLine on 020 7361 3012 or e-mail planning.info@rbkc.gov.uk

Design and Access Statements

You can find more information about Design and Access Statements on the Council's website. A Design and Access Statement must accompany all planning applications for both outline and full planning permissions except for:

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments: **but statements are required if the property is located within a Designated Area. Conservation Areas are considered to be Designated Areas**
- Advertisements
- Tree Preservation Orders

- Storage of Hazardous Waste

The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A Design and Access Statement should explain the design principles and concepts that have been applied to particular aspects of the proposal- these are the **amount, layout, scale, landscaping and appearance of the development**.

It is important to note that the requirement for the access component of the statement relates only to "access to the development" and therefore does not extend to internal aspects of individual buildings.

Statements should explain how access arrangements would ensure that all users will have equal and convenient access to buildings and spaces and the public transport network. The statement should address the need for flexibility of the development and how it may adapt to changing needs.

Should you require any further details please contact the Planning Information Office on **0207 361 3012** or refer to the publication- Design and Access Statements: How to write, read and use them: CABE 2006.

Subterranean Developments

If you intend to do works that involve substantial excavation to form additional accommodation, you will be required to submit a Full Structural Method Statement prepared by a qualified structural engineer. The Structural Method Statement will be expected to include:

- borehole tests/soil test results
- construction drawings
- construction calculations
- Structural Engineers written report

Temporary works are excluded.

This information is required at the planning application stage to provide evidence that the implications of your proposals for the structural stability of neighbouring properties has been taken into full account, as required by Policy CD32 of the Unitary Development Plan for the Royal Borough. This information will be included with the application documents and be available for inspection by members of the public and any interested party.

Installation of Plant and Machinery

If you intend to do works that involve the installation of any plant or machinery such as air conditioning units, you will be required to submit an Acoustic Report.

Works that may affect trees

If you intend to do works that may affect a tree on or near a site, you will be required to submit a report from an Arboriculturist. If you require further information, please contact our Arboricultural Officers on 020 7361 2767.

Revisions to applications after registration

Sometimes, applications need to be amended, drawings need to be revised or additional documentation needs to be supplied after the application has been

registered and is in progress. To enable speedy processing of all applications, any revisions or additional information must be supplied to the case officer within seven working days of the date of the request. **Otherwise, we regret that the application may be refused**, and the applicant will need to submit a fresh application if they wish to proceed.

Good Practice

To assist the determination of your application, applicants are advised to consult their neighbours on their proposals prior to formal submission. By keeping your neighbours informed of your intentions, you have the ability to take into account your neighbours views on your scheme and reduce the potential for representations once the application has been submitted.

Most applications are advertised in the local newspaper published on a Friday. The closing date for the Council to advertise applications in the newspaper is the previous Friday. Therefore, if you submit an application to us on a Friday it will not appear in the newspaper for 14 days, thereby possibly delaying the determination of your application. We would encourage applicants to submit planning applications on Mondays through to Thursdays, thus allowing us time to ensure that all applications appear in the local newspaper promptly. Any application submitted to us after 4 pm will not be processed until the following working day.

Completed applications should be sent to:-
Planning and Borough Development, Town Hall, Hornton Street, London, W8 7NX

OTHER APPROVALS

Please contact our Building Control team to find out if your proposal will require consent under the Building Regulations 1991.

The Head of Building Control, Town Hall, Hornton Street, London, W8 7NX
Tel: 020 7361 3838

For proposals involving the preparation and sale of food to the public, construction or demolition works which may cause noise or other disturbance, or applications providing new or modifying existing refuse storage facilities, you should refer to the Council's Code of Good Practice for guidance. For further information, contact:-

Environmental Health Department, Council Offices, 37 Pembroke Road, London, W8 6PW
Tel: 020 7341 5266

Submitting an application on-line

We recommend that where possible, you use the Planning Portal to submit your planning application on line. Go to <http://www.planningportal.gov.uk> and follow the instructions.

The council has a number of standard requirements for document types, file sizes and drawing sizes in order to accept applications from the Portal. If you do use this method, to ensure the smooth processing of your application please:-

- Attach all drawings as **.pdf** (Adobe Acrobat) files rather than .tif files.
- Other files types that will be accepted are **.jpg, .doc and .xls** files only. We are unable to accept CAD files.

- **The maximum size of any single attachment must be no more than 5 MB.**
- All drawings submitted electronically must be **A3** or smaller.
- All drawings must include the following information
 - the print (paper) size;
 - the relevant scale at that print size (eg 1:50, 1:100)
 - a scale bar showing the length of one metre and ten metres
 - key dimensions.
- Files larger than 5MB, or where the drawing cannot be reduced to A3, should preferably be submitted on disk, otherwise in conventional hard copy.

Please note that there is a maximum size limit of **25MB** for applications submitted via the Planning Portal. For major applications or other applications likely to exceed these limits, we suggest you complete the application form on line and submit one set of drawings and other information to the Council in hard copy and on disk. You should indicate that items have been submitted separately on the 'add/remove attachments' screen. **Please keep to the 5MB individual file size when submitting drawings or documents on disk.**

Please do not submit .exe files or use zip utilities to compress file sizes. These are not accepted either through the Planning Portal or on disk as they may mask a virus.

With large applications, it would also be very helpful if you could submit a summary of all attachments and documents.

Publication of planning data on the Internet

The Council scans all new planning applications and makes them publicly available for scrutiny via the Internet. All information on the application form is made available as standard practice. To avoid any personal details being viewable on line you may prefer to process the application using an Agent.

Should you require any help with completing your application form, or have any queries concerning planning matters, our Planning Information Office on the ground floor of the Town Hall is staffed by qualified town planners who will be pleased to assist you (telephone 0207 361 3012).

ROYAL BOROUGH OF KENSINGTON AND CHELSEA
Town and Country Planning (Fees for Applications and Deemed Applications)
(Amendment) (England) Regulations 2008

For Schedule of Fees effective 1st October 2009

Please see here http://www.planningportal.gov.uk/uploads/english_fees-feb_2010.pdf

If you have any queries relating to planning fees, please contact our Planning Information Desk on 020 7361 3012.

Should you require a large print copy of this leaflet please contact Planning Line 020 7361 3012.

These guidance notes are available in other languages:-

Arabic يُمكن توفير هذه الوثيقة بلغاتٍ أخرى، طبعة ذات أحرف كبيرة، لغة برايل أو على شريط تسجيل. لطلب نسخة بأيّ من هذه الصيغ الرجاء اتصل على:

Farsi این سند رامیتوان به زبانهای دیگر، با نوشته های درشت، بخط بریل؛ ویا روی نواردر اختیار شما قرار داد. برای تقاضای نسخه ای از آن به هر کدام از فرمهای گفته شده با این نشانی تماس بگیرید:

French Ce document peut être traduit et disponible dans d'autres langues, en large caractères d'imprimerie, en Braille ou enregistré sur cassette audio. Pour demander une copie dans un de ces formats, veuillez s'il vous plait contacter:

Portuguese Este documento está disponível, em outras línguas, em tipo grande, Braille, ou cassete de audio. Para fazer o pedido de um destes formatos, por favor contacte:

Spanish Podemos poner a su disposición este documento en otras lenguas, con tipografía agrandada, en braille o en cinta de audio. Para solicitar un ejemplar en alguno de los formatos citados, póngase en contacto con:

Somali Dokumentigan waxaa lagu heli karaa afaf kale, far waaweyn ama Qoraalka dadka aragtida liita ama cajal maqal ah. Si aad u codsatid koobi fadlan la xiriir: