

CaSSOA GUIDANCE

PLANNING APPLICATION ADVICE

A Guide to Submitting a Planning Application for Change of Use (B8 Storage or Distribution)

In the majority of cases planning permission for change of use will be required. The type of planning approval usually required is "B8 - Storage and Distribution" to include outside storage.

Pre-Application Advice

Most planning authorities offer a pre-application advice service, and may make a charge for this service. It is recommended that an applicant considers using the service by submitting a report telling the planning authority what they intend to do, where, and why. The planning authority should reply in writing or by e-mail setting out their likely response to a full application. This advice is nothing more than that, and is not a definitive decision.

Planning Procedure

Following pre-application advice, contact the planning department and ask for application forms for change of use. The forms are normally accompanied by guidance notes and the fees that are applicable. Read the notes carefully before completing the forms. The guidance notes will advise how many copies are required, and a check list. Normally two Ordnance Survey Maps (OS) will be required as follows:

Ordnance Survey (OS) Site Location Plan Scale 1:1250 or 1:2500 the plan should show the nearest road junction.

OS Site Development Plan Scale 1:500 for outside storage the plan should show the planned layout. (a scale drawing could be used)

Do not be tempted to use outdated plans as they may well be rejected. OS maps are copyright protected and many commercial printers will not copy them unless they have a licence to do so.

Submission Process

Once the application has been submitted the planning authority will check to see that it has been submitted as per their guidance, and the correct fee is enclosed. The application will then be validated and a case officer allocated. The case officer may ask for additional information, or have queries about the application documents. Always try and assist and supply any additional information if requested.

Supporting Statement

The main function of this report is to support the application in more detail, in drafting the report use plain English, no frills, no fancy words, just a factual account of the reasons for the application.

The report should be set out along the following lines:

- Introduction – setting the scene.
- Agricultural Land Classification (where applicable) – All Agricultural Land in the UK is classified 1-5 with 1 being the best land and 5 the worst. Most if not all planning authorities are reluctant to allow the best land to be used for anything other than agriculture.
- Economic reason for the change of use – (for agricultural applications the primary reason is to sustain and not replace the existing farming enterprise)
- Projected income from the proposed change of use.
- The need and demand for the new business.
- Refer to any relevant paragraphs in The National Planning Policy Framework which came into force on 27/03/12.
- If the land is in a flood risk area then a flood risk assessment will be required. For guidance
- in flood risk assessments check with www.environment-agency.gov.uk/flood
- A planning application that is likely to have an impact on the local traffic will be referred to The Highways Department which is normally one of the duties of the County Council. It is a good idea to write to the Highways Authority at the same time as asking for pre-application advice. In all probability, a Transport Statement will be required.
- All planning applications require a Design & Access statement that should be concise and deal with both of the aspects required.
- If photographs are to be submitted ensure that they are indexed with a brief description of each image.
- For an application to succeed it will be assessed on its merits and compliance with the Local development Plan.

Please note that this document is a guide only. Please contact your local planning department for more detailed advice.