

PRE-APPLICATION DISCUSSIONS

Are they really necessary?

In almost all cases the answer will be yes. Even on the simplest application for a small house extension early discussion with neighbours can help to show any problems and give the chance to correct them.

This leaflet is designed to encourage pre-application discussions with neighbours and others. The Council welcomes applications that address the concerns of those affected by your proposals. The Council would however expect all necessary discussions of a technical nature; such as on roads or drainage, to take place with the appropriate agencies before an application is submitted.

WHO SHOULD I TALK TO?

There is no easy answer to this, since it will depend on what is being proposed. The following list is a guide to some of those whom you may wish to discuss your proposals with.

1. Neighbours

This is strongly recommended. Many people are hurt or offended if they hear of an application from the Council rather than from you. Quite often small changes will make all the difference to your neighbour.

2. Parish Councils / Councillors

Have a wealth of local knowledge that may be useful to you. May be best placed to indicate any local concerns and what you can do to overcome them.

3. Highways Authority

The highway authority is Essex County Council. They can advise you on access requirements etc. For the Clacton, Frinton and Walton area the Technical Services Department of this Council should be contacted.

4. Environment Agency

Can advise on flooding and whether a Flood Risk Assessment is needed. Can also advise on how to deal with foul sewage, especially in non-public sewered areas.

5. Anglian Water

Responsible for public foul sewers. They can advise on the location of sewers and new connections

6. Archaeology (Essex County Council)

They can advise on how to deal with any archaeological interest.

7. English Nature

Essential if protected species such as bats or newts live on or close to the site. Remember that timber framed barns or ponds are especially likely to contain protected species.

7. Environmental Health (Tendring)

Can advise you on pollution measures you should include to mitigate any effects. This is especially relevant for business uses.

8. Regeneration (Tendring)

The Regeneration section can offer specialist advice on business and associated developments.

HOW CAN TENDRING HELP YOU?

To be able to advise you on your proposals the Planning Officer will need as much information as possible. Please contact the phone number on this leaflet if you want to discuss your proposal with a Planning Officer. If you will need to rely on the advice then it is better if this is done in writing. In some cases a meeting may be needed to further advise you about an application. Please be aware however that the advice given can only be informal and will not be binding.

PREPARING YOUR APPLICATION

Think carefully about what your application involves and what others will need to understand it. The application form and plans alone will rarely be sufficient. A supporting statement should be considered and included to explain the proposal.

- **Design issues:** The Essex Design Guide For Residential and Mixed Use Areas gives detailed design advice for new houses down to house extensions. For large or complex schemes a design statement should be provided and the plans need to show the design in context. See also Planning Policy Guidance Note 1* for further design advice.
- **Tree Issues:** An accurate site survey will be needed showing the trees and any other natural features and what will happen to them.
- **Listed Building Issues:** Planning Policy Guidance Note 15* gives

detailed advice. You will almost always need your own specialist expert advice. Detailed written justification of the proposals and fully detailed drawings should accompany your application.

- **Residential Layouts:** The application should show and explain how it has addressed the Essex Design Guide.
- **Landscaping:** This is an integral element of development. If you are not including a full landscaping scheme then the structure of the scheme and a written explanation should be included.
- **Context issues:** This could cover a wide range of issues such as neighbours, light and amenity, footpaths, watercourses, utility services, land levels and details of how a business operates. This is not an exhaustive list. Where any other issues do affect your application then they should be addressed, either through the plans or a written statement.

THE BENEFIT TO YOU

If you have prepared your application in line with advice then your chances of a quick and successful decision will be greatly improved. Even if your application is contentious you will have at least presented it in the best light and considered possible objections.

DON'T IGNORE THIS ADVICE

The Council is more than willing to help you with your application before it is submitted.

Even if, after you submit the application, a minor problem arises we will try to help you to solve it.

If, however, you do not follow this advice and a poor quality application is submitted then the Council is unlikely to negotiate and your application may be refused.

* You can access these documents at www.planningportal.org.uk

DEVELOPMENT CONTROL

REGENERATION, PLANNING AND COMMUNITY SERVICES



PRE APPLICATION DISCUSSIONS

A guide on what to do before you make your planning application

Council Offices
Thorpe Road
Weeley
Clacton-on-Sea
Essex CO16 9AJ
Tel: 01255 686161
Fax: 01255 686114

Email:

planning.services@tendringdc.gov.uk

Web: www.tendringdc.gov.uk