

## Question 13

When making a planning application you must complete an Article 7 Certificate, which provides details of the ownership of the site. This is necessary to let owners and agricultural tenants know about proposed developments on their land.

Complete the Certificate on the application form if the applicant is the sole owner of all the land to which the application relates and no part of it is an agricultural holding or has an agricultural tenant. (Owner means a person having a freehold interest or a leasehold interest the unexpired term of which is not less than 7 years).

If the applicant is not the sole owner or part or all the land is an agricultural holding, please complete the separate Article 7 Certificate which is available at your local planning office.

If you do not know the name and address of the owner there are other Certificates which you can complete and you should contact the Planning Division to discuss the matter.

Note that there is a penalty for knowingly or recklessly completing a false or misleading Article 7 Certificate.

### Checklist

*Please make sure you send in:*

1. 4 copies of the completed form P1.
2. 4 copies of each plan.
3. A completed Article 7 Certificate.
4. The correct fee.

## Further Information

**Building Regulations** – This form relates only to planning permission. Your proposal may also need Building Regulations approval; for further information on this you should contact the Council's Building Control Section of the Planning Division.

**Statutory Undertakers** – If your proposal involves providing gas, electricity, water or telephone service, you should tell the relevant undertaking as soon as possible.

**Access to and use of Building** - The Disability Discrimination Act 1995 requires a service provider to take reasonable steps to change a practice which makes it unreasonably difficult for disabled people to make use of its services.

Building Regulations 2000 Part M sets down certain minimum standards for access for such items as steps and ramps, door widths, accessible toilets etc.

Therefore you should take both of these into consideration as part of your proposal.

Please contact the Planning Division for further advice.

### Listed Building Consent

If your building is included in the list of Buildings of Special Architectural or Historical Interest or your proposal could affect the setting of such a building, you may need Listed Building Consent in addition to planning permission and have to submit an application form for Listed Building Consent, form LB1. Please check with the Planning Division if you are in doubt.

### Conservation Area Consent

If you propose the demolition, total or partial, of any building and/or structure in a Conservation Area, you may need Conservation Area Consent in addition to planning permission and have to submit an application for Conservation Area Consent, form CA1. Please check with the Planning Division by telephoning 01253 476225 or 476226.

**When completed please return your application to:**

**Planning & Transportation Division,  
PO Box 17,  
Town Hall,  
Corporation Street,  
Blackpool,  
FY1 1LZ**

**If you have any queries about making your planning application, please contact the Council's Customer First Centre, either by phone on (01253) 477477 or in person at the Centre on Corporation Street, Blackpool**



# Planning Application

*Notes to help you fill in the application form P1*

## Introduction

If you are unsure whether you need planning permission you are welcome to discuss your proposals informally with the staff of the Planning Division.

Before completing the forms please read these notes, which are in the same order as the Questions on the application form. Four copies of the completed forms, appropriate plans and certificates are required to enable consultations to be carried out on your proposal and they should be sent to the Planning Division.

If you are a householder wishing to apply for permission to extend your house or build a garage, please use the householder application form available from the Planning Division.

## Question 1

### Name and Address of Applicant and Agent

If the form is completed by an agent all correspondence, the decision notice and approved plans will be sent to him. If the agent is a company, please give the name of the person dealing with the application.

## Question 2

### Address of Application Site

A site plan to Ordnance Survey quality is needed with every copy of the application form, showing the site and adjoining properties and roads. The plan should be to a scale 1:1250 or larger and show the direction of north. The application site should be edged in red and any adjoining land the applicant owns or controls edged in blue. Please give the correct postal address of the site.

The Council is licensed to sell copies of Ordnance Survey extracts for the purpose of submitting applications. If required, ask the Planning Division for information.

## Question 3

### Accurate description of Proposed Development

This should clearly state the type of development proposed or the purposes for which a building is to be used and indicate the site area wherever possible. For example: 'Residential development 0.8 ha. 22 detached bungalows' or 'use of premises as an office'. If a development has been carried out without permission and you are now applying to put the matter right please make it clear that you wish to retain a building or continue an existing use, e.g. 'continuation of use of premises as an office'.

Please note that for administrative purposes and clarity we may in some cases alter the wording of a proposal. We advise that you note the description on your acknowledgement and tell us as soon as possible if you disagree with any alteration.

## Question 4

### Type of Application

*Please answer only one of parts a to f*

**a. Full Application** – This is for a change of use only where no external alterations are involved. The only plan normally needed for this type of application is the site plan described in Question 2.

For the conversion of premises to flats we will require floor layout plans drawn to a metric scale of 1:100 showing the arrangement of the accommodation for each floor of the premises.

**b. Full Application** – This is for a change of use and/or new building/engineering works/or alterations. You need to submit all the details of the proposed development including where appropriate details of materials, landscaping, car parking, access. You must submit accurate plans, to accompany each form, to a metric scale of 1:100 or larger. These plans should show the existing features of the site, layout, elevations and sections of the new building. If existing and new works are shown on the same drawing, colour the new works to make it clearly distinguishable.

**c. Outline Application** – This section applies if you intend to erect a building(s) but do not wish to submit all the details at this stage, but please give as much detail as you can. Any matters not submitted at this stage are termed reserved matters.

### Definitions

- › **Layout:** the way in which buildings, routes and open spaces are provided within the development and their relationship to buildings and spaces outside the development.
- › **Scale:** the height, width and length of each building proposed in relation to its surroundings.
- › **Appearance:** the aspects of a building or place which determine the visual impression it makes, excluding the external built form of the development.
- › **Access:** this covers accessibility to and within the site for vehicles, cycles and pedestrians in terms of the positioning and treatment of access and circulation routes and how these fit into the surrounding access network.
- › **Landscaping:** this is the treatment of private and public space to enhance or protect the site's amenity

### As a minimum all outline applications shall include information on:

- › **Use:** the use or uses proposed for the development and any distinct development zones within the site identified.
- › **Amount of development:** The amount of development proposed for each use.
- › **Indicative layout:** an indicative layout with separate development zones proposed within the site boundary where appropriate.
- › **Scale parameters:** an indication of the upper and lower limits for height, width and length of each building within the site boundary.
- › **Indicative access points:** an area or areas in which the access point or points to the site will be situated.

**d. Reserved Matters Application** – These are submitted following an outline permission and would normally be required to be submitted within 3 years from the date of the outline permission being granted. The reserved matters must be in accordance with the outline plans but each can be applied for separately if required. It will help the Planning Division if you can provide the reference number of the outline permission e.g. 06/0102.

**e. Continuation of a temporary permission** – This applies if a previous permission has been granted with a condition that a use must cease or a building must be removed on a specified date and you wish to obtain a further permission.

**f. Modification or removal of a condition** – If you cannot comply with a condition of a planning permission then you can apply to have it removed or changed. We recommend that you discuss this matter with the Planning Division before applying. It will be helpful if you can provide the number of the planning permission and the relevant condition. If you are applying to have a condition removed you should carefully state your reasons in a covering letter to be submitted with the application.

## Question 5

**Access** – The Planning Division may consult the Council's highway engineers about the suitability of a new access and/or an existing access for a new use. New accesses onto highways should generally be kept to a minimum.

## Question 6

**Trees** – Trees are an important part of the environment and the Council wishes to see existing trees retained wherever possible. Buildings near trees could affect the trees. You should accurately show the position and spread of any trees on your plans and which, if any, are to be pruned or felled. Trees in a Conservation Area or covered by a Tree Preservation Order have special protection and you must not lop or fell them without consent. If you are in doubt please contact the Planning Division for advice.

## Question 7

**Existing Uses** – This question should be completed for all applications and describe all the existing uses of land and buildings as appropriate, e.g. vacant ground floor shop with self-contained flat above.

## Question 8

**Proposed Uses** – Please complete this for all developments. If 'YES' to Box A then please complete a Planning Application (Part 2), form PIA. There are more notes to help you complete this form on the reverse of Part 2. (Part 2 is not required for a new shop front.)

If 'YES' to Box B then please complete a Planning Application (Part 3), form P1M.

## Question 9

**Drainage/Water Supply** – Most development is connected to the public sewerage and surface water system. United Utilities may have to be consulted about available capacity. The position of all underground services should be determined before detailed plans are prepared. In the case of a new building near or over a drain or sewer we strongly advise you to discuss your proposal with United Utilities.

## Question 10

**Materials** – Please provide details of the external materials including roofing materials to be used in building works so that we will know what the building will look like.

Please give the type of material, its colour, make and name.

## Question 11

**Plans** – If you list the submitted plans and drawings we can be sure that we have received a complete application. The plans required are as specified in the note for Question 4. Drawing numbers should be given if appropriate.

### Design & Access Statement

A Design & Access Statement is required for all planning applications except for:

- › A change of use not involving building work
- › Engineering or mining operations
- › Development of an existing house unless it is in a conservation area

## Question 12

**Declaration** – Please make sure you sign the declaration. If all copies of the form are not signed and dated the application will not be valid.

**Fees** – The fees required are set out in Regulations which are revised from time to time and a separate form F1 is available with the current charges. If you are in doubt what fee is applicable the Council will be able to advise. Cheques should be made payable to 'Blackpool Council'.

**A DECISION WILL NOT BE MADE ON YOUR APPLICATION UNLESS A CORRECT FEE HAS BEEN PAID.**