

Applying for planning permission

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Avoid delays – we can help you get your planning application right

Are you thinking of building a conservatory or getting the house extended? If you are, you might need planning permission.

At Malvern Hills District Council we work hard to make the planning process as easy as possible. We receive 500 to 600 applications from householders every year.

But many of these applications fall at the first hurdle – because the right information has not been submitted.

Every application we receive has to go through a “validation” process – and if the application is declared invalid there can be delays in getting a decision for what you want to do.

The aim of this pack is to help you get it right first time – and avoid your application facing delays because it’s invalid.



What makes an application invalid?

You can find out in more detail later in this information pack but these are some of the most common reasons:

- the application does not meet national and local requirements
- not submitting a water management statement
- completing the wrong ownership certificate
- not clearly outlining the development site in red on your application
- The plans and elevations you submitted are not consistent
- not submitting the design and access statement when it’s needed
- not supplying a bat survey when it’s needed
- paying the wrong fee – or no fee received.

We can help

You don't want your planning application delayed – and neither do we.

That's why we've put this information pack together – to guide you through all the steps you need to take to make sure your application will get through the validation process first time.

We carefully check every application we receive to make sure the right forms have been correctly completed, that all the necessary documents have been supplied and the correct fee has been paid. If all those checks are passed, your application can go forward for a decision to be made on it.

If you still need help after reading this pack, call our Planning Services Team on 01684 862221 for more advice. They can help to prevent delays in processing your application and getting a decision on it.

We offer advice on planning before you submit your application at a fee of £48.05 where we can provide guidance on any proposed developments. This will include the type of application you would need to submit if you do need planning permission. This service is beneficial to you and to us.

For more detailed advice on submitting your planning application, visit www.malvern hills.gov.uk and follow the links to the planning pages.

You may also need listed building consent

If the building you're planning to develop is a listed building you may also need to apply for listed building consent. If the works are a material change to the building you will need this consent as well as the householder application.

For further guidance of what you need to submit, please visit www.malvern hills.gov.uk

Do I need conservation area consent?

If the building is in a conservation area, you will need conservation area consent if the building to be demolished exceeds 115 cubic metres in size and demolition of gates, walls, fences and other means of enclosure 1m or higher where abutting a highway or 2 metres or higher in other locations.

If you are unsure please contact our Planning Services Team for advice on 01684 862221 or to find out more go to www.malvern hills.gov.uk

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What you need to submit

The information and forms you submit for any planning application fall into two categories:

- **National requirements** – these are the same wherever you are in the country and;
- **Local requirements** – there are some requirements which are specific to Malvern Hills. Not submitting the right information can delay your application, just as it can with the national requirements.

National requirements

The list below shows what we need for every planning application. You should send us three copies of every form and plan required – and don't forget to include the right fee.

Completed application forms

- Signed and dated, with all the correct parts filled in.

Completed ownership certificates and agricultural land declaration (A, B, C or D as applicable).

Location plan

- This needs to be up to date, drawn to scale (e.g. 1:1250 or 1:2500) and clearly showing the direction of North. The application site has to be outlined in **red**. If you own any other land not within your domestic boundary (curtilage), outline this area in **blue**.

Site plan and other plans

- Existing and proposed block plans in 1:200 or 1:500 scale (or 1:1250, depending on extent of site area), indicating the boundaries of neighbouring properties to clearly show the impact on those properties. This is for the planner to work out such things as: if the light is affected or not?
 - Existing and proposed floor plans at 1:50 or 1:100 scale
 - Existing and proposed elevation drawings at 1:50 or 1:100 scale
 - Existing and proposed roof plans at 1:50 or 1:100 scale
-



Assessment of significance

You'll need this if the property is listed or is in a conservation area, or if your application affects any of the following:

- the setting of a listed building
- the setting of a conservation area
- Malvern Hills registered and locally important parks and gardens
- an ancient monument or its setting
- locally important buildings.

Please contact the Heritage Team on 01684 862221 if you are unsure whether your property is affected. Click on this [Assessment of significance](#) link which will take you to the guidance and template to complete and submit with the application.

Fee - £206

(subject to change)

(should your application be for the comfort of a disabled person then this will be free of charge). Proof of disability will be required (i.e disability allowance, blue badge or doctor's notes).

You will be entitled to one free go per applicant per site provided it is:

- a resubmission of a previously refused or approved application within 12 months from the date of the decision; or
- if involves an application that is withdrawn within 12 months of the submission date.

Please look at www.malvern hills.gov.uk and follow the links to the planning pages for individual guides on how to complete your application forms.

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Local requirement

There may be some local requirements in Malvern Hills District Council that are needed to assess your application and you may also need to complete the forms listed in the table below.

These are just as important, as they can lead to delays in your application if you don't supply all the information we need.

The full list of local requirements can be found on the following link www.malvern hills.gov.uk/making-planning-application, under the heading Local Validation Requirements.

Local requirement	When and why?	Who to contact for help?
Water Management Statement	<p>You will need to demonstrate how you will manage any surface water discharging from the proposed development, particularly if you are in a flood risk area.</p> <p>The Water Management Advice leaflet will provide help on how to put a statement together.</p>	<p>South Worcestershire Land Drainage Officer 01684 862393 bob.hughes@malvern hills.gov.uk</p>
Nature Conservation/ Ecological Information (Ecological Survey and Report)	<p>If the development will affect the existing roof, or if you intend to build a new roof, you may need a survey done.</p> <p>Sending photos of the roof to our Biodiversity Officer first could help to determine whether a survey is required. A chart is available to help you.</p>	<p>Natural Heritage Officer 01684 862380 jane.sedgeley-strachan@malvern hills.gov.uk</p>
Flood Risk Assessment	<p>You will need to find out if you are in a flood risk area. The quickest way is to look on the Environment Agency Flood risk website www.environment-agency.gov.uk or contact our Planning Department 01386 565565</p>	<p>Environment Agency Hafren House, Welshpool Road, Shelton, Shrewsbury, SY3 8BB 08708 506506 enquiries@environment-agency.gov.uk</p>



Local requirement	When and why?	Who to contact for help?
<p>Parking and Access provision</p>	<p>If the development will result in the loss or creation of a parking space or driveway which will affect the visibility splay or need a dropped kerb you will need to contact the Highways department</p>	<p>Highways, Worcestershire County Council, Environmental Services, County Hall, Spetchley Rd, Worcester. WR5 2NP 0845 6072005 www.worcestershire.gov.uk</p>
<p>Supporting Planning Statement</p>	<p>This is an explanation of the proposal which could be required if your application is for ancillary accommodation, such as an annexe, disability accommodation, live/work units etc</p>	<p>Planning Department 01684 862221</p>
<p>Tree/ Aborticultural Statement</p>	<p>If there are any trees that will be affected by your proposed development or if the property is subject to a Tree Preservation Order or in a conservation area, it's possible that a survey will be required. Please seek advice from our Tree Officer</p>	<p>Tree Officer 01684 862407 chris.lewis-farley@malvernhillsgov.uk</p>
<p>Details of any previous pre-application advice given from a Planning Officer</p>	<p>Provide us with any previous planning references as this will help us to make sure that the application is dealt with by the same officer.</p>	<p>Planning Department 01684 862221</p>

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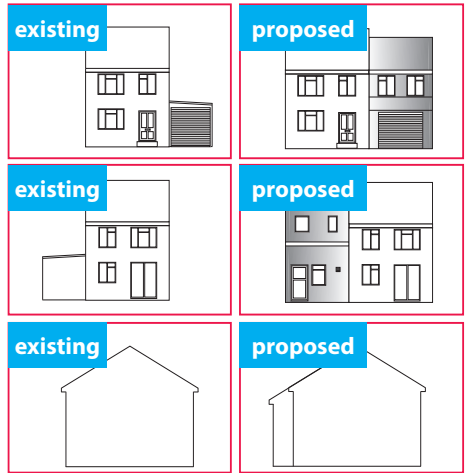
Good and bad examples of application

Good examples:-

Location plan outlined in red, showing north (to scale 1:2500 or 1:1250)



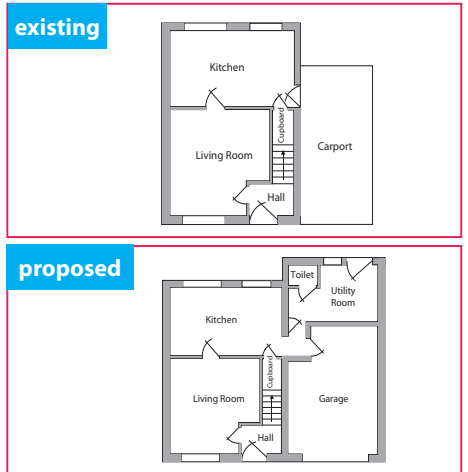
Elevation plan (to include front, rear and sides showing doors and windows in the right place) (to scale 1:50 or 1:100)



Block plan (existing and proposed layout) (to scale 1:200 or 1:500)



Floor plan (existing and proposed) (to scale of 1:50 or 1:100)



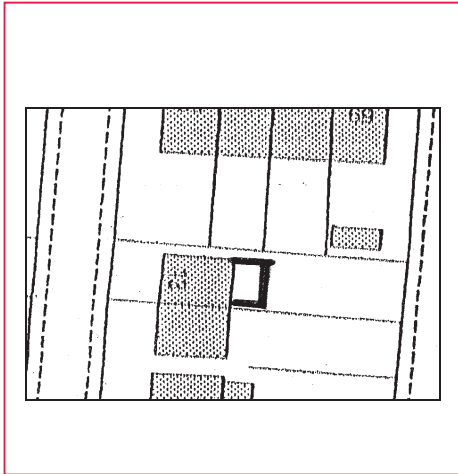
The Residential Design Guide SPD -

[Extension part](#) of the guide.

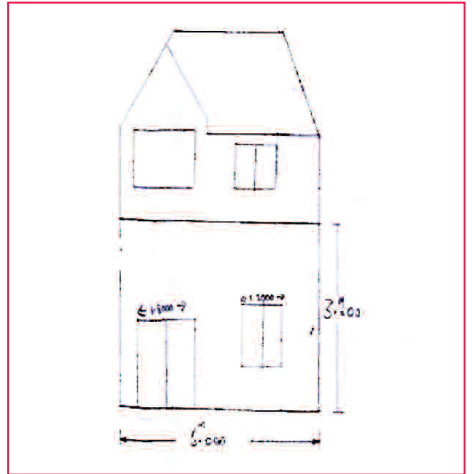
Bad examples:-

Block plan

(no scale, not showing north)



No scale, no listing of what the plans are (existing or proposed)



Before you submit your application

Check you have completed your forms in full and have included all the information and plans. Please make sure you have considered all the national and local planning requirements for your development.

For more information on the requirements for your application, you can go to our website at www.malvern hills.gov.uk and follow the links to the Planning pages. Or visit the Planning portal website at www.planningportal.co.uk for more information and details

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What happens to my application?

