Help Guide for Submitting a Householder Planning Application

This document covers the following topics:

- Green Belt
- Heritage
- Ecology
- Trees
- Flooding
- Design
- Making sure your application is "valid"

Green Belt

Approximately 90% of the Bromsgrove District is Green Belt and therefore many of the houses within the District are located in areas designated as Green Belt. You can follow the link below to find out if your home is in the Green Belt, by typing in your postcode and searching the map here:
http://www.cartogold.co.uk/bromsgrove/map.htm

The 40%/140m^2 Rule

Development is greatly restricted within the Green Belt, however Bromsgrove District Plan Policy BDP4 allows for house extensions of up to a 40% increase over and above the original dwelling (existing extensions + proposed extensions) or a maximum total floor space of 140m^2 (original dwelling + existing extensions + proposed extensions) (whichever is the greater), provided that the scale of development has no adverse impact on the openness of the Green Belt. Please note ***original*** is defined as "a building as it existed on the 1st July 1948 or, if constructed after 1st July 1948, as it was built originally".

As a starting point you should calculate the original floor space of your property, and check that the proposed extensions plus any previous extensions do not amount to more than a 40% increase above the original floor space or more than 140m^2. All measurements should be taken externally.

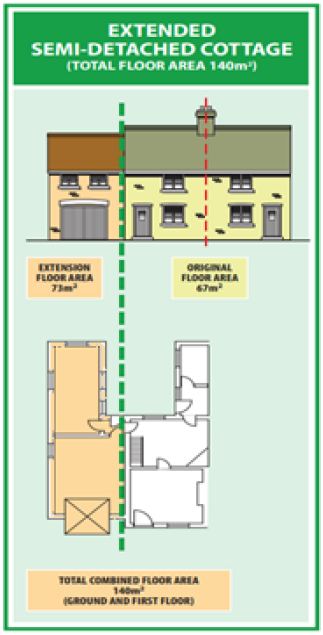
If you are unsure of the complete history of your property, you can request a planning history search by emailing
planninghistories@bromsgroveandredditch.gov.uk.

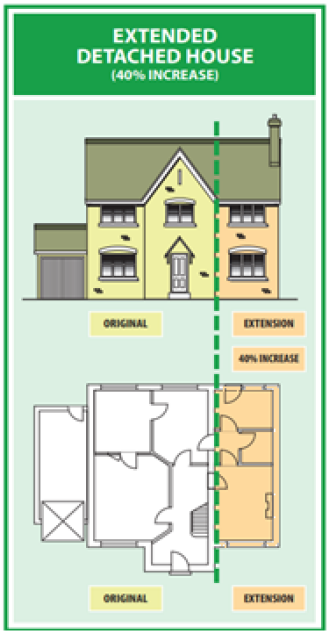
Please note that some extensions may not have required/attained planning permission, and so will not show up on a history search. Therefore although the planning history you receive may be useful, it may not be definitive.

In order to speed up the application process it is helpful to provide Green Belt calculations with your planning application. You may need help from your architect to provide accurate measurements.

Please note that whilst complying with “the 40% rule” is a good starting point, it is not the only Green Belt matter than the Council will need to consider. Furthermore, other planning considerations such as design or heritage may mean that only an extension of less than 40% is acceptable.

House Extensions in the Green Belt			
			% Increase
Floorspace of original house or at 1/7/1948	120.00	sq. metres	
Extensions added prior to current application	20.00	sq. metres	16.67%
Current proposal	25.00	sq. metres	20.83%
Floorspace to be demolished	0.00	sq. metres	
Total Floorspace added	45.00	sq. metres	37.50%





Heritage

The Council aims to sustain or enhance the character and appearance of heritage assets. Both Listed Buildings and Conservation Areas are defined as designated heritage assets; however other buildings of historic interest can be considered non-designated heritage assets.

To find out whether your property is a listed building, please search the Historic England website here: https://historicengland.org.uk/listing/the-list/

To check whether your property lies within a Conservation Area, please follow the link below to search the map by typing in your postcode here: http://www.cartogold.co.uk/bromsgrove/map.htm

If you are unsure as to whether your property could be a non-designated heritage asset, then please contact a Conservation Officer on the telephone number or email address below:
Telephone: 01527 881329
Email: conservation@bromsgroveandredditch.gov.uk

Bromsgrove District Plan Policy BDP20 requires applicants to provide a Statement of Significance (SoS), sometimes called a Heritage Statement, to describe the

significance of the heritage assets in order to understand the potential impact of the proposal on its significance. To assist your application a suitable SoS should accompany your application.

In the case of properties within a Conservation Area, the SoS may be informed by the relevant Conservation Area appraisal found on the Council's website here: https://www.bromsgrove.gov.uk/council/policy-and-strategy/planning-policies/conservation/conservation-areas.aspx

In the case of listed buildings, the HS may be informed by details of the statutory listing which can be found on Historic England's website here: https://historicengland.org.uk/listing/the-list/

Due to the complexity of Listed Building applications, it is strongly advised to seek specialist advice, in order to obtain suitable plans and a Heritage Statement.

Ecology

Many properties within the District are located within locations where the development may have a potential impact on protected species (those protected by law). Most commonly, in the case of house extensions, roof works may disturb bats or their roosts. The Local Planning Authority has a legal duty with regards to protected species, and therefore a Preliminary Ecological Assessment (PEA) by a licensed ecologist should be provided with your planning application, where there is a reasonable likelihood of the presence of any protected species. Below is a useful trigger list for development that is likely to affect bats, and thus where a PEA would be expected.

Conversion, modification, demolition or removal of buildings – if they are:

- agricultural buildings (e.g. farmhouses, barns and outbuildings) of traditional brick or stone construction and/or with exposed wooden beams;
- buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water;
- pre-1960 detached buildings and structures within 200m of woodland and/or water;
- pre-1914 buildings within 400m of woodland and/or water;
- pre-1914 buildings with gable ends or slate roofs, regardless of location;
- any building located within, or immediately adjacent to woodland and/ or immediately adjacent to water

It should be noted that the outcome of this initial survey may result in the need for further (season dependent) surveys, and that all surveys relating to protected species must be carried out prior to the issuing of planning permission.

For further information regarding protected species, including Natural England's standing advice, please follow the link: https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications

Trees

Many trees within the District are subject to a Tree Preservation Order or are located within a designated Conversation Area. In both of these cases the trees are legally protected. Further to this where trees provide visual amenity or biodiversity benefits, the Local Planning Authority may wish to retain trees. In cases where the proposed development is within close proximity of trees, an aboricultural report and method statement by a suitably qualified arboriculturalist may be required to accompany a planning application.

For further advice on this matter, or to check whether a tree is protected, you may wish to visit the webpage below, or contact the Council's Tree Officers on the email address or phone number below:
https://www.bromsgrove.gov.uk/my-place/landscape-and-trees/managing-your-trees.aspx
Email: tree.enquiries@bromsgroveandredditch.gov.uk
Telephone: 01527 881188

Flood Risk

You will need to provide a Flood Risk Assessment with your application if your property is located within Flood Zone 2 or Flood Zone 3.

You can find out which flood zone you are in by following the link below and searching by your postcode: https://flood-map-for-planning.service.gov.uk/

If you do require a Flood Risk Assessment, useful advice in terms of what your assessment should include can be found here:
https://www.gov.uk/guidance/flood-risk-assessment-standing-advice

Design

Bromsgrove District Plan Policy BDP19 requires new development to be of a high standard of design that would enhance the appearance of the local area. Although "good design" may differ depending on the location of your property, there are some general design principles that should be kept in mind when considering your proposal. Bromsgrove District Council's High Quality Design Supplementary Planning Document (SPD) provides useful information in relation to these principles. You can find a copy of this guide here: https://www.bromsgrove.gov.uk/planning-and-building-control/planning-updates/high-quality-design-supplementary-planning-document.aspx

Is my application "valid"?

If a planning application has everything it needs, it is called a "valid application". Around half of the applications we receive are invalid, which results in unnecessary

delays. A guide to what should be included within a valid application can be found here:

https://www.bromsgrove.gov.uk/planning-and-building-control/planning-permission/submit-a-planning-application.aspx

Further Advice

For further advice in relation to these matters, or any other planning matters, please call the general planning duty line which is open on weekdays between 10:00am - 2:00pm, or email the general planning email address:

Telephone: 01527 881770
Email: newplan@bromsgroveandredditch.gov.uk