

Wandsworth Borough Council

Advice on Submitting Planning Applications to Wandsworth



(Last updated February 2012)

Planning Service contact details:

Telephone: 020 8871 6636 **e-mail:** planningapplications@wandsworth.gov.uk

Web: www.wandsworth.gov.uk/planning

Application forms

We encourage you to submit your applications electronically using the Planning Portal online applications service. Alternatively you can submit your application on paper. You can download copies of the paper forms and associated guidance notes and link to the online application service at: www.wandsworth.gov.uk/planning You can request copies of the paper forms from the Planning Service on 020 8871 6636 or collect them from the one-stop counter, 5th Floor, Town Hall Extension, Wandsworth High Street, London SW18 2PU.

It is essential that you complete the correct form. If you are not sure which form to complete, please contact the Planning Service. You will probably also need building regulations approval if you want to do new building work. If you want advice on this, phone (020) 8871 7620.

You need to contact Environmental Services if your proposal is to do with a food business or a place of public entertainment. The address is Environmental Services & Community Safety Division, Wandsworth Council, PO Box 47095, London, SW18 9AQ and the phone number is (020) 8871 6127.

Pre-application service charges

From 1 March 2012, most types of planning advice relating to planning applications will attract a charge. For more information download the [charging schedule](#).

In order to make an appointment, send your details by email to planningapplications@wandsworth.gov.uk. Please provide as much information as possible in order that we can invoice you for the correct amount. Alternatively you can send the information direct to the Town Hall along with your payment and we will then arrange an appointment directly with you. Please mark any correspondence clearly that you are seeking planning pre-application advice.

If you require information or assistance on a planning application that we have written to you about, then this service is free. Details of assistance are in the consultation letter including how to view the plans on-line or viewing paper copies at the 5th floor reception at the [Town Hall extension](#) in Wandsworth Town.

If you have any enquiries about obtaining planning advice before an application is submitted, please telephone 020 8871 6636.

We like to discuss your plans before you send in your application. If your plans do not attract a pre-application charge, a duty planner is available to discuss your plans at the one-stop counter on the 5th floor of the Town Hall Extension between 9.00am and 1.00pm Monday to Friday. The planner may be able to give you an idea of whether your application is likely to get planning permission, but this is not a firm promise.

Planning Application Requirements – Checklists

New regulations for the validation of Planning Applications were introduced by the Government on 6 April 2008. In addition to national requirements, Wandsworth has adopted local requirements for the validation of planning applications and these are listed on the Council's website at:

http://www.wandsworth.gov.uk/downloads/download/875/planning_application_requirements

The Council's requirements aim to ensure that we have all the information we need to determine applications, whilst at the same time not placing an undue burden on our applicants. For a number of requirements we have indicated "As required by the Council", this is because we only wish to ask for this information if it is really necessary. Whether we need these particular requirements will depend on the nature of your proposal and the site location. Before submitting your application we would recommend that you contact the relevant Development Control team to confirm what the requirements for your application will be.

The Council has provided checklists of our requirements for each application type. Please complete the relevant checklist for your application type and submit it with the related information with your application. Copies of the checklists are available online and are provided in our paper application packs.

Publishing of planning applications on the Wandsworth website

Please note, that with the exception of the Contact Details (telephone numbers and e-mail addresses) and the ownership certificate, all the information you provide on the application form and in any accompanying documents will be published on the Wandsworth Council website. If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act 1998 which you do not wish the Council to publish on its website, please contact (020) 8871 6636. In publishing its planning register online we follow [national advice](#) to local authorities agreed with the Information Commissioner.

We are required under section 6 of the Audit Commission Act 1998 to participate in the National Fraud Initiative (NFI) data matching exercise. If requested, information from planning applications will be provided to the Audit Commission for NFI and will be used for cross-system and cross-authority comparison for the prevention and detection of fraud.

Facilities for people with disabilities

We expect you to provide facilities for people with disabilities (this includes parking spaces and toilets) if your application includes new buildings or premises that are going to be used by the public. If you want more information on this read the booklet "Access to buildings and spaces for people with disabilities" that is published by the Borough Planner's Service.

Plans and drawings

General advice:

- We will not consider an application, or the application may be delayed, if you do not send us satisfactory plans and drawings preferably on A3 paper/saved electronically to print at A3.
- If you are submitting your application on paper we require 2 copies, we may ask for more copies if required.
- If your plan shows existing and new works, you should clearly mark the new work using colour if necessary.
- Every application you send must clearly identify the site and its surroundings.
- If you know what materials you are going to use on the outside of the walls and roofs, write this on the plan which shows these features.
- You should show how vehicles and people will get onto and off the site, and give details of any walls, fences and so on that will enclose the site.

Advice on what all maps, drawings and diagrams should contain

Drawings should:

- Be dated and numbered for easy identification.
- Indicate paper size (preferably A3).
- Indicate key dimensions.
- Include a scale bar indicating a minimum of 0-10 metres.
- Contain a compass point marker (showing N) where appropriate.

Maps should:

- Indicate the direction of North.
- Be provided with a valid copyright statement.

Diagrams should:

- Be clearly annotated and include a drawing key where appropriate to explain the use of different shading, edging and symbols.

Drawings you must send with an application for Outline Permission:

The drawings you need to send us with an application for outline permission will depend on which details you wish to be approved at this first stage. If drawings are for guidance purposes only, you should write this clearly on each plan. Any drawings requested on the reserved matters must show and explain the following:

Siting - the position of any proposed building on the site at a scale of 1:500 or 1:200.

Design - the floor plans and elevations, usually at a scale of 1:100.

Landscaping - full landscaping details on a site layout plan at a scale of 1:200.

External appearance - all the information about materials to be used, shown on the relevant plans.

Access - the access and exit points used by people and vehicles, and routes inside the site and parking arrangements at a scale of 1:200. All outline applications should be accompanied by a Design and Access statement.

Drawings you must send with applications for either Full Permission or Householder Permission:

General: Any floor plans, elevations and cross sectional drawings should be to a scale of 1:50 or 1:100. They should show the current layout and design of the property if you want to change them. All the changes you want to make should be clearly marked on your plans. All other features of the site, including any outbuildings, boundaries and trees should be shown.

What your drawings must show if any building work is involved: If you want to change the layout of a building or the outside of it, you must show existing and proposed floor plans and tell us the building's present and future uses. These drawings should show the property or site in relation to buildings near by. A roof plan may be useful to explain a complex roof and any alterations to it. Any facilities for people with disabilities should be described and shown on the proposed floor plans. If you want to build any new residential or business units, you must show any parking arrangements for the site.

If you want to change the use of a building without changing the outside of it:

If you intend to use the building to prepare food commercially, your plans should show details of kitchen ventilation. If you have extractor ducts these should be shown on a drawing of the outside of the building. A cafe or restaurant proposal should show seating and refuse storage arrangements on the floor plans. If you want to convert a property for residential or business purposes your plan must show parking arrangements. If you want to convert a building into flats, you should clearly say what each room will be and its floor space.

New building work: If new building work is proposed, you need to provide floor plans, elevations and cross-section drawings (as described above) for the new building.

Requirement for a Design and Access statement

Most applications (including: Householder applications in a conservation area; Applications for full Permission; Applications for Outline Permission; and Applications for Reserved Matters following Outline Permission), must be accompanied by a design and access statement.

The only exceptions within these application types are:-

- Applications for a material change in the use of land and buildings unless the application also involves operational development;
- Engineering or mining operations.

We will not be able to entertain, undertake consultations or process applications without the necessary design and access statements. If you are not sure whether you need to submit a Design and Access Statement with your application please contact the Planning Service on 020 8871 6636.

Ownership Certificates

You do not have to own the land or buildings concerned to make a planning application, however most application types require you to complete an Ownership Certificate. You must fill in the correct certificate and if necessary serve notice on the owners. For instance, if you intend to build up or alter a party wall or your property is in flats you should serve notice on any person who is the 'owner', i.e. freehold or leasehold with at least seven years to run, and submit certificate B with their details.

Advice when submitting files electronically

File sizes

- Agents / applicants are asked not to submit individual files greater than 5MB. Any reports, etc, over 5MB should be split into sections of 5MB or less.
- When using the Planning Portal to submit files, the total size of all your electronic files together cannot exceed 25mb. Therefore, for major applications where the total size of attachments will be in excess of this size limit, please submit the application, including the form, to the council on CD/DVD while keeping to a 5MB individual file size limit.

File formats

- Agents / applicants should ensure documents are sent in one of the following formats: PDF, TIFF, XLS, DOC, TXT, PNG, JPG, JPEG, BMP and RTF.

PDF is strongly preferred.

- Drawings, site plans etc. for which scale is important should be in PDF or TIFF format.

Drawings

Agents / applicants are asked to:

- Provide drawings that specify the printing page size for which its scale applies (PDF documents show this in its properties).
- Provide multiple drawings/files with one drawing on each page.
- Provide drawings saved in single layers (this applies to PDFs)
- Provide drawings that are correctly oriented for on-screen display.

File naming

- Drawings which contain plans of internal layouts, multiple floor plans, roof plans and elevations should be clearly labelled as such and, for applications relating to large structures/site redevelopments involving complex structures or numerous buildings, identify which building(s) they relate to.
- All attachments should be named using plain English and should include a version number, e.g. air_quality_assessment_v1.2.pdf.

What to do next

- 1 Check your application form, make sure you have signed it and you have filled in one of the ownership certificates.
- 2 Check that you have enclosed/attached all the drawings and supporting materials indicated on the national and local (Wandsworth) checklists, including a copy of the completed local checklist.

If you are submitting your application on paper, it would still be helpful if you could also send copies of any supporting material (e.g. drawings) you have electronically on CD. This will help to us to improve the quality of the information on your application we display on our website.

- 3 Send the appropriate fee with the application or pay by credit/debit card by telephoning 020 8871 6636.
- 4 Send, deliver or e-mail your completed application to:

**The Planning Service
Wandsworth Council
The Town Hall
Wandsworth High Street
London
SW18 2PU**

If you are hand delivering your application, please take it to the Technical Services Reception which is on the 5th floor of the New Town Hall Building.
e-mail: planningapplications@wandsworth.gov.uk

- 5 After we have received your application we will normally write to your neighbours asking for their views on your plans so you may like to talk to your neighbours about your plans before you send your application to us. This may avoid any misunderstanding and prevent delay at a later stage.