

Decision Maker: **Development Control Committee**

Date: **13 January 2011**

Decision Type: Non-Urgent Non-Executive Non-Key

Title: **PLANNING LEAFLETS AND INFORMATION FOR THE PUBLIC**

Contact Officer: Tim Horsman, Assistant Development Control Manager
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Chief Officer: Bob McQuillan

Ward: N /A

1. Reason for report

The planning process can be complex and the planning division has always taken pride in presenting comprehensive information on issues about which we receive frequent queries. Some information is now outdated and since the vast increase in use of the Council's website as a source of information, an updated strategy and topic list is set out below in order to maintain this useful source of information for the public.

2. **RECOMMENDATION(S)**

Members are asked to agree the strategy for replacement of the current factsheets over the next 9 months.

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Quality Environment.
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Financial

1. Cost of proposal: N/A No additional cost to the Council
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Planning
 4. Total current budget for this head: £3.3m
 5. Source of funding: Existing revenue budget
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Staff

1. Number of staff (current and additional): 2
 2. If from existing staff resources, number of staff hours: 100
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Legal

1. Legal Requirement: No statutory requirement or Government guidance.
 2. Call-in: Call-in is not applicable.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All users of planning process
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

3.1 The Planning Division has a number of leaflets and information sheets which have been periodically updated over the years. The current set are based on an A4 format and are predominantly text based, and whilst available on the website their primary format is paper.

3.2 The current set of information factsheets is set out below

3.1 P1. Trees

3.2 P2. Listed Buildings

3.3 P3. Crime Prevention

3.4 P4. Permitted Development Rights

3.5 P5. Boundaries

3.6 P6. Commercial Vehicles

3.7 P7. Personal Searches / Land Charges

3.8 P8. Extensions – Sidespace

3.9 P9. Site Notices and Publicity

3.10 P10. Ordnance Survey Extracts

3.11 P11. Countryside Management

3.12 P12. Planning Committees

3.13 P13. Conservation Area Designation

3.14 P14. Copyright Plans

3.15 P15. Disability Discrimination Act 1995

3.16 P16. Telecoms

3.17 P17. Street Numbering

3.18 P18. Speaking at Committee

3.19 P19. Security Shutters

3.20 P20. Locally Listed Buildings

3.21 P21. Childcare / Preschool

3.22 P22. Working From Home

3.23 P25. Design and Access Statements

3.3 Other information leaflets available (which are not proposed to be changed either because they are not published by the Council or the planning division) include the following. This information is provided to demonstrate that there may be reasons why a topic is not covered in the Council advice (or not in so much detail)

- Access To Your Drive (LBB Highways)
- Householder Guide to Satellites (DCLG)
- Party Wall Act (DCLG)
- Mobile Phones and Health (DoH)
- Complaints about the Council (Ombudsman)
- Notes for Developers – Refuse (LBB Waste)
- Planning a Guide for Householders (DCLG)
- Protected Trees (DoE)
- Outdoor Advertisements (DCLG)
- Getting It Right (LBB)

LBB Building Control Leaflets:

- Replacing Windows
- Administration Charges
- Exempt Domestic Buildings
- Choosing Your Builder
- Solicitors Enquiries
- Home Electrical Safety
- The Party Wall Act

3.4 An update of the topics covered and information provided is set out below to provide comprehensive up to date information on all aspects of the planning process where not already provided nationally. The new information format will be predominantly web based, with printer friendly options for those wishing to have a paper based version, in line with the Council's policy of reducing avoidable contact to encourage greater use of the Council's website to access information.

3.5 New Topics: The information can be divided into 3 sections –

1. Procedural advice regarding the planning application process

2. Advice regarding specific matters arising for applications

3. Other related topics

Ref	Topic	Brief Description
1-1	Do I Need Planning Permission and Permitted Development (Householder)	Details of information on whether permission may be required
1-2	Planning Applications for Businesses	Details of whether permission may be required, how to get further advice and support for businesses through planning
1-3	Pre application enquiries and meetings	Information on arrangements, charges, expected information etc
1-4	Planning Committee Meetings	Explanation of process and arrangements including layout of meeting and public speaking
1-5	Your Planning Application	Summary of application process for applicants
1-6	Planning Reception: Duty Planner Service	What to expect
1-7	Planning Service Charges	Charges for maps, copying, etc (not planning application fees)

1-8	Viewing and Commenting on Planning Applications	Ways to view applications and comment and what are valid topics for objections
1-9	Site Notices and Publicity	Statutory and non-statutory publicity given to applications by the Council
1-10	Design and Access Statements	When required and expected content
1-11	Appealing the Councils Decision	Guide to when you are entitled to appeal and outline of process
2-1	Advertisements	Guide to advert consent including what is likely to require consent
2-2	Food and Drink Proposals	Information required for applications, potential issues etc
2-3	Trees	Taking account of trees in development, contacts and information expected for applications
2-4	Listed and Locally Listed Buildings	Taking account of LBs in development, difference with LLBs, contacts and information expected for applications
2-5	Conservation Areas	Designation, requirements for applications and contacts
2-6	Design of Residential Extensions	Guidance for generally acceptable designs reflecting Council policy
2-7	Shopfronts and Security Shutters	Guidance for acceptable design and styles
2-9	Crime Prevention	What to take into account for an application, contacts
2-10	Childcare / Preschool Proposals	Requirements and preferred locations including planning considerations
2-11	Areas of Special Residential Character	Information about the designation and advice for planning proposals within these areas
3-1	Telecommunications	Council's powers, further information links including health concerns
3-2	Countryside Management	Information on what it does and projects
3-3	Boundaries	Relationship to planning application process and disputes
3-4	Parking of Commercial Vehicles	When this may require permission

3-5	Personal Searches / Land Charges	How to arrange and what to expect
3-6	Ordnance Survey Extracts	Purchasing, copying and using
3-7	Accessibility and the Disability Discrimination Act	Information on how this needs to be taken into account for proposals
3-8	Street Naming and Numbering	When to contact and when required
3-9	Working From Home	When planning permission may or may not be required
3-10	Building or Renewing Hardstanding	When pp is required or not
3-11	Enforcing Planning Control	How, when, why and what

3.6 The review will be achieved by updating the Council's website creating pages based on each of the above topics (where not already existing). This will enable links to other related information, and the use of images where appropriate. A downloadable version of the information will be provided on each page, and hard copies of this can be made available at the Civic Centre or posted to those unable to access the internet. The review will commence in January 2011 and is expected to be completed by September 2011.

Non-Applicable Sections:	POLICY, FINANCIAL, LEGAL, and PERSONNEL
Background Documents: (Access via Contact Officer)	Listed in Section 3 above