

## STRATEGIC PLANNING & PLACE BUILDING CONTRACT DIRECTIVE

DATE: Jan 2017

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### PROCEDURES RELATING TO THE PLANNING PROCESS

#### REFERENCE

1. **Introduction**

Obtaining planning permission then working within its restrictions is a key part of any project for the County Council. Entering into a contract will depend upon receipt of a planning approval. A contract should not be entered into without planning approval.

The majority of the Council's projects will be submitted to WSCC. Ask County Planning if unsure.

There are special requirements for applications in the South Downs National Park. The link takes you to the special requirements.

[South Downs National Park](#)

2. **Timescales:**

Realistic timescales should be incorporated into the E404 programme document. As a general estimate we suggest the following:

- 1 week between submission and application 'going live' (i.e. being made valid).
- 8 weeks to determine 'minor' applications (sites of less than 1ha, and less than 1,000m<sup>2</sup> of additional floorspace).
- 13 weeks to determine 'major' applications.
- 4 weeks to discharge conditions.

Better applications (clearer plans, the right information) will help County Planning to reach a decision more quickly.

More controversial applications may go before the Planning Committee which can delay determination by up to 1 month.

3. **Pre-Application Consultation**

Please discuss the proposal with the County Planning team at the earliest stage to:

- see if planning permission is needed (schools have extensive 'permitted development' rights);
- confirm what information should be submitted (save money on un-needed information);
- flag up likely issues, and agree how these may best be overcome.

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NOTE:

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Please note that a formal request for pre-application advice should be made. The first 30 minutes of advice provided is free of charge; however for any further advice there is a fee charged which can vary depending upon the level of advice sought. The following guidance note provides additional information on the pre-application process at West Sussex County Council:

[West Sussex County Council Pre-Application Advice Note](#)

4.

### County Planning:

- by email: [planning.applications@westsussex.gov.uk](mailto:planning.applications@westsussex.gov.uk) or
- tel.: 0330 2225 777

### County Highways: please contact for larger schemes

- by email: [planninghighways@westsussex.gov.uk](mailto:planninghighways@westsussex.gov.uk)
- tel.: 0330 2224 777.

### Key Issues:

The main issues which typically arise in relation to school applications are:

- Impact on Dwellings: noise from buildings and play areas, odours from kitchens, loss of light/outlook. Locate development (built and sealed play/sport areas) as far from dwellings as possible. Minimise structure heights next to residential boundaries.
- Highways: more pupils potentially generate additional cars at drop-off and pick-up. A Travel Plan should be updated to address this, and the proposal discussed with the local community (if possible).
- Construction Management Plans will usually be required by condition so should be submitted with applications to speed up the process.
- Trees: development near trees – Tree Survey likely to be needed to ensure root protection areas are not affected.
- Drainage: proposal increasing impermeable areas (hard standing and/or buildings) should be accompanied by a drainage scheme.

5.

### Procedure

#### Application Submission:

1. Submit application via [planning portal](#):

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- a. Identify school location.
- b. Crucially - choose 'Regulation 3' application (see below) to ensure application comes to WSCC:

### Start an online application

Once created, the application will be saved in your 'My Applications' list, allowing you to access it anytime you return to the Planning Portal.

The screenshot shows a web form titled 'Step 2/3 - Application type'. It includes a help icon (question mark) in the top right corner. The main text reads: 'You can select your application type from the list below. If you are unsure of the application type you require, we would advise that you contact the local planning authority shown on the right to confirm.' Below this is a blue link: 'Need help choosing? View more information and answer questions to help guide your choice of application type.' There is a dropdown menu currently set to 'Full planning permission'. Below the dropdown are three radio button options, each with a help icon: 'Continue with standard application', 'Application is for 'Waste Management'', and 'Application comes under 'Regulation 3'' (which is selected).

- c. Usually application is for 'full planning permission'.
  - d. 'Major' development if more than 1000m<sup>2</sup> of floorspace created or site is more than 1ha.
  - e. Create log-in (if not done already).
  - f. Complete all questions on form (see Appendix 1) (even if to say 'not applicable'. The form will not submit otherwise).
2. A Planning Statement is required for all applications, setting out what is proposed (scale of physical development, any increase in pupils, why it is needed (with reference to the [West Sussex School Places](#) document if pupil numbers is increasing), any pre-application discussions with neighbours).
  3. Plans should have an identified scale and north point. Review the ['local validation list'](#) for specific requirements.
  4. The application fee should be calculated. For self help projects a cheque made out to West Sussex County Council should be forwarded, otherwise the Capital Projects project manager should be advised so payment by internal transfer can be arranged.
  5. County Planning will inform the appropriate service director of the application and seek approval to proceed.

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6. Where a project has been directly commissioned by a county maintained or controlled school, a 'self-help' form should be submitted to Economy, Infrastructure & Environment. This enables a consultation process with county departments so approvals can be gained before the strategic director will allow the application to proceed.
7. County Planning will then advise if anything further/different is required to validate the application.

### Application Valid

8. If the application is valid, County Planning will advise Capital Projects and the agent, and confirm who the planning officer is. The planning application will be put [online](#), including any consultee responses, public comment, and the officer report and decision notice once decided.

Once valid, County Planning will then:

- Carry out a three week consultation with the district/borough council and any other relevant consultees (e.g. WSCC Highways/Landscape/Tree Officers, the Environment Agency, neighbouring properties).
  - If it is a 'major' application, an advertisement will be put in the local newspaper which can take 10 days in addition to the 3 week consultation period.
  - The planning officer will visit the site to assess the proposal and put up site notices.
9. The planning officer may ask for more information/ clarification once consultees have responded. Significant new information (revised plans etc.) may require a reconsultation period. They will generally maintain contact with you throughout the process, but please contact them if you require an update.

### Application Determination

10. Planning officers will aim to determine the application within the 8/13 week target.
11. If consultees object or 'substantive' objections are received the application will have to go before the Planning

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Committee. The Committee meets once each month, with Committee Reports due (and information therefore to be finalised) around 3 weeks before the meeting.

### Conditions

12. If approved, conditions are likely to be added.

- Pre-Commencement Schemes:

County Planning will send a letter with the decision notice detailing what schemes are required before work on site can commence. The schemes are usually those requested by consultees – so agents should be aware of them before the decision is issued and can start preparation to avoid delay.

- Operational Conditions:

Please ensure the development is carried out in accordance with the approved plans and conditions.

### Procedure for submitting applications for Temporary Classrooms

13. There is a particular procedure for submitting applications for temporary classrooms. The link takes you to the procedure.

[Temporary classroom procedure](#)

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## APPENDIX 1: Completion of Planning Application Forms – Key Pointers

*The form is generally self-explanatory, with the exception of the following:*

### 1 Applicant

'Executive Director Economy, Infrastructure and Environment'.

(Please check with County Planning/Capital Projects as this regularly changes).

### 2 Description of the Proposal

Brief summary of development, excluding works which do not require planning permission (e.g. internal work). For example:

*"Erection of single storey extension to provide three additional classes for an additional 90 pupils."*

*"Proposed erection of 2.1m high fence around playing surface."*

### 3 Site Area

Plans should include a site boundary plan with the development area edged in red (the 'red line boundary'). This must include all land required to bring the development forward (construction compounds, access roads etc.) and must link to the highway.

The remainder of the school should be edged in blue ('land also within the applicant's control/ownership').

Calculate the area within the red line boundary and insert it here.

### 4 Trees

Existing trees (trees to be 'retained') and works to or loss of trees or hedgerows should be clearly shown on the drawings, and any replacement planting also clearly indicated.

If the site lies within Conservation Area or within the curtilage of a Listed Building, separate TPO works permission may be required from the District/Borough Planning Service.

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