

This practice note sets out the type and quality of information which is normally required as part of a Planning Application and explains terms such as Location Plan, Site Plan and Elevations.

We are also producing more specific practice notes on the information required for some of the most common types of proposals such as house extensions and walls and fences. These are all part of a series of notes that aim to explain different parts of the planning process. It is recommended that you read all the notes relevant to you prior to submitting any application. These are available from www.gov.je/planning or direct from the Planning and Environment Department (see contact details at the end of this document).

About Supplementary Planning Guidance

The Minister may publish guidelines and policies (supplementary planning guidance) in respect of development generally, any class of development, the development of any area of land, or the development of a specified site.

Supplementary planning guidance is intended to assist in dealing with development control considerations, ranging from the Minister's approach to policy considerations under the Island Plan, to guidance on how to make planning applications. Supplementary planning guidance is issued in three different forms.

1. **Policy Notes:** Policy notes build on the provisions of the Planning and Building (Jersey) Law 2002 and the policies in the Island Plan 2002.
2. **Advice Notes:** Advice notes provide detailed advice about the ways in which the provisions of the law and Island Plan policies are likely to be interpreted and applied by the Minister.
3. **Practice Notes:** Practice notes aim to provide information about how the planning system's protocols and procedures operate.

The current supplementary planning guidance is listed and can be viewed on the States of Jersey website www.gov.je/Planning.

Documents which pre-date electronic production will be added to the website for viewing or downloading following review, as appropriate.

Hard copies of all supplementary planning guidance can be obtained from Planning and Building Services, Planning and Environment Department, South Hill, St Helier, JE2 4US. Telephone: 01534 445508 email: planning@gov.je

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Note: Version 2—August 2010 - contains significant changes to the sections marked * above

Introduction

In the past many of the applications submitted have failed to include either an adequate amount, or quality, of information. Typical problems included poor quality drawings, inconsistent drawings, poorly filled out application forms and inadequate supporting information.

Some of these applications were returned immediately, others required amendments later, but in every case these problems had a significant impact on the department's ability to deal with the applications in good time. Therefore in future we will only accept applications that are of adequate quality at the outset. **Applications which are inaccurate or which have information missing will be returned.**

1. Basic requirements of any Planning Application

Every application must include:-

- The correct application form fully completed, signed and dated.
- Accurate location plans taken from the Jersey Digital Map at a scale of 1:2500, on a separate A4 sheet.
- Sufficient and accurate plans, drawings and information to enable the application to be easily understood and determined. This will include a site plan, floor plans, elevations and often cross sections. These terms are explained in the following pages.
- The correct application fee.

Six copies of every part of the application must be submitted. This is to ensure that copies can be made available at our Reception and at the relevant Parish Hall, and that any party consulted on the application can be given the entire package of information without delay. Six copies are normally adequate, however, in some situations there may be more consultations required in which case we will ask for additional copies.

All drawings must be clear and accurate. Rough drawings cannot be accepted. **A Planning Permit is a legal document and the quality of the drawings must reflect this.** Example drawings are included in this Note. These show the minimum quality of information required, but they have been reduced in size for printing purposes.

We undertake an initial screening of all applications to check that basic information is included. Where it clearly is not included, the application will be returned. If information were allowed to be submitted later the process of publicising and assessing the application would have to be repeated. This creates extensive delays and unnecessary additional costs. It is therefore essential that the information is complete and accurate at the outset.

2. Location Plan

The location plan must be an extract from the current Jersey Digital Map, at a scale of 1:2500. This is available, for a small charge, from:

- Planning and Building Services' Reception (see contact details at the end of this document) or
- Digimap (info@digimap.je)

Some agents and architects hold a Jersey Digital Map licence and can print location plans themselves.

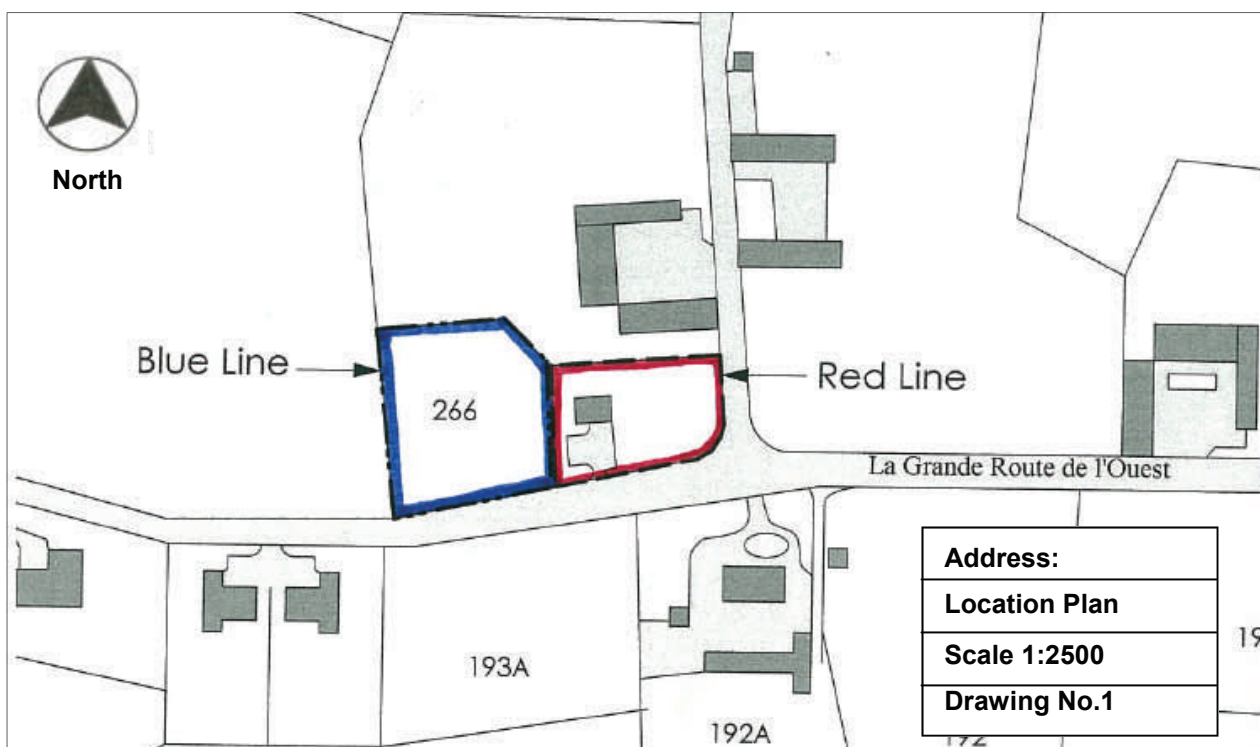
The location plan must be on a **separate A4 sheet**. It must clearly show the site and surrounding area. The site must be towards the centre of the plan. In all cases the application site must be **accurately outlined in red**. This has specific legal implications, and therefore it is most important this is done accurately, consistently, and in red. A cross or a rough circle around the site is not adequate. For a dwelling, the application site will normally be the domestic boundaries of the property. Any adjoining land in the same ownership should be **outlined in blue**.

The location plan must show:

- a North point (i.e. a directional arrow showing North)
- the scale (this must be 1:2500)
- all buildings
- road names

Contours and services are not necessary and can make drawings difficult to read at this scale.

Example of Location Plan:



3. Site Plan

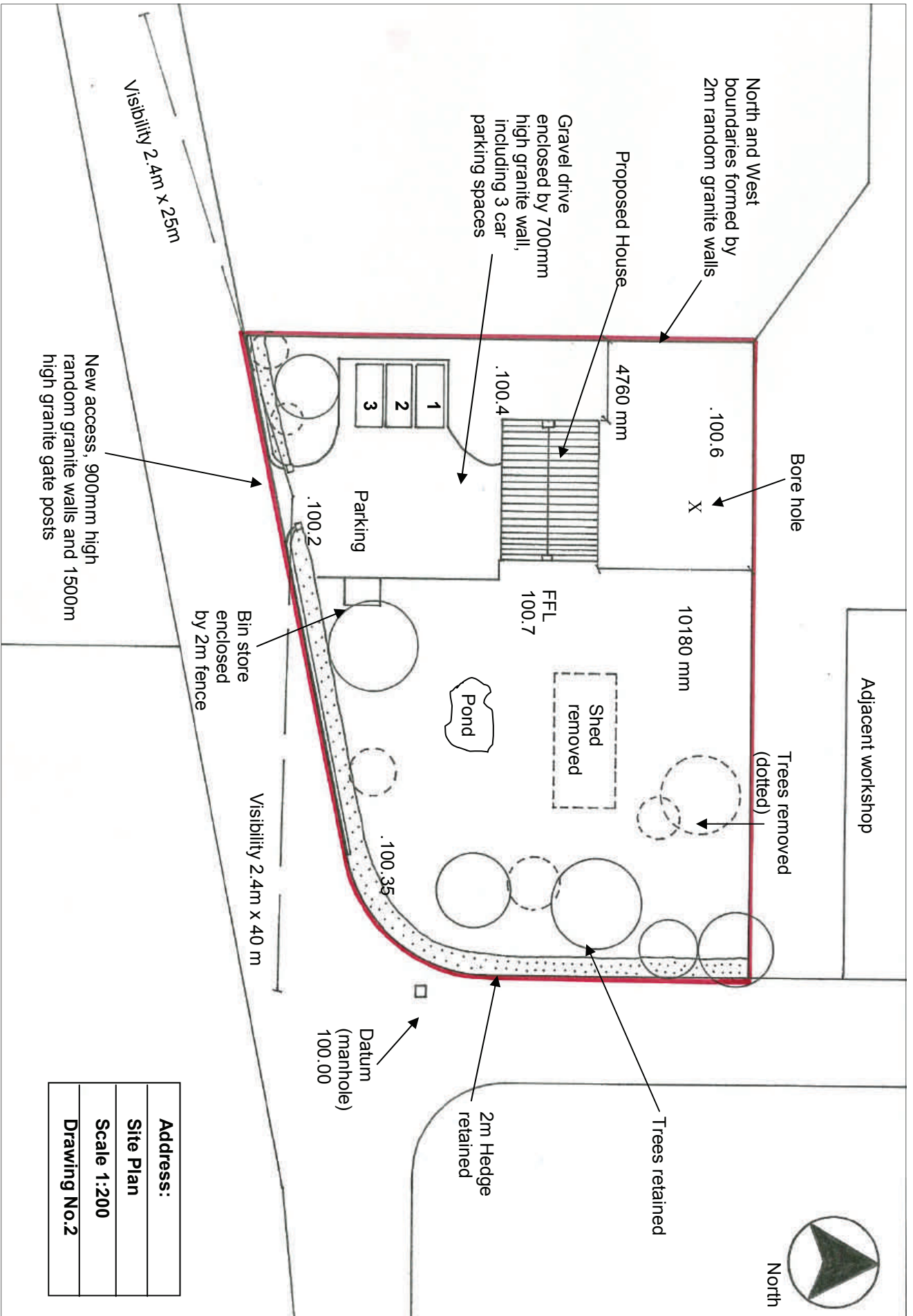
The Site Plan must include a North point and show:

- the whole of the site, including the boundaries, drawn to a scale of 1:100 or 1:200
- the position of any existing property and buildings on site as well as the location of the proposed work
- existing and proposed access points for vehicles and pedestrians including, if relevant, visibility splays and details of proposed vehicle and cycle parking and service areas, with the individual spaces and manoeuvring areas clearly marked
- landscaping and garden areas; this includes accurately showing all existing trees and hedges and clearly indicating if they are to be retained or removed. Boreholes, streams, ponds and watercourses should also be shown
- surfacing materials and means of enclosure (walls, hedges etc).
- all immediately adjacent sites and buildings to show the relationship with the application site. This gives contextual information that assists in determining the application.
- spot height levels (existing and proposed), plus finished floor levels of proposed buildings (see Section 6 - Levels)
- position of any refuse or recycling collection facilities

The Site Plan must be accurately surveyed. It must not be a 1:2500 Location Plan enlarged to a bigger scale.

It is very helpful if key dimensions are written on the plan.

Example of Site Plan:



Address:
Site Plan
Scale 1:200
Drawing No.2



4. Floor Plans

Where a building or extension is to be constructed, or a change of use is proposed, floor plans are required. These need to be accurately drawn, clear, and include all of the floors of the building relevant to the application. **A survey of the existing property must also be included,** unless it is proposed to demolish that building as part of the application — in such cases a surveyed outline will suffice. Dotted lines should show the position of existing buildings or parts of buildings to be demolished, and colour or shading should be used to highlight new work.

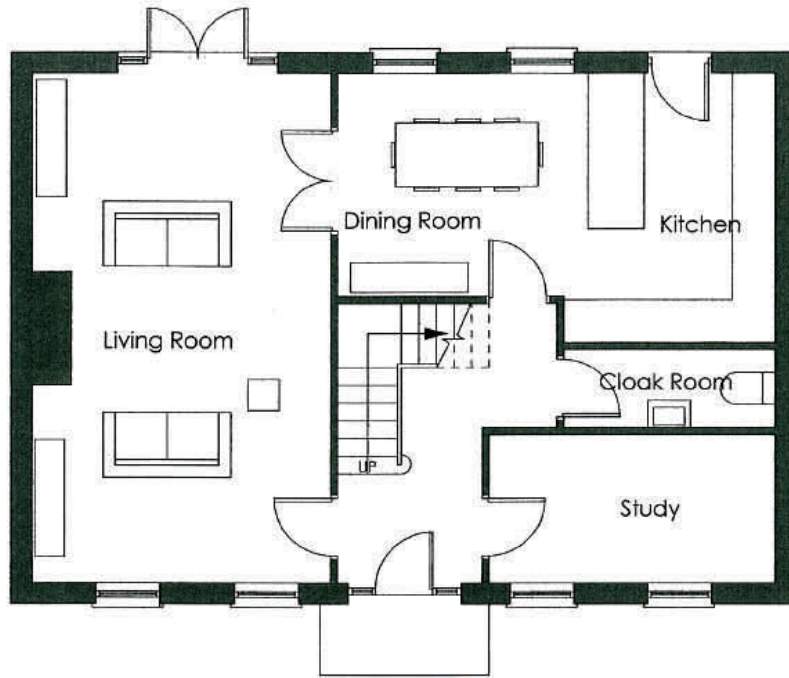
Floor plans must show:

- the layout of rooms
- the use of the rooms
- the position of doors and windows and
- the thickness of walls.

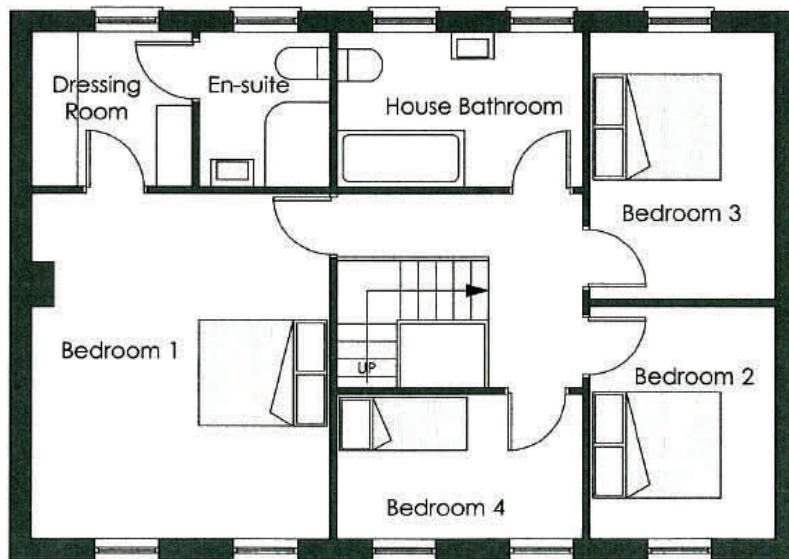
Floor plans must be drawn to a scale of either 1:50 or 1:100.

The applicant must ensure that these drawings are to scale and match those of any elevation drawings and the Site Plan. Where they do not, the application will be returned. In the event of any subsequent discrepancy, the Planning and Environment Department will use its discretion to determine which plan takes precedence, or whether the inaccuracies render the permit null and void.

Example of Floor Plans:



Ground Floor Plan



First Floor Plan

Address:
Floor Plans
Scale 1:100 or 1:50
Drawing No.3

5. Elevations and Photographs

Elevations show what the building will look like from the outside. All affected elevations must be included. They must be accurately drawn and clearly show:

- the design and method of opening of all windows and doors. (e.g. sash, casement, top-hung, side hung)
- all materials and colours
- all external features such as down pipes, flues and vents

Elevations of the existing building should be included where it is relevant (such as when a new building or raised roof is proposed), and elevations of neighbouring buildings should be included to show the building's relationship with adjacent buildings. **Adjacent buildings must be surveyed and shown accurately.** It is the responsibility of the applicant, or their agent, to ensure this, and in submitting the application, the applicant is declaring that all of the information is correct. Where an incorrect or misleading representation is given this could affect the validity of any planning permission granted.

Elevations may be drawn at a scale of either 1:50 or 1:100. These drawings should clearly indicate the layout of the main features and fenestration on all of the external facades of the building. Rainwater goods, quoins, chimneys and other features must be shown.

Recent experience however has shown that drawings at this scale do not show the design features in sufficient detail to enable assessment against the Minister's design principles. Hence, additional drawings at a scale of 1:20 are required for all new building projects. These should be of a typical part of the elevation (not the whole building) and should be accompanied by a cross section through the façade of the building at the same scale (1:20). Together these drawings should indicate the design details necessary to determine the application. As such, they must indicate all projections, window reveals, fascias, verges, eaves, rainwater goods, chimney stacks, dormer windows and other similar details.

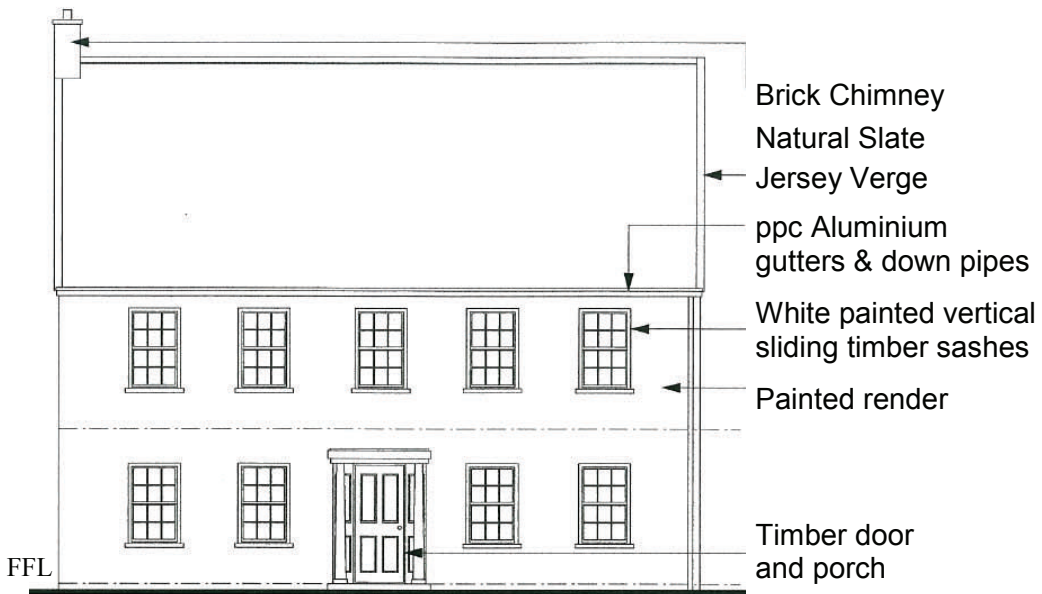
In exceptional cases drawings may be required at an even larger scale in order to properly assess the design detail. This will be at the discretion of the planning officer or department architect.

Where it is proposed to replace a building with a new one, the dimensions of the existing building must be indicated on the proposed plans and elevations. This may be indicated by way of a dotted line, but the dimensions must be sourced from an accurate survey. The survey must also pick up the eaves line on buildings which have a pitched roof.

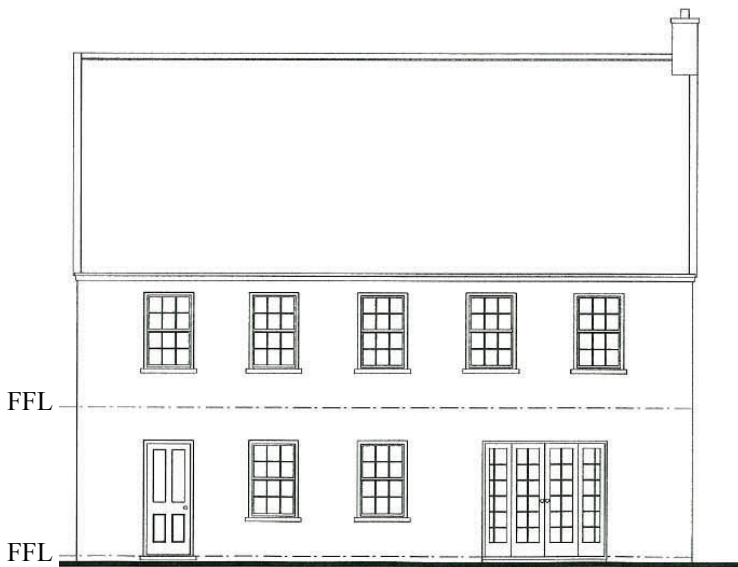
In the case of major schemes, elevations of an entire street may be required so that the proposals can be viewed in context. Three dimensional perspectives and models are also likely to be required. See section 11 of this document or Supplementary Planning Guidance - Advice Note No: 4, on Design Statements.

Photographs are very helpful in dealing with a planning application and **must be included.** They should be sufficiently wide angle to show the building in context.

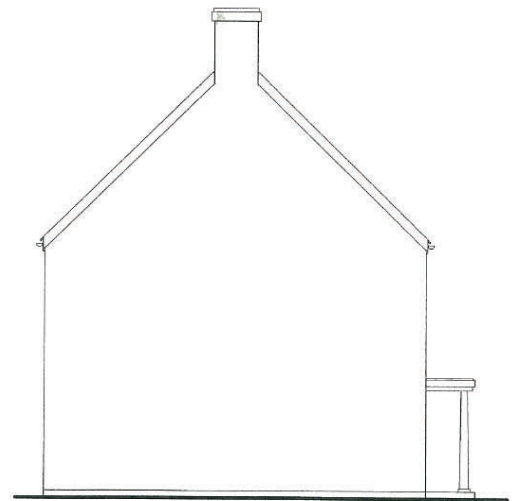
Example of Elevations:



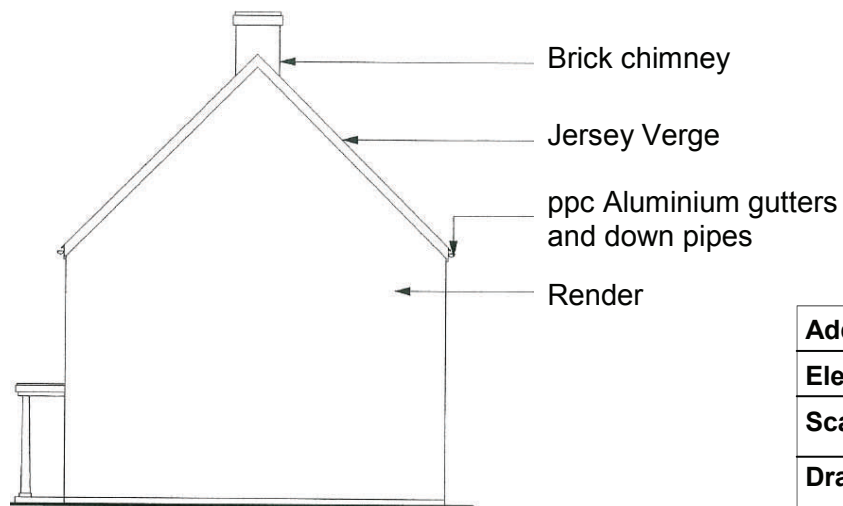
South Elevation



North Elevation



West Elevation



East Elevation

Address:
Elevations
Scale 1:100 or 1:50
Drawing No.4

6. Levels

Very few sites are actually flat across their entire area. It is therefore important to illustrate the levels at which a structure is to be constructed. All too often buildings are simply shown to be on level land with a solid black line across the bottom of the building.

Adequate information must be included with existing and proposed site levels marked, together with site cross sections, to illustrate levels so the impact of a proposal is clear, particularly if excavation, infilling or other earthworks are involved. On larger or sloping sites, a full site survey will usually be required.

All levels should be linked to a consistent datum level which will not change during construction. Finished floor level and ground levels around any proposed building (existing and proposed) should be shown on the Site Plan.

7. Cross Sections

Cross sections show a slice through a building or land. Sections through a building are often necessary in making decisions on Planning applications and should be included in a detailed application. These will show the height of windows, finished floor levels and ceiling heights. Where there are buildings or structures adjacent to the site, a cross section through these and the site will help us assess the impact of the proposals.

See also Section 6 “Levels” above.

8. Scales and Accuracy

It is imperative that all the information submitted is clear, accurate and consistent. The sample drawings in this Note show the minimum quality of information that is required, but they have been reduced in size for printing purposes.

All drawings must be submitted at a recognised scale found on standard metric scale rules, such as 1:10, 1:20, 1:50, 1:100, 1:200, 1:250 and 1:500, but not for example 1:15, 1:75 or 1:125. The appropriate scale will depend upon the purpose of the drawing, as set out above.

Applicants must ensure the scale quoted is correct. There are sometimes mistakes made on CAD drawings.

9. Descriptions and Covering Letters

The application form asks for a description of the proposed development. The description given must accurately and concisely reflect what is on the drawings, for example:-

“Single storey extension to north, new detached garage and new access onto High Street”

Covering letters are very helpful to explain the details or background to the proposal and are strongly encouraged. On bigger or unusual schemes they are even more valuable, to demonstrate compliance with the Island Plan and the Department’s Supplementary Planning Guidance, or on some occasions to justify a proposal which is not compliant with these policies.

The Island Plan sets out what types of development are permissible in certain areas of the Island, and Supplementary Planning Guidance gives more detail on specific issues. It is in the applicant's interest to be aware of these policies and to ensure that the application addresses them. They are available to view at www.gov.je or at the Planning and Environment Department.

10. Design Statements, Archaeological Statements and Waste Management Plans and other Method Statements ¹

Many applications require the submission of supporting statements to comply with Island Plan Policies or other Supplementary Planning Guidance.

Design Statements are required for all applications for works to Listed Buildings, for all applications in the Zone of Outstanding Character and where any building is over 100 sq m or more than 5 storeys.

Archaeological Statements are required for any application which proposes to disturb the ground surface within an archaeological site or within an area of archaeological potential.

Waste Management Plans are required for any application which proposes the demolition of a building or removal of earth resulting in significant quantities of waste material which may have the potential to be re-used or recycled, rather than disposed of.

Other **Method Statements** may be required if a water course or stream is to be culverted or if a pond or reservoir is to be filled in.

11. Models ¹

Physical models are a useful tool to indicate the design and massing of a new development. Models are required for any scheme for a new building over 2,500 sq.ft and any scheme that proposes more than one building

12. Environmental Impact Assessments (EIA) ¹

The Planning and Building (Environmental Impact) (Jersey) Order 2006 specifies the type of development which will require an Environmental Impact Assessment (EIA). The purpose of an EIA is to highlight key environmental issues so that these can be taken into account when the scheme is being designed.

Applicants can request a screening opinion from the department on whether a proposed development will require an EIA. If an EIA is required the department will then scope the proposal to identify what matters need to be addressed within it. The completed EIA should then be submitted with the planning application.

13. Percentage for Art Statements ¹

The Island Plan and our Supplementary Planning Guidance Advice Note No: 3 encourage the creation of a piece of art, particularly as part of a larger scheme. Applicants must take this into account before submitting an application and submit a completed Percentage for Art Statement as part of the application. A blank template for the statement is included as an appendix to Advice Note No: 3.

14. Structural Engineers Reports - Replacement Buildings and Conversions ¹

When it is proposed to *replace* an existing building the department will require the applicant to explain why the existing building cannot be retained. The explanation must form part of the application. If this is for structural reasons, a Structural Engineer's Report will be required.

In situations where it is proposed to *convert* an existing building, the department needs to be confident that the building can be converted and will not partially or wholly collapse, or require removal, during the proposed works. A report and method statement by a suitably qualified person will therefore be required. This should be a Structural Engineer, but for listed buildings a member of the Institute of Historic Building Conservation may be preferred.

15. Contaminated Land Surveys ¹

When the proposal involves land which is known to be contaminated, land where there is potential for contamination or a proposed use that would be particularly vulnerable to the presence of contamination a phase I Desk Based Assessment will be required and should be submitted with the planning application. This should be carried out as per the process set out in Supplementary Planning Guidance Advice Note No: 2 - Development of Contaminated Land.

16. Traffic, Noise and Flood Risk Assessments ¹

Where a development has the potential to generate significant traffic or noise impacts, it should be accompanied by a formal assessment. This should be completed by a person competent in the relevant subject. Additionally, applications on land prone to, or at risk from, flooding should be accompanied by a flood risk assessment.

17. "Revised Plans" Applications

These applications, which propose revisions after permission has been given, must have the changes to the approved scheme clearly marked on all of the drawings in colour and the changes must also be listed, either in a accompanying letter, or on the title bar of each drawing. More information on Revised Plans applications is available in Supplementary Planning Guidance Practice Note No.2.

18. “Variation or Removal of Condition” Applications

Where an application is submitted to Remove or Vary a Condition on a Permit, the application must include a copy of the original Permit, an explanation of why the Condition should be varied or removed, and drawings of any new proposals.

19. Works to Historic Buildings, including Replacement Windows ¹

The fine details of proposed works are important on historic buildings, as is the method by which the work is undertaken. It is particularly important that details such as materials, windows, doors, reveals, vents, flues and rainwater goods are clearly shown in the application. Survey drawings are essential and what is proposed must be clearly distinguished from what is existing.

Detailed drawings of key features such as windows and doors should be included at a scale of 1:10 with cross sections at 1:2. This is particularly important for applications where replacement of windows is proposed. A written explanation of why replacement is proposed should be included with the application, as the department would normally expect the original windows to be retained. A clear explanation of how the work will be undertaken will also be required on larger projects in addition to the need for a Design Statement – see Section 10.

¹
Paragraphs 10 –16 and paragraph 19 set out the typical requirements for many planning applications. Where these are required but not included, or where the applicant states they are ‘to follow’ the application will be deemed to be incomplete and will be returned.

20. Planning Application Checklist

This checklist summarises the main requirements set out in this practice note. Please read the checklist to ensure you have included the necessary information in your application. This is not an exhaustive list however and additional information may be required in some cases.

Please read all of the proposal types. Where your proposal includes 2 or more of the proposal types, ensure the requirements of each and every type are addressed.

TYPE OF PROPOSAL INFORMATION REQUIRED	House Extension or Outbuilding	Other Alterations to a House	New Access	New Fence or Wall	Replacement Windows	New House or Flat	New Commercial Development	Earthworks	Change of Use (Non-Domestic)	Domestic Swimming Pool	Agricultural Development	Solar Panels or Wind Generator
Application Form	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Application Fee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
Location Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Site Plan *	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Floor Plan *	✓	M	✗	✗	✗	✓	✓	✗	✓	✗	✓	✗
Elevations *	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✓	✓
Photographs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cross Section Drawings *	✓	✗	M	✗	✓	✓	✓	✓	✗	✓	✓	✗
Explanatory Letter	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Design Statement (# Required on all large schemes, all listed buildings and all applications in the Zone of Outstanding Character)	✓	#	#	#	#	✓	#	✓	✓	#	M	#
Waste Management Plan (Required if demolition or earthworks are proposed)	✗	✗	✗	✗	✗	✓	✓	✓	✗	✓	M	✗
Environmental Impact Assessment (Specified large or sensitive development)	✗	✗	✗	✗	✗	M	M	M	✗	✗	M	✗
Contextual Drawings, Models and Montage	✗	✗	✗	✗	✗	✓	✓	✗	✗	✗	M	✗
Refuse Collection Details	✗	✗	✗	✗	✗	✓	✓	✗	✓	✗	✓	✗
Levels Plans *	✗	✗	✗	✗	✗	✓	✓	✓	✗	✓	✓	✗
Reports on Contaminated Land, Archaeological, Traffic, Noise or Flooding, Structural Reports and/or Percentage for Art Statement	✗	✗	✗	✗	✗	M	M	✗	M	✗	M	✗

Key:

* = Existing and Proposed

✓ = Always required

✗ = Not always required

M = May be required depending on the nature and/or scale of the scheme

Further information

If you have any further queries:

Visit www.gov.je/planning

Tel: 01534 445508

Email: planning@gov.je

Or visit us at:

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JE2 4US

Weekdays 0830 - 1700

Please note the department is not fully accessible for those with mobility difficulties. If you require assistance please call us in advance so that we can make suitable arrangements to meet you and discuss your issues.