

States of Alderney Planning Office

Planning application guidance

Introduction

Once you know that the development you wish to carry out requires planning permission (See Planning and Building “Do I need permission for my development?” on www.alderney.gov.gg), you may have questions about how to make an application.

This document aims to outline an example amount of information required to submit a planning application for a new build dwelling or extension to an existing dwelling in Alderney.

How do I apply for planning permission?

An application for planning permission must be made on Form B supplied by the Planning Office. The form can be downloaded from the States’ website (www.alderney.gov.gg), or collected from the Planning office in the Island Hall.

Please Note: *The planning office would like to request that, where possible, an electronic copy of any information is submitted alongside the application.*

Explaining the Check List

Location Plan (1:1250)

This should be based on an up-to-date map at a scale of 1:1250. The plan should be scaled to fit onto A4 or A3 size paper and detailed enough to identify at least two roads and/or buildings on land adjoining the site. To ensure that the exact location of the application site is clear road names should be annotated. The entire site boundary of the proposed development must be edged in red and any other adjoining land owned or controlled by you edged in blue. A north point must be shown on the plan.

Please Note: *Ordinance survey data is available from the Planning Department at the States Office.*

Site Plan (1:200)

A proposed site plan should be submitted. The site plan should be drawn at a scale of 1:200 and should accurately show:

- The full extents of the proposed development.
- A North point.
- Any other existing buildings or structures on the site. (e.g. sheds, boundary walls etc.)
- Buildings, roads and footpaths adjoining or bordering the site.
- All public rights of way crossing the site (if applicable)
- The position of any existing trees/hedges on the site.
- The extent and type of any existing & proposed hard surfacing. (e.g. patios car parking pathways etc.)
- Existing services to the site, e.g. water and electricity supply, gas storage and waste disposal / storage.
- Proposed siting of oil, gas and waste storage.

Drawings / Plans (1:100 >)

These plans should be at a scale of no less than 1:100. They are used to describe the existing and proposed development, describing information which the Planning Officer and BDDC can use to gain more knowledge about the proposed development.

The plans at this scale should indicate, either graphically or through use of annotation, clearly what is proposed and how it relates to any existing structure. (e.g. demolition, re utilization, retention etc.) The plans should illustrate:

- The uses of the rooms in the building, e.g. lounge, kitchen, bedroom etc.
- External/Internal Dimensions.
- A clear indication between existing and proposed works.
- A clear outline of existing buildings/walls to be demolished.
- An outline of proposed car parking and public access provision.
- North arrow and scale.
- Any existing trees/hedges and how they may be affected by the proposal.

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Planning application guidance

Elevations (1:100 >)

The elevations should illustrate:

- What each side of the newly altered or proposed building would look like including indicative dimensions and clear distinction between existing and proposed structures.
- Indicative size, colour & type of windows, doors etc. (e.g. 1000x1800 window, UPVC heritage style.)
- Proposed external building finishes. (e.g. Horizontal timber cladding.)
- Proposed roofing type and material. (e.g. Natural slate tiling.)
- Appropriate approximate material thicknesses. (e.g. roofs & floors drawn at appropriate thickness.)

Design & Access Statement

These statements are documents that explain the design thinking behind a planning application. They should show that the applicant has thought about both the design and the access to and from the site and should include:

- Use
- Layout
- Scale
- Materials and Appearance
- Sustainability
- Landscaping
- Inclusive access
- Adequacy of vehicular entrance
- Parking allocation &
- Manoeuvrability on site.

Extra Information

Specific applications may require supplementary information before the BDDC make a decision. This may include:

- Cross sections, where necessary to show how a proposal works in practical terms
- Existing and proposed levels, where it is proposed to change levels significantly, or where there are significant differences of level over the site and adjacent land
- Site specific surveys or reports
- Other Specialist reports or relevant information.

Site Notice and Site Poles

Applicants will be required to mark out the area of the proposed building, together with height poles to indicate the height and profile of the proposed building. The applicant will also be required to affix a site notice, on the site boundary, for the public's notification.

Planning Meetings

All applications other than minor extensions will generally go to the next open planning meeting. Once submitted applications must be advertised for three weeks, giving the public time to raise objections. A week before the planning meeting all applications, letters of objection and the planning officers' report will be published on the internet. For more information on the open planning meetings and the procedure they follow please see the relevant page on our website.

Note for all Applicants.

It shall be the duty of the person to whom the permit is granted to ensure that the work is carried out in accordance with the approved plans and to comply with any conditions attached by the Committee to the execution of the work. Under Section 36 of the Building and Development Control (Alderney) Law 2002, any applicant knowingly or recklessly making any false statement is liable on conviction to a fine not exceeding £5,000 and upon application by the Committee, the Court may cancel the permit to which the false statement relates.