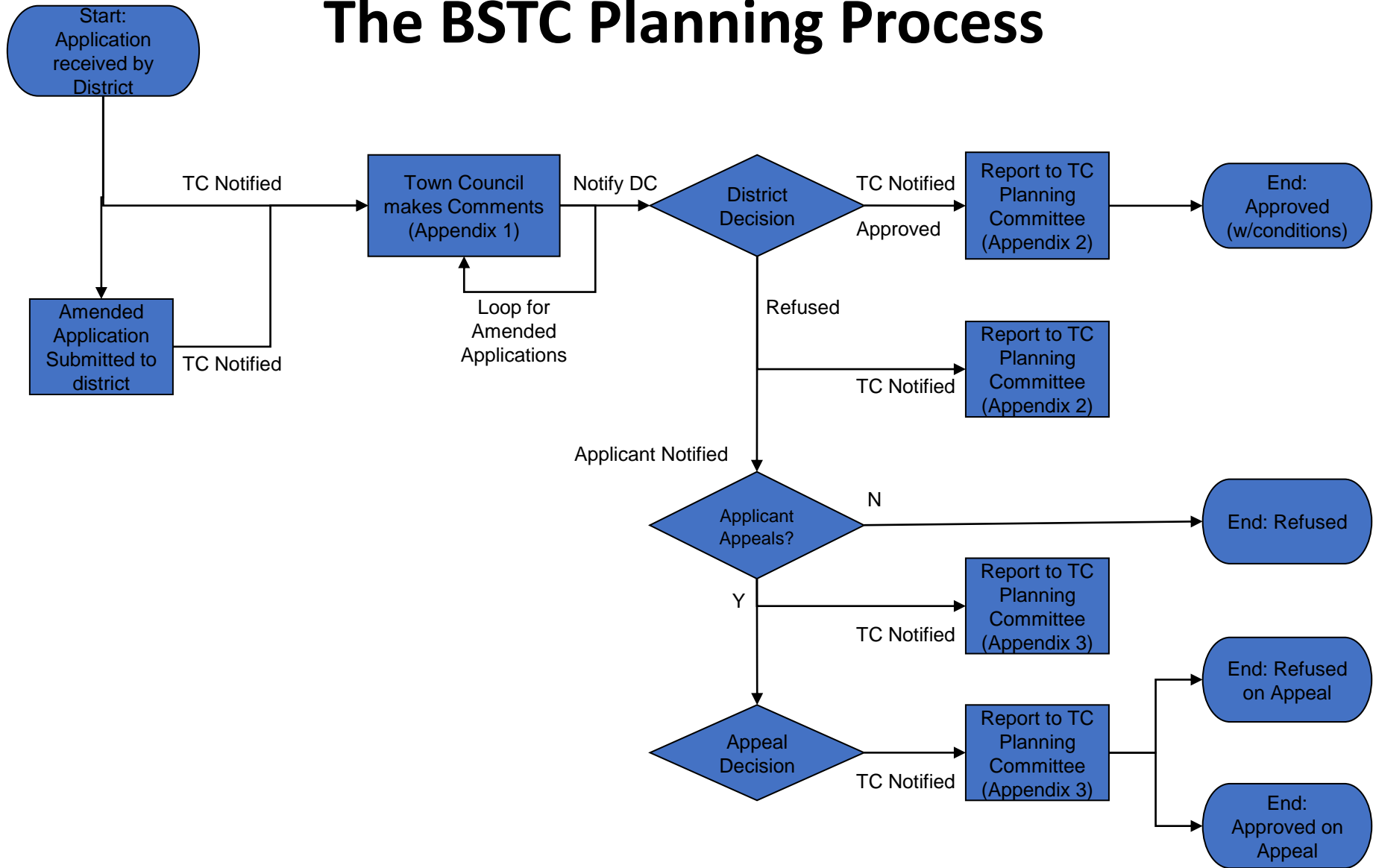


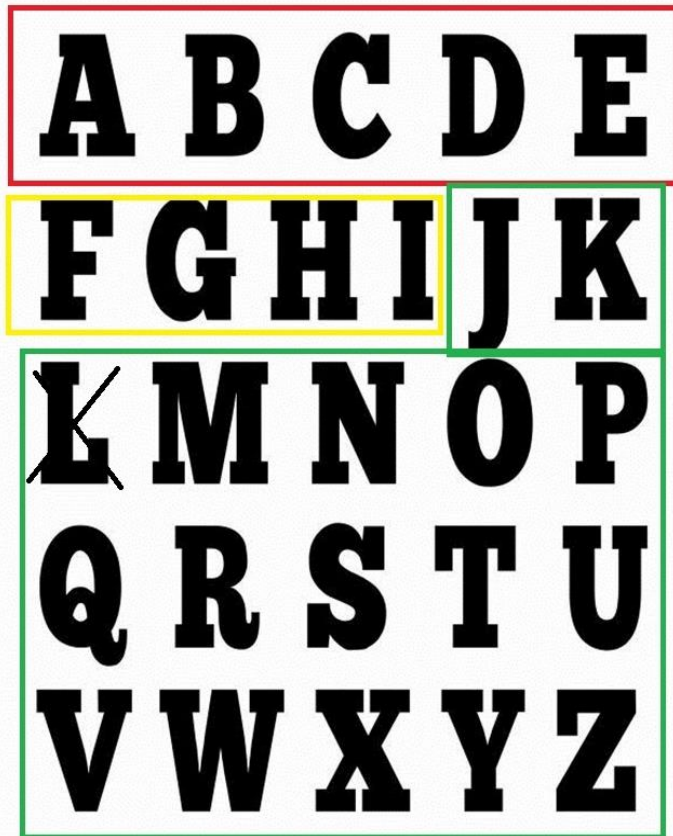
# The BSTC Planning Process



# Planning Factors

MATERIAL	NON-MATERIAL
design and visual impact	the applicant
privacy/daylight/sunlight	land ownership
noise, smell, pollution	private rights e.g. access
access/traffic	restrictive covenants
health/ health and safety	property value
ecology, landscape	competition
crime (and fear of)	loss of view
economic impact	“moral” issues
planning history/related decisions	numbers of representations
fallback position e.g.. PD	change from previous scheme
cumulative impact	building regulation issues

# Grouping System for BSTC Planning and Development Committee



## Items a – e : Major Developments

Applications that are:

- The winning and working of minerals or the use of land for mineral working deposits
- Waste development
- Developments of >10 or more dwellings or more; or
- Development site is an area of 0.5 hectares or more
- The provision of a building where the floor space is 1000 square metres or more; or
- Development site is an area of 1 hectares or more

These applications will trigger S106 monies or NP1 policies (or both).

## Items f – i : No Applications

## Items j – z : Everything Else

## Items 1, 2, 3 and onwards : ‘No Comment’\*

Applications that are:

- Domestic 1 story rear extensions <4m
- Domestic 1 and 2 storey extensions which project no further than the building line of immediately adjacent buildings
- Domestic 1 storey side extensions  $\geq$ 1m from side boundary
- Domestic porches

\* Unless a representation or letter of objection has been received from a member of the public or a Councillor

# Types of Planning Applications

The type of application is revealed by the suffix lettering in its reference number.

## **FUL - Full Planning Permission Application**

- Most applications are for Full Planning Permission ("FUL"). Here, full details of the proposal must be submitted with the application. Further information is available in the application guidance notes provided with the form.

## **OUT - Outline Planning Permission Application**

- It is possible to make an application for Outline planning permission ("OUT"), where certain details of a proposal are specified and others will remain to be dealt with by a later 'Reserved Matters' ("REM") application.
- The Council must consider whether the details provided are sufficient enough to give a commitment in principle. If not, and the applicant is not willing to supply sufficient details, then the application will be refused. In certain circumstances it may not be appropriate to make an outline application - the situation may be particularly sensitive so full details may be required.

## **LBC - Listed Building Planning Application**

- Listed Building Consent ("LBC") is required for proposals which demolish, alter or extend a building listed as being of architectural or historic interest. There are over 600 listed buildings in Ipswich and we aim to look after them all properly. As a result, precise details of proposals affecting these buildings will be required in any applications made. Conservation officers are available to offer specialist advice and assistance.

## **CAC - Conservation Consent Planning Application**

- Conservation Consent ("CAC") is required for the demolition of unlisted buildings within Conservation Areas. However, there are certain exceptions, and our Planning Officers will be pleased to advise you on these.

## **ADV - Advertisement Consent Planning Application**

- Advertisement Consent ("ADV") is required for the display of many advertisements in Ipswich. This may be in addition to Listed Building Consent if you are dealing with a Listed Building. The Council believes that careful control of advertising is essential, and therefore we will seek high standards of design.

# Street Naming

# Introduction to BSTC Street Naming

- Part of the remit of the Bishop's Stortford Town Council Planning and Development Committee, the members are asked to provide street names to East Herts District Council, which will then be provided to the developers.
- Approvals for street naming and numbering are ultimately given by the District Council. The District consults the town council and other relevant bodies (e.g. Royal Mail, Ambulance Service etc.). It is the policy both of East Hertfordshire District Council and Bishop's Stortford Town Council that street names should either reflect the identity of the local area or have a local context. The objective of this document is to provide guidelines for developers and others who are responsible for proposing the names and numbers of streets and dwellings.
- This policy applies in all cases whether new build or redevelopment. Geographically it applies throughout the Town of Bishop's Stortford as defined by the parish boundaries.
- Developers are encouraged to consult with the curator of the Bishop's Stortford Museum to seek suggestions for names.

# Street Naming Guidelines

The following guidelines are based on and are consistent with those provided by East Hertfordshire District Council. Developers who meet these guidelines will also meet the guidelines issued by the District.

- All buildings must display in a position clearly visible from the street the number, numbers or name applicable to that building.
- New street names must not duplicate any similar name already in use in the town or in the same postcode area. A variation in the terminal word (eg “street”, “road”, “avenue”) will not be accepted as sufficient reason to duplicate a name). Phonetically similar names will also be avoided.
- Street names will normally reflect or recall an event, structure, historic location or historic person relevant to the immediate locality or the town.
- Street names must be chosen to ‘survive the test of time’. The council will consider whether the name will still be appropriate in 50, 100 and 200 years time and may reject names which do not, in the opinion of the council, meet this criterion.
- Names of people that have not been deceased for 50 years or over must have the consent of their estate (in writing).
- Street names which are likely to offend religious, cultural, ethnic or other identifiable groups with a presence in the area will not be permitted.
- Street names, which are capable of misinterpretation or aesthetically unsuitable, must be avoided. Street names where the sign can easily be modified to become offensive must also be avoided.

# Street Naming Guidelines continued

- Street names should be easy to pronounce
- ‘Themed’ street names (for example on large estates) will be allowed but must still respect local relevance
- Where names in an existing area are themed, new streets in the same area should follow the established theme.
- Streets etc will not be named after developers nor after relatives or associates of developers unless these names have local merit that is independent of their association with the development.
- The Council will not usually adopt any unofficial “marketing” titles used by developers in the sale of new properties.
- No street will be named after a living person.
- If a street is named after a person who is deceased fifty years or less authorization must be obtained from the family before nominations are made. Either surnames or full names (first name and surname) may be used. A commonly used first name may be adopted if deemed appropriate.
- The use of the suffixes “North”, “East”, “South” or “West” is only acceptable where the road is continuous and passes over a major junction.
- Names of private houses the name should not repeat the name of the road or that of any other house or building in the same postcode area.
- Members should not identify names for deletion solely because they do not like them.

# Terminal Words – Street Names

Street names should usually end with an appropriate terminal word.

The following terminal words are acceptable:

- Street for any straight thoroughfare in a town or village with buildings on each side
- Road for any thoroughfare
- Way for winding roads
- Avenue for tree lined roads
- Drive for residential roads
- Grove for residential roads within a small wood or group of trees
- Lane for narrow residential roads
- Gardens for residential roads – subject to there being no confusion with any local open space
- Place for a group of buildings/road surrounding an open space
- Crescent for a crescent shaped road
- Court for an enclosed area
- Close for a cul de sac only
- Square for a square only
- Hill for a hillside road only
- Circus for an open space in a town where several streets converge
- Vale for residential roads within or forming a valley
- Rise for residential roads
- Row for residential roads
- Wharf for residential properties forming a quayside
- Mews for residential properties formed from a former stabling yard
- End for a place derived originally from a name for a remote or far flung part of a parish

# Terminal Words – Blocks

Single or dual names without terminal words are acceptable in appropriate places (for example, Broadway (for major roads only)). Such names may also, if deemed appropriate, have a prefix such as “The”.

All new pedestrian ways should end with either “Walk” or “Path” or “Way”.

All named blocks should end with one of the following:

- Court        for flats and other residential buildings
- Mansions    for other residential buildings
- House        for residential blocks only
- Point        high residential blocks only
- Tower        high residential or office blocks

# Numbering of Buildings

- New streets will be numbered with even numbers on one side (normally the right approaching from the centre of a town/village) and odd numbers on the other. A small cul de sac (less than twenty houses) will be numbered consecutively in a clockwise direction. In exceptional circumstances these rules may be waived.
- Private garages and similar buildings used only for housing cars etc will not normally be numbered. Where blocks of garages are built it may be appropriate to indicate the number or name of associated house.
- All numbers will be used in the proper sequence. It is not permissible to omit numbers (eg 13) on the grounds of superstition etc). Any application to omit any number from a numbering sequence for whatever reason will be refused.
- A named building may not carry more than one street number.
- If an existing building is subdivided into multiple separate buildings or dwellings each new building or dwelling will be given a street number (if possible without re-numbering) or alternatively a number followed by a letter may be used if necessary to avoid re-numbering or out of sequence numbering.
- Where possible a separate street number will be given to each dwelling in a small block of flats. However when there are insufficient street numbers available because of existing developments and for large blocks of flats either the block itself will be numbered in the street and each dwelling unit given a letter (a, b, c) or the block will be named and each dwelling unit given a number.
- Renaming or renumbering streets/buildings
- The Authority will usually try to avoid renaming/renumbering existing streets and buildings unless the benefits clearly outweigh the obvious disadvantages (e.g. in the interests of health and safety – emergency services).
- All properties affected by a proposal would be consulted and such a proposal would not come to fruition unless at least two thirds were in favour or there was an overriding requirement from the emergency services. Royal Mail would also be consulted.