

Chapter 2: User Guide

- 2.1 The user guide aims to clarify how the Local Plan should be used by applicants. It will provide an understanding of which policies may determine your planning application.
- 2.2 In 2004, Parliament approved the Planning & Compulsory Purchase Act, heralding some major changes to the planning system. One of these will see the gradual replacement of local plans with “Local Development Frameworks”. These will comprise a series of planning policy documents prepared at different times by the planning authority. While the new Act was in preparation, the Government asked those local authorities that were preparing local plans to put these in a format that was “Local Development Framework friendly”. This approach includes having a clear and separate core strategy, the grouping of policies relating to a specific area (such as the town centres) and bringing together all the site specific policies in one place. These principles have helped guide the format that the council has used for this local plan.
- 2.3 The structure of the Local Plan is set out in a format and style that aims to ensure that the user is aware of all relevant policies. This will help the applicant to put together an application which is sustainable and addresses all the relevant issues applicable to the proposed development.

2.4 It is a key principle of this Local Plan that users should have regard to all relevant policies when considering development on a particular site. Individual policies do not seek to cover all potentially relevant matters where this is otherwise covered by another policy. For example, most policies will not refer directly to matters of layout and design, protecting the amenity of nearby uses and residents, access or parking since these issues are covered under policies DP1, DP2, DP6 and DP8 respectively. Whilst some policies do make a specific cross reference to other policies, the absence of a named cross reference should not be interpreted as meaning that this policy is not relevant.

- 2.5 The following indicative sequence sets out how to evaluate your planning proposal against the policies of the Local Plan. You will need to follow the steps outlined below:-

Look at the Proposals Map and Inset Plans

- 2.6 The Proposals Map and Inset Plans define the area to which your application relates and show whether there are any constraints which should be applied to your application. The site could be:-
- covered by a specific policy, see Site Specific Policies in Chapter 10;
 - within a designated area, see Designated Area Policies in Chapter 9;
 - within the rural area, see Rural Area Policies in Chapter 8;
 - within a town centre, see Town Centre Policies in Chapter 7;
 - within an urban area, see Urban Area Policies in Chapter 6; and/or
 - covered by a particular notation, check the key to see which policy is relevant, e.g. if it is covered by a local shopping centre symbol, see UAP4.

2.7 The district wide proposals map outlines the policies and designations which apply across the district. The main urban areas are shown on the Warwick & Leamington Urban Inset (proposals map part 2) and the Kenilworth Inset (proposals map part 5). Proposals for Leamington and Warwick town centres are shown on the Leamington town centre inset (part 3) and Warwick town centre inset (part 4). In addition there are five A4 inset plans which show the specific areas of:

- Lapworth (Kingswood)
- Hampton Magna
- Barford
- Bishops Tachbrook
- Coventry Airport / Siskin Drive

Look at Chapter 5, Sustaining Communities

2.8 Does your proposal help to sustain a community? Helping to create mixed communities that can have access to services, leisure and community infrastructure, maintains and encourages a vibrant and sustainable quality of life.

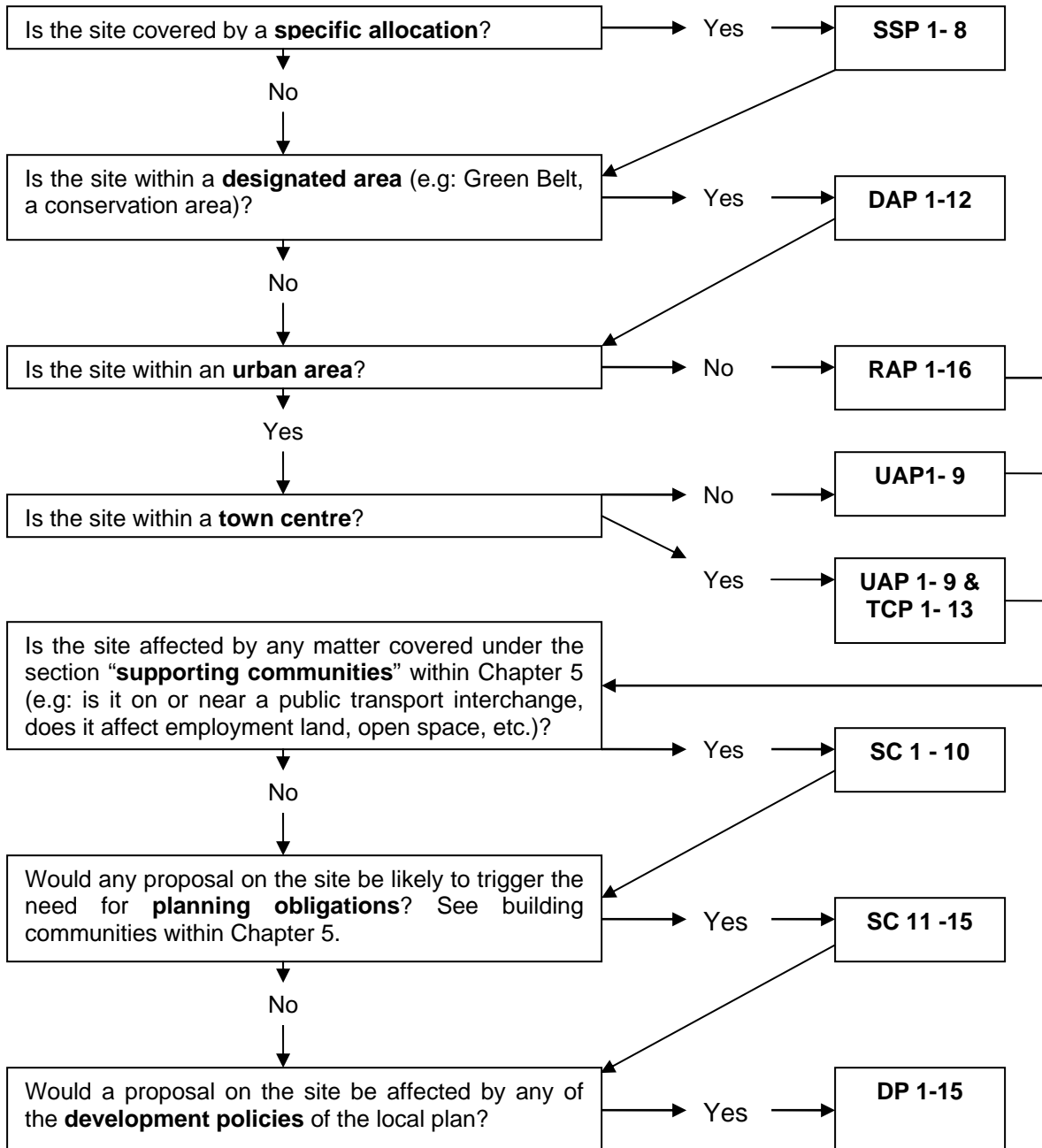
The final assessment is against the Development Policies

2.9 The aim of the Development Policies is to act as a sustainability checklist, once all the other policies have been met. The policies are applicable to all development proposals, whether for a new housing scheme, an extension to a factory, a change of use or a conversion of a dwelling to a business.

In all cases refer to the key for help.

How do I find out what policies should apply to a particular site?

Firstly, locate the site on the Proposals Map and Inset Plans and then please follow the steps below.



Planning Information

- 2.10 Planning applications are determined primarily against policies in the development plan. The following points are assessed and considered when determining a planning application:-
- policies contained within supplementary planning guidance and supplementary planning documents;
 - number, size, layout, siting, affordability and external appearance of buildings;
 - representations of objection and support;
 - proposed means of access, landscaping and impact on the neighbourhood/ streetscene;
 - availability and suitability of infrastructure, such as roads, drainage and water supply;
 - proposed use of the development; and
 - environmental impact and sustainability issues.
- 2.11 You can select an agent to submit the application on your behalf, for example, an architect, or draughtsperson. Or you can make the application yourself. Applications can now be made electronically, including online fee payments via the Planning Portal.
- 2.12 Anyone can make an application, irrespective of who owns the land or buildings concerned. However, if you are not the owner, or are in part-ownership, you are required to inform the owner or those who share ownership, including any leaseholder whose lease still has seven or more years to run, and any agricultural tenant.
- 2.13 If you have a query regarding the submission of a planning application you can write an informal letter detailing as much information as possible, including a sketch of the proposal with some idea of the size and proportions, to a Planning Officer. Please allow at least 10 working days for a reply. Alternatively officers are usually available after 2pm for inquiries, depending on their workload and commitments.
- 2.14 The following general planning guidance and advice is available from reception at Riverside House. Those marked with an asterisk* are available via the Council's website:-
- Planning: A Guide For Householders – What you need to know about the planning system (ODPM)
 - Planning Permission: A Guide For Business (DTLR)
 - A Guide for Householder Planning Applications, with an application form (Warwick District Council)*

- A Guide for Planning Applications, with an application form (Warwick District Council)*
- A Guide for Listed Building and Conservation Area Consent Applications, with application form (Warwick District Council)*
- Distance Separation: Supplementary Planning Guidance (Warwick District Council)
- The 45 Degree Guideline: Supplementary Planning Guidance (Warwick District Council)
- A Householder`s Planning Guide for the Installation of Satellite Television Dishes (DTLR)
- Agricultural Buildings and Conversion (Warwick District Council)*
- Design Advice on Shopfronts and Advertisements in Warwick and Leamington Spa (Warwick District Council)*
- Painting the Facades of Buildings in The Conservation Area of Royal Leamington Spa (Warwick District Council)*
- Grants for Historic Buildings in the Warwick District (Warwick District Council)*
- Listed Buildings & Conservation Areas (Warwick District Council)*
- A Development Guide for the Conservation and Protection of Listed Buildings and Buildings in Conservation Areas (Warwick District Council)*
- Windows in Listed Buildings (Warwick District Council)*
- Roofs on Listed Buildings (Warwick District Council)*
- Security for Retail Premises (Warwick District Council)*

2.15 National Planning Application Forms (1APP) are to be introduced as from 1st April 2008 and will replace the various forms issued by Warwick District Council. Information about the new forms will be available on our website.

The Planning Application Process



Useful Contacts

Warwick District Council Switchboard	01926 450000
Warwickshire County Council Switchboard	01926 410410
Environment Agency	01543 404808
County Ecology	01926 418060
County Museum (Archaeology)	01926 412276
English Heritage	0121 6256844
Natural England	01295 257601
Police Architectural Liaison	01926 415000
Tree Preservation	01926 456525
Sport England	02072 731797
The Ramblers Association	01926 402166
Landscaping/Trees	01926 456219
Warwickshire Wildlife Trust	024 76302912

Contacts for Developer Obligations Section (Sustainable Community Policies)

Affordable Housing	01926 456422
Access Officers	01926 456511/456535
WCC Transport	01926 412170
Open Space and Recreation	01926 456211
WCC Community Facilities	01926 412170
WCC Education	02476 650913
WCC Green Transport Plans	01926 412105

Planning Officers

A full list of Planning Officer contacts is available on the Council's website.

Head of Planning and Engineering	John Archer	01926 456500
Policy and Projects	ldf@warwickdc.gov.uk	01926 456502/456504
Conservation	conservation@warwickdc.gov.uk	01926 456508
Appeals, Enforcement and Tree Protection	planning_appeals@warwickdc.gov.uk	01926 456525

Householder Development and Planning Permission Enquiries and Information

Eastern Areas	planning_east@warwickdc.gov.uk	01926 456538
(Leamington Spa, Cubbington, Heathcote, Tachbrook Park, Warwick Gates, Whitnash, Bishops Tachbrook, Radford Semele, Bubbenhall, Blackdown, Baginton, Eathorpe and Weston-under-Wetherley)		
Western Areas	planning_west@warwickdc.gov.uk	01926 456538
(Warwick, Kenilworth, Stoneleigh, Leek Wootton, Barford, Sherbourne, Norton Lindsey, Hatton, Rowington and Lapworth)		

Postal Address

Planning and Engineering
Warwick District Council
P.O Box 2178
Riverside House
Milverton Hill
Royal Leamington Spa
Warwickshire
CV32 5QH

Useful Website Addresses

www.warwickdc.gov.uk
www.planningportal.gov.uk
www.warwickshire.gov.uk
www.communities.gov.uk
www.go-wm.gov.uk
www.wmra.gov.uk

(Warwick District Council)
(Planning Advice & Information)
(Warwickshire County Council)
(Communities and Local Government)
(Government Office for the West Midlands)
(West Midlands Regional Assembly)