

# MAKING A PLANNING APPLICATION – GUIDANCE NOTE



This guidance note provides a guide on how to apply for planning permission. It is recommended that venues engage a planning consultant to help prepare the application and provide specialist advice. However, this guide will provide a step by step process for submitting an application.

## 1. RESEARCH

Before you define your project you should check to see how it can meet local needs, understand how your project will impact on your surroundings and the local community. Therefore you should:-

- Consult with existing users on the plans and make sure that they are relevant and meet the needs of users?
- Review local assessments of need and related plans from the Local Authority and or your local planning authority. How large is the population within 20 mins? What percentage of this population play tennis? How will they access the site? What will be the positive impact of the development for the local community?
- Consult neighbours once you have agreed the outline scope of the project and obtain their feedback and mitigate concerns.
- Check if your site is in the green belt, a flood zone or a conversation area.
- Check if there are any rights of way, overhead cables or underground pipelines/gas mains across the site.
- Check the distance to neighbouring properties.

## 2. IS PLANNING REQUIRED?

There is a legal requirement to secure planning permission of most types of development. Before starting any form of development it is prudent to contact your local planning authority. The following developments will require planning permission:-

- New or replacement of outdoor sports lighting. Permission will be required to convert from metal halide to LED lights.
- Installation of new fencing, gates and signage.
- Installation of a new court or changing the playing surface/colour.
- Change of use of the facility and/or operating hours.
- Indoor courts and new build clubhouse or refurbishment.
- Installation of a new site access or changing of site levels.
- Installation of Padel Tennis courts. If applying for planning permission for a Padel court and there is a neighbouring property within 30m of the court then sound attenuation could be required.

## 3. MEET WITH THE LOCAL PLANNING DEPARTMENT

Once a venue has undertaken the research and has developed an outline proposal then arrange a meeting with the Local Planning Department. At this stage the officer should be able to highlight any further supplementary documents that are required (traffic, noise, lighting, environmental health, conservation etc.) an application, the Local Planning policies and the type of planning required. At this stage it is also worth trying to gain support from the Local Authority sports department, the relevant National Governing Bodies and Sport England.

## 4. PREPARING AN APPLICATION

It is important that the proposal has a planning statement or business plan that sets out the need for the development, what the development is aiming to achieve and set out the benefits. This can be used as part of the planning documentation and/or included within the design and access statement. The Local

Planning Authority will consider the following points and therefore it is important that the venue can address these in their application.

- Is there a demonstrable need for the development both now and in the future?
- Who is likely to be affected by the proposal both positively and negatively?
- Could the proposal affect environmentally sensitive locations on the site such as conservation areas?
- Will the proposal mean that the site is being used for longer periods of time?
- Does the design of the project fit within the surroundings such as their location to neighbouring properties and has the project been designed to minimise the impact on these properties.
- Can the project be developed on another part of the site to reduce impact?
- Could the facilities be shared with other clubs or schools in the area?
- If the proposal will result in the loss of, or adversely affect other facilities, spaces and sensitive areas along with local residents' amenity and/or their privacy, what measures are put forward to mitigate this?

## 5. SUBMITTING YOUR APPLICATION

The following information is required when submitting a planning application:-

- A completed application form.
- The correct fee (Please use link to find additional information )  
[https://www.planningportal.co.uk/info/200232/planning\\_applications/59/how\\_to\\_apply/7](https://www.planningportal.co.uk/info/200232/planning_applications/59/how_to_apply/7)
- Drawings and other technical reports which provide information that has been requested by the Local Planning Authority. This will/could include:-
  - Site Plan highlighting the location of the development
  - Floor Plans and elevation plans
  - Topography plans showing site levels
  - If floodlighting is included then datapacks will be required that meet the Institute of Lighting Professionals guidance note <https://theilp.org.uk/publication/guidance-note-1-for-the-reduction-of-obtrusive-light-2020/>
  - Any noise assessments
  - Any ecological studies
  - Land ownership certificate or evidence of serving notice on landowners of the proposed development.
  - Design and Access Statement and Planning Statement

Once this information has been submitted the Local Authority will validate the application if all the information meets the Local Planning Authorities requirements and the application will normally be determined within 12 weeks.

## 6. NEXT STEPS

Once the application has been reviewed the Local Authority will either approve the application, approve the application with conditions or refuse the application. If the application is approved it will last for 3 years from the date of decision and it is important to discharge any conditions relating to the development before starting on site. If an application is refused then it is important to understand the reasons why and then try and refine the project to mitigate the reasons for refusal before resubmitting a further application.

The guidance note above provides the key considerations that venues can use to develop their planning application. For more detailed information then please visit the Sport England guidance document which provides further detailed information <https://www.sportengland.org/how-we-can-help/facilities-and-planning/planning-for-sport/sports-club-planning-application-guide>