

## **CIRCULAR PA 2/96**

### **1 REQUESTS TO BE PRESENT AT MEETINGS OF THE DEVELOPMENT CONTROL COMMISSION**

#### **2 REGULARISING UNAUTHORISED DEVELOPMENT**

#### **3 INFORMATION TO BE SUBMITTED WITH APPLICATIONS**

### **1 INTRODUCTION**

- 1.1 This circular outlines a change in the procedure of the Development Control Commission (DCC) relating to requests to be present at Commission meetings, reiterates the need for the regularising of illegal or unauthorised development before new development can be considered and emphasises some of the requirements for information accompanying development permission applications.

### **2 REQUESTS TO BE PRESENT AT THE MEETINGS OF THE DEVELOPMENT CONTROL COMMISSION**

- 2.1 The Development Control Commission (DCC) receives a large number of requests from architects and their clients to be present at meetings in order for a verbal presentation to be made on their application. This is in accordance with the agreed procedures. However, in view of this substantial volume of requests and also because it has a considerable number of pending applications where requests have been made, the Commission has decided to make a change in procedure in order to expedite decision making whilst still enabling applicants and their architects to put forward their case.
- 2.2 The change in procedure is that the Chairman will only allow a verbal presentation if it is considered that there are sufficient reasons to justify such an intervention.
- 2.3 When you submit a request to be present, you should also set out in detail the comments or views which you wish to put forward, including any arguments or reasons which you consider could justify your proposal. These arguments may relate, for example, to Structure Plan policies or other planning policies or guidance, or may bring forward new facts. The Chairman of the DCC will then consider these arguments and only if it is felt that there is sufficient justification for a verbal presentation of these at a DCC meeting, will this be permitted.

- 2.4 This change in procedure is not designed to prevent the presentation of reasoned arguments, but to expedite decision making on applications. In most cases, a verbal presentation will not actually add anything new or different to the issues for consideration or to the arguments that have already been put forward in writing. This change in procedure will benefit both architects and their clients in ensuring that decisions are made expeditiously and fairly.
- 2.5 This procedure will operate immediately. Where requests to be present are submitted without any reasoned justification, you will receive a standard letter asking for the submission of new facts or comments. These should be submitted within 15 days of the date on which you receive this letter.

### **3 REGULARISING UNAUTHORISED DEVELOPMENT**

- 3.1 When existing development on a site is wholly or partly illegal (that is, it is not covered by a development permit), the DCC will not consider a development permit application relating to new development on that site, unless the illegal development is regularised.
- 3.2 The illegal development may either be regularised through a specific application solely for that purpose or through an application which includes it as well as new development. However, in the latter case, it must be made clear in the application what development is covered (both in the description on the application form and in the drawings and plans), in order that the Planning Authority is sure that the unauthorised development *does* form part of the application.

### **4 INFORMATION TO BE SUBMITTED WITH APPLICATIONS**

- 4.1 A number of previous circulars have drawn attention to the types of information which should be submitted with applications, either in the form of an accompanying written statement or shown on the drawings and plans. There are, however, still a number of common deficiencies to which your attention is drawn.
- 4.2 All plans and drawings should be in sets and folded to A 4 size. For new buildings, a section through the site and the building is required, showing the existing and proposed ground and floor levels, and indicating the position and depth of services, including sewers. The section should therefore show not only the site itself, but also the adjoining road and the position of connections to drainage.

19th February 1996