

The planning process

Medway Council aim to determine planning applications within 8 weeks for minor/other developments, 13 weeks for major applications and 16 weeks when accompanied with an environmental statement or within timescales agreed in writing by the applicant/agent and case officer.

To determine a planning application certain information is required. You will find full guidance on www.medway.gov.uk

For example a planning application for a shed will require a completed Householder application form, a 1:1250 scale site location plan, a 1:200 or 1:500 scale block plan, elevations and floor plans, both at a scale of 1:100 or 1:50.

You can submit your application on paper or via the planning portal (www.planningportal.co.uk). If you submit by paper you require 2 sets of document.

Householder application form,

This form is the first on the list of application forms titled 'Planning Permission for works or extension to a dwelling' under the householder development heading. The application form needs to be completed; guidance on the questions can be found by clicking the question mark adjacent to the forms.

Site location Plan

This is a plan that identifies your property within its surrounding area. A site location plan must be at a scale of 1:1250 show at least two main roads and surrounding building and the direction of North. The properties shown should be numbered to ensure that the exact location of the application site is clear. The application site must be clearly edged with a red line, including all land necessary to carry out the proposed development. A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.

You may have a copy of these with your deeds, if the requirements above are met you can supply this, alternatively you can purchase a copy from www.planningportal.co.uk

Block Plans

This is a plan that shows the layout of your site including the position of the shed. Block plan must be at a scale of either 1:200 or 1:500 based on an up-to-date Ordnance Survey map. Block plan must show all the features of the site e.g. buildings.

You can purchase the base line at the correct scale from www.planningportal.co.uk and then draw the features on including the shed.

Elevations

This is a scaled plan showing what the proposal is, for example for a shed the elevation would be at a scale of 1:100 or 1:50 and show the four sides of the shed. This would show all features including doors and windows.

Floor plans

This is a scaled plan showing the layout of the building, for example a shed would show the size and use of the shed including the position of doors and windows. Floor plans must be at a scale of 1:100 or 1:50.

You may wish to use www.medway.gov.uk as a tool to search for similar applications to your proposal. In the case of a shed you could enter **MC/15/3676** and see the above requirements in plan format.