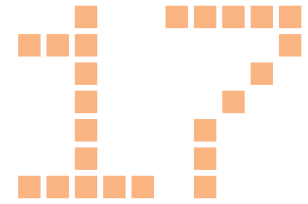


OTHER INFORMATION

Glossary of Planning Terms



For a fuller glossary of planning terms see the [Planning Portal website](#).

Adopted Proposals Map: The adopted proposals map illustrates the policies within all the other development plan documents, for example it will identify areas of protection such as Green Belts, Conservation Areas, and Areas of Outstanding Natural Beauty. It will illustrate the location sites for specific uses such as housing, employment, retail, and community facilities. There may be inset maps for areas covered by action plans. This document will be updated in line with changes in other development plan documents.

Adoption: Final confirmation of a development plan and other local development documents as having statutory status by a local planning authority.

Affordable Housing: Housing provided at a price considered affordable in relation to average income or the price of general market housing, usually falls into two categories, social housing or intermediate housing.

Agricultural Land/Development: Land or buildings used for farming or forestry purposes only, in which case some planning controls are reduced.

Agricultural Dwelling: A dwelling subject to a condition or legal agreement that it shall be occupied by someone who is employed in agricultural, forestry or other appropriate rural employment.

Annual Monitoring Report: This enables the local authority to assess the extent that the policies and proposals set out in all the Local Development Documents are being achieved. This allows the local planning authority to identify when a review of policies or proposals will be necessary.

Appeals: Process where an applicant can challenge a decision. For example, a refusal of planning permission by a local planning authority can be appealed to the Secretary of State (DCLG), who in turn delegates most decisions to the Planning Inspectorate.

Area Action Plans: These are plans that are specific to a geographical area that is in need of significant change or conservation (eg regeneration, or growth areas, or an area where there is significant pressure for development). The action plan could identify sites for specific uses, specific policies and proposals for that area. They may also include detailed design criteria to apply to that area, and a timetable for implementation. Action plans should help to ensure development of appropriate scale, mix and quality in those areas.

Area of Outstanding Natural Beauty: A formal designation of substantial areas where the planning control regime must be based primarily on the protection of the natural beauty of the area.

Backland Development: Proposed building on land to the rear of existing properties, usually in large residential gardens; often thought of as inappropriate because of access problems, overlooking/shadowing and preventing future comprehensive planning.

Binding Report: A report produced by the Planning Inspector (see Inspectors Report) which contains recommendations that must be complied with by the local planning authority.

Breach of Conditions Notice: A type of notice used in enforcement of planning control. A notice served by a local planning authority where they believe that a planning condition linked to a planning permission has been breached.

Brownfield Land: See Previously Developed Land.

Building Control/Regulation: Control exercised through local authorities over the details and means of construction to secure health, safety, energy conservation and access.

CABE: Commission for Architecture and the Built Environment, a public body acting as a champion of good design.

Call-in: The Secretary of State (DCLG) can order that a planning application or Development Plan is taken out of the hands of local authority for decision by the Secretary of State. This can happen at the request of local people if the local authority appears to be acting against national or regional policy.

Circular: A government publication setting out policy approaches.

Change of Use: A change in the way that land or buildings are used (see Use Class). Planning permission is usually necessary in order to change a 'use class'.

Community Strategy: Local Strategic Partnerships produce Sustainable Community Strategies. The strategy will provide a vision for your area and a series of actions needed to deliver that vision. The vision and actions should promote or improve the economic, social and environmental well being of your area. The actions carried out through the planning system will help to deliver parts of the Sustainable Community Strategy (those that relate to development and use of land).

Compulsory Purchase: An order issued by government or a local authority to acquire land or buildings for public interest purposes. For example, the redevelopment of certain brownfield sites.

Conditions (on a Planning Permission): Requirements attached to a planning permission to limit or direct the manner in which development is carried out.

Conservation Areas: Areas of special architectural or historic interest, the character, appearance or setting of which it is desirable to preserve or enhance; permitted development rights may be restricted in these areas.

Core Strategy: A development plan document. It sets out the long term vision (10+ years) for a local planning authority area, the strategic objectives, and the strategic planning policies needed to deliver that vision. It should help deliver

the spatial elements of the Sustainable Community Strategy (the objectives that affect how your area will look and how it is used).

County Councils: A higher tier of local authority, has strategic planning functions, in non unitary authority areas. Responsible for the preparation of Waste and Minerals development frameworks, and dealing with applications for their own development for example, schools and libraries.

Curtilage: Land surrounding, and ancillary to, a building which is necessary for its function and enjoyment, for example, the domestic garden of a dwelling or the storage yard of a factory.

Decision Notice: A formal, written, legal document which states the decision made by a planning authority in relation to an application, including any conditions attached to a permission.

Design and access statement: A short report accompanying and supporting a planning application to illustrate the process that has led to the development proposal, and to explain and justify the proposal in a structured way.

Development: The legal definition of development is “the carrying out of building, mining, engineering or other operations in, on, under or over land, and the making of any material change in the use of buildings or other land” (Section 55 of 1990 Act); this covers virtually all construction activities and changes of use.

Development Control/Management: The processing by a local planning authority of planning applications, enforcement actions, appeals and related work; usually the name of the section of a planning department dealing with this work.

Development Plan: The development plan for your area comprises the Regional Spatial Strategy and locally adopted Development Plan Documents.

Development Plan Documents: Spatial planning documents that are subject to independent examination. Prepared by a local planning authority as part of the Local Development Framework. They include the Core

Strategy, Adopted Proposals Map, Site Specific Allocations, Area Action Plans. Together with the Regional Spatial Strategy these documents form the development plan for your area.

Dwelling House: Building (house, garage and outbuildings) and ancillary land (garden) used for residential purposes; small-scale professional activities, bed and breakfasting and merging two houses into one are permitted without the need for planning permission.

Enforcement: The Planning Acts empower the local planning authority to take action against development which has not been properly authorised, including development which is not in accordance with a permission given; usually each local planning authority has an ‘enforcement team’ who carry out this work.

English Heritage: Government body with responsibility for all aspects of protecting and promoting the historic environment.

Environmental Impact Assessment: Applicants for certain types of development are required to submit an “environmental statement” accompanying a planning application. This evaluates the likely environmental impacts of the development, together with an assessment of how the severity of the impacts could be reduced.

General Conformity: A process by which regional planning bodies consider whether a development plan document is in ‘general conformity’ with the Regional Spatial Strategy. This checks that local policies do not contradict regional policies. Also other development plan documents must conform to the Core Strategy.

General Permitted Development Order (GPDO): This is a piece of subsidiary legislation which defines those forms of development which are exempted from planning control because they are considered so small-scale that they will not have a significant impact on the environment; examples include small-scale house extensions, and changes of use within a Use Class.

Green Belt: A designation for land around certain cities and large built up areas, which aims to keep this land permanently open or largely undeveloped.

Greenfield Land: Term used to indicate land which has not been used/built on to date, usually meaning farmland or open space.

Highways/Highway Authority: The precise definition of a highway is unclear, but is usually taken to mean the roadway plus any adjoining pavements, for which the Highway Authority has responsibility; some “green lanes” in rural areas are in fact highways, but most are footpaths or bridleways; the Highway Authority is a statutory consultee for planning applications and is jointly responsible for transport planning.

Householder Applications: Generally taken as meaning planning applications from occupiers of a single dwelling relating to that property.

Independent Examination: The process by which an independent Planning Inspector may publicly examine a Development Plan Document or a Statement of Community Involvement, and any representations, before issuing a binding report.

Inspectors Report: A report issued by an independent Planning Inspector regarding the planning issues debated at the independent examination of a development plan or a planning inquiry. Reports on Development Plan Documents and Statements of Community Involvement are binding upon the local planning authority.

Listed Buildings: Any building (or structure) which is included in the ‘List’ of buildings of special architectural or historic interest held by the Secretary of State for Culture, Media and Sport. The quality of the buildings are Graded, Grade I (highest quality), Grade II* and Grade II.

Listed Buildings Consent: Consent required for the demolition, in whole or in part of a listed building, and for any works of alteration or extension that would affect the character of the building.

Local Development Documents: These include Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement. Together they deliver the spatial planning strategy for the local planning authority.

Local Development Framework: The name for the collection or folder of documents prepared by your local planning authority. It consists of Development Plan Documents, Supplementary Planning Documents, the Statement of Community Involvement, Simplified Planning Zones and Local Development Orders. The Local Development Scheme and the Annual Monitoring Report also form part of the local development framework.

Local Development Orders: These are made by a planning authority in order to extend permitted development rights for certain forms of development. For example an authority, in consultation with the residents of a specific area might decide that extensions of less than a certain size do not require a formal planning application as long as the design takes into account certain criteria. To make an Order there needs to be a policy, or proposal, for such an order in a Development Plan Document.

Local Development Scheme: This is one of the most important documents for you to look at, as it is your opportunity to find out what might happen in your area. It is a project plan for the planning department, providing the programme for updating policy documents, creating new policy documents, and outlining the main stages in production, including the opportunities for your involvement. It should identify all existing planning policies used for deciding applications. Progress against targets set within the Local Development Scheme will be outlined in the Annual Monitoring Report.

Local Planning Authority: The authority or council that is empowered by law to exercise planning functions. These include city, borough, metropolitan, district, national parks and County Councils.

Local Strategic Partnerships: Each local authority area has a Local Strategic Partnership (LSP), comprising representatives of local government, business and the voluntary sector, who have the job of overseeing the development and implementation of the Community Strategy; Partnerships are intended to focus on innovative thinking about the full range of issues affecting a locality with a particular focus on the

role of the local authority.

Local Transport Plans: Local authorities with responsibilities for transport planning must produce a Local Transport Plan which establishes the policy framework for the development of transport in the area; this Plan links through to the Local Development Framework.

Material Considerations: factors which are 'material' (relevant) to planning, such as sustainability, amenity, design, traffic and pollution impacts.

National Park: The role of national parks are to conserve and enhance the natural beauty, wildlife and cultural heritage, and to promote opportunities for enjoyment and public understanding of the parks.

Ombudsman: Local Government Ombudsmen can investigate 'maladministration causing injustice' - resulting usually from failure to follow established procedure in local government.

Outline Application: An application for planning permission which does not include full details of the proposal, usually only sufficient detail to identify the principles of the proposal; details not submitted at this stages are called 'reserved matters'. Details of the reserved matters are then submitted to the local planning authority at a later stage.

Parish Council: Where an area is designated as a civil parish, the community it contains may be represented by a Parish Council which is an elected local government body. This provides a limited range of local public services and makes representations on behalf of the community to other organisations; particularly significant to planning in that it can make submissions on behalf of its community when development plan documents are being prepared and on planning applications submitted within the parish. An increasingly important role is in being proactive in the preparation of Parish Plans (see below).

Parish Plans: A community planning tool which assists communities to articulate issues of concern to them. This results in an action plan which can be used to inform and endorse the Parish Council's role in acting on behalf of and representing the community. Parish Plans are the most sophisticated and

wide ranging in a number of such tools e.g. village appraisals and village design statements, which have been developed over the years as part of the Government's countryside initiatives.

Permitted Development: Rights to carry out certain forms of development, usually small scale, without the need to make an application for planning permission. Permitted under the General Permitted Development Order.

Planning Aid: Planning Aid is an organisation that provides free, independent and professional advice on town and country planning issues to community groups and individuals who cannot afford to pay for professional help. We also work with communities to help them understand, and play a role in, the planning process. Planning Aid is an independent source of information.

Planning Committee: A term referring to the planning decision-making body of a local authority. The planning committee is made up of elected members/councillors. One of the roles of planning committee is to make decisions on planning applications.

Planning Consultant: A company that specialises in providing advice on planning matters.

Planning Inspectorate: Planning Inspectors act on behalf of the Secretary of State (DCLG) and make decisions on appeals and hold examinations on Development Plan Documents.

Planning Policy Statements (Guidance): Written documents issued by government detailing national policy objectives for the planning system; the policies must be reflected in the more detailed planning policies prepared at regional and local levels. Planning Policy Statements replace Planning Policy Guidance.

Planning Obligations (Gain): The planning authority can negotiate with a developer for additional benefits or safeguards, normally for the benefit of the community.

Previously Developed Land (Brownfield land): Land that is or was occupied by a permanent structure (excluding agricultural or forestry buildings), and associated fixed surface

infrastructure. The definition covers the curtilage of the development. Previously-developed land may occur in both built-up and rural settings. The definition includes defence buildings and land used for mineral extraction and waste disposal where provision for restoration has not been made through development control procedures. Planning Policy Guidance 3.

Regional Assembly: Each region of England has an advisory governmental body, appointed by central government but representative of local authorities, business and voluntary bodies.

Regional Development Agencies: Set up in each English Region. They are non-departmental public bodies. Their main role is to drive economic development in their region.

Regional Planning Body: Usually the Regional Assembly acting in its regional planning capacity, its main function is to formulate the Regional Spatial Strategy.

Regional Spatial Strategies: It is the "development plan" for a region and provides a vision for the development in that region over a 15 to 20 year period. It sets out a framework to address the 'spatial' implications of issues such as healthcare, education, crime, housing, transport, communications, tourism and leisure, employment, urban/rural regeneration and the environment (including waste and energy). The Regional Spatial Strategy focuses on the general location and scale of development, but does not identify specific sites. These are dealt with at the local level through Local Development Frameworks.

Reserved Matters: A planning permission usually outline, may specifically reserve for later consideration some matters not relating to the principles of the proposed development. Matters reserved at outline stage can include access, appearance, layout, scale and landscaping.

Simplified Planning Zone: This is an area in which a local planning authority wants to stimulate development and encourage investment. It operates by

granting planning permission, for specific uses and design criteria, in the zone without the need for a formal application or the payment of planning fees.

Site Specific Policies and Proposals:

This document allocates land for specific uses, such as housing and employment. The documents can identify the criteria for control of development on specific sites i.e. details of any specific criteria related to development of that site, like design, access requirements, or level of affordable housing. Any allocations made in these documents will be clearly linked to the Adopted Proposals Map and other planning policy documents like Area Action Plans.

Spatial planning: Spatial Planning brings together all policies and programmes which have impact on the environment in which you live, work or play. For example a planning policy will have to take into account the actions identified in a community strategy, housing needs survey and education capacity study to enable decisions to be made on what development should take place and where.

Statement of Community Involvement:

This sets out the local planning authority's approach to consultation, explaining how and when you can get involved in planning matters, from planning applications to planning policy preparation.

Supplementary Planning Documents:

These are topic or area based policy documents that provide further detail to support a policy or number of policies in Development Plan Documents. For example a supplementary planning document might be a design guide (residential design), a development brief (for a site), or a topic or issue based document (affordable housing, disabled access and planning).

Statutory Undertakers: Organisations which have powers derived from statute to develop and operate utility services, including gas, water supply, electricity, and telecommunications.

Sustainable Development:

"Development which meets the needs of

the present generation without compromising the ability of future generations to meet their own needs" (Brutland Report, WCED, 1987). The government has the following main objectives for sustainable development. Social progress which recognises the needs of everyone; effective protection of the environment; the prudent use of natural resources; and the maintenance of high and stable levels of economic growth and employment (UK sustainable development strategy).

Sustainable Communities: Creation and management of places "where people want to live, work, now and in the future, and enjoy a better quality of life" (PPS1), seen as the overall aim of governmental planning policy; also used to indicate policy for the creation of a series of new communities.

Telecommunications: The infrastructure required to create and maintain the wired and wireless telephone system, including the contentious issue of 'mobile phone masts' for which there are special planning procedures.

Tree Preservation: Individual and groups of trees can be protected by Tree Preservation Orders which prohibit the removal or works to trees without permission from the local planning authority. All trees in conservation areas have the same level of protection as those covered by Tree Preservation Orders.

Use Classes: Changes of use of land or buildings requires planning permission, however certain changes, deemed to have little consequence for the balance of land uses in an area, are given a 'blanket' permission under the Use Classes Order, including most changes of use within retailing.

Written Representations: This is where comments are made formally in writing to the local planning authority or the Planning Inspectorate on applications, appeals or planning policy documents.

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