

## **PLANNING DEVELOPMENT MANAGEMENT**

### **Update for Applicants**

**27 March 2020**

Spelthorne Borough Council is committed to ensuring the safety of our staff and members of the public. We are currently having to adapt our working practices due to COVID-19 which is a type of coronavirus that can affect anyone, but particularly vulnerable groups and the elderly. We continue to carry out our planning services but have had to review some areas of work, in particular, site visits because of the potential for contact between people and the spread of the virus.

Following the most recent Government statement that people must stay at home unless they need food, for health reasons or for essential work, officers within Planning Development will not undertake site visits for any type of planning application or pre-application enquiry at the present time. We are requesting that every application is accompanied by site photographs, to be taken within the curtilage of the application site. These would be dependent on the nature of the proposal

On any application which has been made valid and where an officer site visit has not yet taken place, officers will also request photographs where relevant.

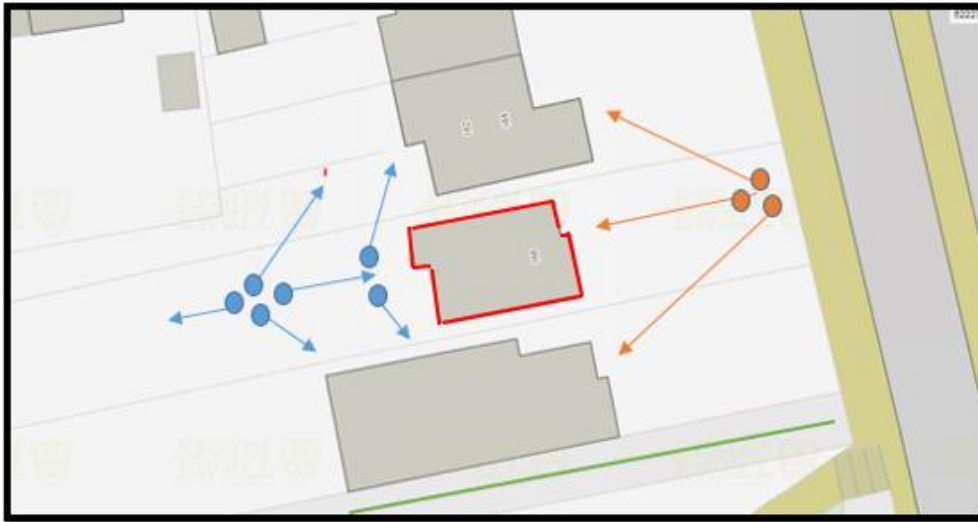
### **Applicant guide to site photographs**

Please note –

**Do not enter land without the permission of the owner.**

**Do not take photographs of a site where it is unsafe or you risk personal harm to do so.**

The map below shows a generic site and not a specific one. It shows the general directions you should photograph. The application property is marked in red.



On the right in orange shows the directions for any extensions that can be seen from the street. Usually front and side extensions.

Arrows in blue show the directions of photos that will be required for all extensions, except those relating solely to the front of the property such as porches.

The requirements for photos are not limited to these shown in the image and applicants are encouraged to provide more if necessary.

Please make specific effort to photograph the following details.

- Side windows at neighbouring properties
- The location of any proposed extension or alteration
- Neighbouring properties including their extensions
- Vantage points from raised platforms
- Photographs from locations outside of the application site where the proposal is visible e.g. public footpaths or roads that pass a site. These are often corner plots or near corner plots. A green line marks a public footpath on the above map

Please note that officers may be unable to determine planning applications without comprehensive site photographs and will likely request additional information or an extension of time to the determination of the application if not enough has been provided. Ultimately, if the requested information is not received and an extension of time is not agreed by the applicant, the application risks being refused permission.

The final decision on the process rests with the Planning Development Manager, Esmé Spinks and the Principal Planning Officers, Fiona Tebbutt, Paul Tomson and Russ Mouny.

Esmé Spinks  
Planning Development Manager  
27/03/2020