

## **Appendix 2: LDO Enquiry Form, Submission Form and Commencement Notice**

---



## Local Development Order: Enquiry Form

**If returning by post please send to:**

Development Management  
Northumberland County Council,  
County Hall, Morpeth, NE61 2EF.  
Telephone: 01670 622 639  
Email Address:  
[planning@northumberland.gov.uk](mailto:planning@northumberland.gov.uk)

Office Use Only	
Reference	
Received	

This form is designed to help the Council determine whether your proposal is acceptable under the provisions of a Local Development Order and what may be required to support a formal submission for conformity; and if the proposal does not fall within the scope of the Order, to provide officer advice regarding the acceptability of the proposal if it were to be progressed as a planning application. Information about applying for planning permission can also be found on the planning portal at: <https://www.planningportal.gov.uk/england/genpub/en/1115314762605.html>

### PART A – About the development site

Applicant Name Mr/Mrs/Miss/Ms/Dr	
Address of applicant	Address of Development Site
Post Code	
Telephone Number	
Email Address	

Agent Name Mr/Mrs/Miss/Ms/Dr	
Address of agent	
Post Code	
Telephone Number	
Email Address	

Preferred means of contact:

### PART B – Description of the Proposed Development

**Description of the Business**

Briefly describe the nature of the proposed business/operation.

**Description of the Work**

Describe the proposed work. Please provide as much information about your proposal as possible in order to enable the Council to give you the best advice. Continue on a separate sheet if required. The more information that is provided the better the proposed development can be assessed.

**INDUSTRIAL OR COMMERCIAL DEVELOPMENT**

Site area (in hectares)	
Proposed Office Use (in square metres)	
Proposed Industrial Use (in square metres)	
Proposed Storage / Warehouse Use (in square metres)	
Proposed Retail (in square metres)	
Proposed Food and Drink Use (in square metres)	
Other (please specify)	

**GENERAL INFORMATION**

Proposed materials
--------------------

Proposed Drainage Arrangements (Please specify in particular if non-mains drainage is proposed.)		
<b>Access</b> Does your development involve a new or altered (e.g. wider) access (vehicular or pedestrian) to the road? Please indicate the position of any new or altered access on the plans	Yes	No
<b>Fences/Walls</b> (a) Will the height of the fence/wall exceed one metre above ground level where it is to be erected adjacent to a highway?  (b) Will the fence/wall exceed two metres in height in any other position? If applicable, please indicate on your plan the height, style and location.	Yes	No
<b>Demolition</b> Will any buildings be demolished? Please indicate the buildings to be removed on your plan with their dimensions	Yes	No
<b>Trees</b> Will the proposal involve the removal/topping or lopping of any trees? Please indicate these and any other existing trees on the plans.	Yes	No
<b>Hard surfaces</b> Will the proposal involve the construction of a hard surface? Please indicate the location, area to be covered and proposed materials on the plans.	Yes	No

**Please attach drawings of the proposal and / or potential indicative site layout proposals. If you are submitting drawings electronically please provide these in pdf format.**

**The Council would encourage applicants / prospective developers to read the Local Development Order and associated Guide before finalising your form. Written advice will be provided regarding your enquiry and the requirements for any subsequent submission for compliance with the Order.**

**Date Submitted**

**Signature**

--	--



## Local Development Order: **Submission Form**

---

This form is derived from a standard planning application form. Before completing this form please ensure that you have read and understood all the limitations, requirements and conditions that apply to your proposed development.

By submitting this form you are confirming that you believe the development you are proposing falls within the description of development permitted by the LDO. Northumberland County Council would strongly encourage you seek early pre submission/LDO advice to confirm this is the case. Development that is not permissible under the LDO will require the submission of a formal planning application. Pre-submission/LDO discussions can therefore help to avoid delays and abortive work in securing planning consent for your development.

The submission of incomplete information or missing information will prolong the time within which the Council is able to confirm compliance with the LDO.

Please complete the relevant sections and return one copy together all relevant information as specified in Tables 1 and 2 to: Development Management, Northumberland County Council, County Hall, Morpeth, NE61 2EF. Telephone: 01670 622 639. Email Address: [planning@northumberland.gov.uk](mailto:planning@northumberland.gov.uk)

### 1. Applicant Details

Title	
First Name	
Last Name	
Company / organisation	
Address Line 1	
Address Line 2	
Address line 3	
Town / City	
County	
Country	
Post Code	

### 2. Agent Details

Title	
First Name	
Last Name	
Company / organisation	
Address Line 1	
Address Line 2	
Address line 3	
Town / City	
County	
Country	
Post Code	

<b>3. Description of the Proposal</b> Please describe the proposed development, including any change of use:

<b>4. Site Address Details</b>

<b>5. Pre submission / LDO Advice</b>				
Have you sought advice?	<b>Yes</b>		<b>No</b>	
If yes, please provide:	Officer Name			
	Date of Advice			

<b>6. Pedestrian and Vehicle Access, Roads and Rights of Way</b>			
Is a new or altered vehicle access proposed to or from the public highway?	<b>y</b>		<b>n</b>
Is a new or altered pedestrian access proposed to or from the public highway?	<b>y</b>		<b>n</b>
Are there any new public roads to be provided within the site?	<b>y</b>		<b>n</b>
Do the proposals require any diversions/extinguishments and or creation of rights of way?	<b>y</b>		<b>n</b>



If you answered yes to any of the questions above, please show details on your plans/drawings and state the reference of the plan(s)/drawing(s)

<b>7. Waste Storage and Collection</b> Do the plans incorporate areas to store and aid the collection of waste?	<b>Yes</b>		<b>No</b>	
If yes, please provide details:				
Have arrangements been made for the separate storage & collection of recyclable waste?	<b>Yes</b>		<b>No</b>	
If yes, please provide details:				
Do the plans incorporate areas to store and aid collection of waste	<b>Yes</b>		<b>No</b>	
If yes, please provide details				
Have arrangements been made for the separate storage and collection of recyclable waste?	<b>Yes</b>		<b>No</b>	
If yes please provide details				

## 8. Materials

What materials are to be used externally? Include type, colour and name for each material:

Material type	Proposed	NA	Unknown
Walls			
Roof			
Windows			
Doors			
Boundary treatments(e.g. fences, walls)			
Vehicle access and hardstanding			
Lighting			
Others			

9. Vehicle Parking	
Type of Vehicle	Proposed (incl.retained)
Cars	
Lightgoods/vehicles	
Public carrier vehicles	
Motorcycles	
Disability Spaces	
Cycle spaces	
Other (e.g. bus)	

10. Foul sewage					
Mains sewer			Cess pit		
Septic tank			Other		
Package treatment plant					
Are you proposing to connect to the existing drainage system	Yes		No		
If yes please include the details of the existing system on drawings / plans and state references for the drawings / plans					

11. Trees and Hedges				
Are there trees or hedges on the proposed development site?	Yes		No	
And / or are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?	Yes		No	
If yes to either or both of the above, you <u>may</u> need to provide a full tree survey at the discretion of the Local Planning Authority.				

<b>12. Trade and effluent</b>				
Does the proposal involve the need dispose of trade effluents or waste?	Yes		No	
If yes please describe the nature, volume, and means of disposal of trade effluents or waste				

<b>13. All types of development (floorspace)</b>		
Use class/Type of use	Not applicable	Total gross internal floorspace proposed (sqm)
B1 (a) Offices		
B1 (b) Research & development		
B1 (c) Light Industrial		
B2 General Industrial		
B8 Storage & Distribution		
A1 Shops		
A3 Restaurants and cafes		
A5 Hot food take-aways		
Other (e.g. outside assembly areas and parking)		
<b>Total (sqm)</b>		

<b>14. Employment</b>	Full time	Part time	Total full time equivalent
Existing employees (if transferring from another site)			
Proposed employees			

<b>15. Hours of opening / operation</b>				
Use	Monday to Friday	Saturday	Sunday and bank holidays	Not known

**16. Site area**

Please state the site area in hectares (ha)

**17. Industrial or Commercial Processes and Machinery**

Please describe the activities and processes which would be carried out on site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

**18. Hazardous Substances**

Does the proposal involve the use or storage of any hazardous materials? (see the Planning (Hazardous Substances) Regulations 1992 – Schedule 1 for substances and quantities)

	Yes		No	
--	-----	--	----	--

If yes please provide the substance and amount involved:

**19. Landowner's Consent**

The landowner's consent must have been sought prior to submitting this scheme.

Please provide details below:

Name of the owner		
Address		
Date Notice Served on owner		
Signed – Applicant	Signed – Agent	Date (dd/mm/yy)

---

**17. Declaration**

I confirm that the information provided in this notice and shown on the associated plans are to be the best of my knowledge correct at the time of completion and that, with the exception of any minor variations agreed in writing by the Local Planning Authority, I consider the proposed works to be permitted development under the permissions given notice by the above LDO.

Signed – Applicant:

Or Signed – Agent:

Date (DD/MM/YYYY):

## Local Development Order: **Commencement Notice**

---

**To be served not less than 14 days prior to commencement on site.**

Notice to Northumberland County Council of Commencement of Development  
within the \_\_\_\_\_ LDO area

Development Site	
Brief Description of Development	
Notice is hereby given to Northumberland County Council that works to implement the above LDO Compliant Scheme will commence on:	
Signed	
For and on behalf (name and address of developer)	
Date:	
Contact name	
Telephone number	
Email address	

Complete and send this form:

By email to: [planningstrategy@northumberland.gov.uk](mailto:planningstrategy@northumberland.gov.uk)

By post to: Spatial Policy and Delivery Team  
Local Services  
Northumberland County Council  
County Hall  
Morpeth  
NE61 2EF