OUR REF: WD/2022/1637/MEA

ASK FOR: **Miss S Collins** [redacted]

DATE: 6 July 2022

YOUR REF:

Wealden District Council

Barton Willmore now Stantec
26 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4AE

Head of Planning and Environmental Services

Dear Mr Mellor

Application No. WD/2022/1637/MEA
LAND AT DOWNLANDS FARM, UCKFIELD
HYBRID PLANNING APPLICATION COMPRISING: OUTLINE APPLICATION (WITH ALL MATTERS RESERVED EXCEPT FOR ACCESS) FOR THE ERECTION OF UP TO 424 NO. RESIDENTIAL DWELLINGS INCLUDING AFFORDABLE HOUSING, THE PROVISION OF VEHICULAR, PEDESTRIAN AND CYCLE ACCESS AND SEPARATE EMERGENCY ACCESS FROM THE UCKFIELD BYPASS (A22), PEDESTRIAN AND CYCLE ACCESS FROM SNATTS ROAD, OPEN SPACES INCLUDING CHILDREN'S PLAY SPACE, SUSTAINABLE URBAN DRAINAGE SYSTEMS, ASSOCIATED LANDSCAPING, INFRASTRUCTURE AND EARTHWORKS; AND FULL APPLICATION COMPRISING CREATION OF A STRATEGIC SANG, ASSOCIATED LANDSCAPING AND CAR PARKING, AND DEMOLITION OF EXISTING RESIDENTIAL PROPERTY AND OTHER BUILDINGS AND PROVISION OF PEDESTRIAN AND CYCLE ACCESS FROM ROCKS ROAD, ASSOCIATED LANDSCAPING, INFRASTRUCTURE AND EARTHWORKS.

Further to the receipt of your application, received on 24 June 2022 in respect of the above proposal, to enable the Council to properly progress and consider this application, I would be most grateful if you could kindly attend to the following matters:-

1. Please remit the fee for the 'full' element of the application of £462.00. Please note that you can pay this fee by:

   - Paying online at our website, the address of which is:-

     https://www.wealden.gov.uk/planning-and-building-control/planning-services-online/online-payments/

     (Please copy and paste the link into your browser)

     Select 'Planning Application Fee' as the type of payment and the reference you will need to quote is the application number shown above. The reference needs to be entered in the following format: WD/nnnn/nnnn (exclude the suffix).

   - Telephoning 01323 443322 or 01892 653311 and paying by debit/credit card - please ensure you have the application number to hand.

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- Paying via BACS (shown as the payment method in your covering letter). The Council's account details are: Wealden District Council, 30-80-12, 10341360.

2. Please show a correct scale bar on drawing no. 1309.05 (Parameter Plan - Scale) as the 100m scale bar measures 80m at 1:2000 scale. Both the stand-alone plan and Figure 3.2 of the Environmental Statement should be amended.

3. Please amend drawing no. 1309.06 (Boundaries Plan) by showing a correct scale bar (the 100m scale bar measures 80m at 1:2000 scale) and the correct boundary for the outline application (it currently includes the land for the full application), which will also enable the registration fee to be checked.

4. Drawing no. 1309.07 (Dark Areas Map) shows a scale and scale bar at 1:2500 but the plan itself appears to be at the same scale as the other plans, i.e. 1:2000. Please amend as necessary (both the stand-alone version and Figure 3.5 of the Environmental Statement).

5. Please show linear scale bars on drawing nos. 1309.02 and 1309.02M (the illustrative masterplans). Both the stand-alone version of drawing no. 1309.02 and Figure 3.4 of the Environmental Statement should be amended.

6. The Environmental Statement advises that although air quality and noise/vibration have been scoped out of the EIA, separate reports will be submitted with the application. However, these have not been received. Please supply these reports if available but note that we will not delay validation on this point.

If you submitted your planning application via the Planning Portal please do not re-submit any forms, plans and/or drawings via the Portal but email them to planning@wealden.gov.uk.

In your reply, please ensure that you quote the above application reference number. Should you prefer to discuss any issues in more detail, it would be appreciated if you would kindly telephone Miss S Collins on 01892 602581.

Once you return the above details this will be checked by a member of the Technical Team. **Please note, however, that validation is taking longer than the 5 working day target. Your application will be dealt with but please do not telephone the Technical team to check on progress as this is causing further delays. If you need to check on progress please email planning@wealden.gov.uk.**

I would also like to draw to your attention the information on the reverse of this letter regarding Top 10 Tips for submitting plans and drawings, which will help to ensure your application is processed promptly.

Please note: If we do not hear from you within 28 days your application will be withdrawn.

Yours sincerely

S Robins

Head of Planning & Environmental Services

Top 10 Tips To Applicants And Agents On Submitting Plans And Documents In Connection With Planning And Building Control Applications

Point Number	Issue	Reason
1.	**Use the Planning Portal to submit your planning application or the Building Portal for your building regulation application.**	As per the advantages explained in the background above.
2.	**Do not use the Planning Portal to re-submit any amended plans to the Council. Email any planning amendments to planning@wealden.gov.uk and building amendments to building.control@wealden.gov.uk**	When amended details are sent via the portal all documents are received again and it is not always clear what has been amended.
3.	**Submit all electronic documents in PDF format only.**	The Council only puts pdf documents on its website, so will need to convert/scan those received in a different format.
4.	**Ensure that all electronic copies of plans are saved to pdf at the original scale and that the file size of documents are kept to the minimum**	Plans need to be at the correct scale when a copy is printed for the case officer. Any planning files which are received electronically are displayed on the website. Large file sizes can and do cause problems to users, especially those in poor Broadband areas.
5.	**When saving documents use <u>short</u> meaningful names, e.g. site plan, ex elevations, prop elevations etc. Also ensure that amendments have a revision number included, e.g. Ex elevations Rev1**	This assists those users to identify the documents when downloading them from the website, e.g. Consultees. Long file names will cause issues for the users when opening pdf documents.
6.	**When naming documents do not use special characters, e.g. & “”, ‘’**	In some browsers, such characters are not recognised and do not allow the pdf document to open.
7.	**Wherever possible, ensure that plans and documents are scanned at the correct orientation**	This will make it easier for users to view the documents and prevent them from having to rotate them.
8.	**Ensure that plans show:** **- a plan and version number** **- a scale bar** **- dimensions (in metric)** **- for amendments a revised version number**	This assists users to ensure they are referring to the correct plans as well as being able to scale plans, especially where they cannot reproduce them to the correct scale.
9.	**Ensure that bold, dark lines are used in drawings rather than light grey or pale coloured lines.**	Light or coloured lines do not replicate well when scanned or printed out and cause problems for users.
10.	**When emailing documents associated with an application, e.g. amended plans, calculations etc please <u>do not</u> send to them directly to the officer but forward them onto:-** **planning@wealden.gov.uk - for planning application matters** **building.control@wealden.gov.uk - for building regulation matters**	To minimise any possible delays occurring.