

Information recommended to accompany a certificate application.

Children's home supporting planning statement:

[Article 39 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) specifies the contents of a certificate application and how it must be submitted. An application needs to describe precisely what is being applied for (not simply the use class) and the land to which the application relates. Without sufficient or precise information, a local planning authority may be justified in refusing a certificate¹. This does not preclude another application being submitted later on, if more information can be produced.

In order that we can fully understand your application and assess whether your proposal represents a material change of use, please provide a general description of how the use will operate on a day-to-day basis (i.e. what the routine of the care home will be) and the level of activity, comings and goings (including vehicle movements) this is likely to give rise to. Your statement should include:

- a) The address of the property.
- b) The name of the company proposing to operate the facility.
- c) How many children will be cared for at the home and what their age range will be (a lower and upper limit)?
- d) What would be the care needs of the children to be placed in the home? E.g. are children likely to have complex needs?
- e) How many care staff would normally be present i.e. what is the child to carer ratio
- f) What is the maximum number of staff likely to be present on site at any one time (i.e. will there be other staff, such as a manager, on site at the same time as the care staff, for how long, and how many care staff will there be)?
- g) As staff work in shifts, what will the shift patterns be? How many shift changes will occur each day (or at any other frequency) and at what time of day these would happen (i.e. what the shift patterns for staff would be)? How long would additional staff be present during shift changes? The presentation of this information in the form of a staff rota would assist in the determination of your application.
- h) What level of vehicular comings and goings are expected at the site in connection with the proposed use (e.g. will there be regular visits by other, external support staff such as medical practitioners, therapists etc.) and, if so, how regularly are these likely to occur?
- i) Would staff from other facilities visit the site for example to attend staff meetings or training events.
- j) Would case reviews take place on or off-site?
- k) Would any rooms be used as a dedicated meeting, training or therapy room?
- l) Details of any security provisions that are proposed e.g. security and access controls on doors. Would CCTV be installed?
- m) Would the parents or family of the children visit the home and, if so, how often is this likely to take place?

¹ National Planning Practice Guidance - Paragraph: 005 Reference ID: 17c-005-20140306

- n) Is the intention that the children cared for at the property will be home schooled or will they attend local schools? If children will be home schooled, will additional teachers/tutors attend the premises and how often.
- o) What dedicated parking provision (if any) exists for the dwelling and how is it intended to control vehicle movements and parking associated with the use arising from staff and other visitors?

Children's home plans:

In addition to the supporting planning statement, to allow the council to properly assess an application of this nature there is a need for sufficient clarity as to the proposed internal layout of the property involved.

- a) A floor plan that provides an accurate representation of the existing and proposed internal layout of the dwelling, including annotations showing the proposed use of each room (i.e. children's bedrooms, staff bedrooms, any manager's office, living rooms, etc.).
- b) Elevation drawings at 1:100 scale in the event that any external alterations or extensions are proposed to the dwelling associated with this application.
- c) A plan indicating the external space available for example for use as amenity garden space and off-street parking, with this parking areas indicated as being either existing or proposed and shown on a plan that is to a suitable scale to allow confirmation that they meet the standards set out in the SPD.

Information required to accompany a planning application.

Children's home supporting planning statement:

In order that we can fully understand your application, please provide a general description of how the use will operate on a day-to-day basis (i.e. what the routine of the care home will be) and the level of activity, comings and goings (including vehicle movements) this is likely to give rise to. Your statement should include:

- a) The address of the property.
- b) The name of the company proposing to operate the facility.
- c) What use class you consider the proposal to fall within? It is important that you clarify which use class (as defined within the Town and Country Planning (Use Classes) Order 1987 (as amended)) you consider your proposal to fall within.
- d) How many children will be cared for at the home and what their age range will be (a lower and upper limit)?
- e) What would be the care needs of the children to be placed in the home? E.g. are children likely to have complex needs?
- f) Where do you expect that referrals to the home will be made from (i.e. is this from Lancashire County Council or another source)?
- g) How many care staff would normally be present i.e. what is the child to carer ratio
- h) What is the maximum number of staff likely to be present on site at any one time (i.e. will there be other staff, such as a manager, on site at the same time as the care staff, for how long, and how many care staff will there be)?
- i) As staff work in shifts, what will the shift patterns be? How many shift changes will occur each day (or at any other frequency) and at what time of day these would happen (i.e. what the shift patterns for staff would be)? How long would additional staff be present during shift changes? The presentation of this information in the form of a staff rota would assist in the determination of your application.
- j) What level of vehicular comings and goings are expected at the site in connection with the proposed use (e.g. will there be regular visits by other, external support staff such as medical practitioners, therapists etc.) and, if so, how regularly are these likely to occur?
- k) Would staff from other facilities visit the site for example to attend staff meetings or training events?
- l) Would case reviews take place on or off-site?
- m) Would any rooms be used as a dedicated meeting, training or therapy room?
- n) Details of any security provisions that are proposed e.g. security and access controls on doors. Would CCTV be installed?
- o) Would the parents or family of the children visit the home and, if so, how often is this likely to take place?
- p) Is the intention that the children cared for at the property will be home schooled or will they attend local schools? If children will be home schooled, will additional teachers/tutors attend the premises and how often.

- q) What dedicated parking provision (if any) exists for the dwelling and how is it intended to control vehicle movements and parking associated with the use arising from staff and other visitors?

Children's home plans:

In addition to the supporting planning statement, to allow the council to properly assess an application of this nature there is a need for sufficient clarity as to the proposed internal layout of the property involved.

- a) A floor plan that provides an accurate representation of the existing and proposed internal layout of the dwelling, including annotations showing the proposed use of each room (i.e. children's bedrooms, staff bedrooms, any manager's office, living rooms, etc.).
- b) Elevation drawings at 1:100 scale in the event that any external alterations or extensions are proposed to the dwelling associated with this application.
- c) A parking plan (drawn to a recognised scale) indicating sufficient parking and manoeuvring space in accordance with the size criteria set out in Fylde Council's Supplementary Planning Document: Parking in New Developments.