

PLANNING GLOSSARY

A short guide to terms and expressions used in town and country planning



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INTRODUCTION

This glossary provides a short guide to over 200 terms and expressions commonly used in town and country planning.

It is intended to help both councillors, and the wider public, understand the ever more complex planning system in England. The glossary has been prepared with the assistance of the Lewes District Planning Service User Group, a cross section of our customers.

It is important to stress that the glossary is neither a statement of the law, nor an interpretation of the law. Its status is only an introductory guide to planning terms and it should **not** be used as a source for statutory definitions.

This glossary draws on a variety of sources, particularly the more comprehensive glossary prepared by the Planning Portal which can be seen at www.planningportal.gov.uk.

I would welcome any suggestions you may have for improving the glossary

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A

Accessibility – the ability of people to move around an area and reach places and facilities, or the degree to which an individual building is accessible to all users, including people with impaired mobility.

Adopted Highway – A highway, usually including paths and verges, constructed in accordance with the specifications of, adopted, and thereafter maintained at the public expense, by the Highway Authority (East Sussex County Council).

Adoption – The final confirmation of a development plan, or Local Development Document, by a local planning authority.

Advertisement – Any device used in whole or part for the purposes of announcement or direction. The Town & Country Planning (Control of Advertisements) Regulations 1992 provides guidance on statutory controls over advertisement displays.

Affordability Gap – This is the ‘gap’ between the amount that can be afforded for a dwelling based on an average local income and the actual cost of houses or flats on the open market.

Affordable Housing – Housing for sale or rent at a price which can be afforded by those identified as being in need and unable, because of insufficient income, to compete in the local housing market.

Agenda 21 – An international action programme for the 21st Century, seeking to achieve global sustainability. It was adopted by the United Nations Conference on Environment and Development (The Earth Summit), held in Rio in 1992.

Aggregates – Sand, gravel crushed rock or other bulk materials used by the construction Industry.

Agricultural and Forestry Workers Dwelling – Accommodation required to enable workers to live at, or in the immediate vicinity of, their place of work. An essential need for such accommodation represents one of the few circumstances in which isolated residential development in the countryside may be justified.

Air Quality – The Air Quality Strategy for England, Scotland, Wales and Northern Ireland sets maximum objectives (targets) for the following pollutants: Benzene, 1-3 Butadiene, Carbon monoxide, Lead, Nitrogen dioxide, Particles (PM10), Sulphur dioxide and Polycyclic aromatic hydrocarbons. These pollutants, which largely result from traffic and industrial processes, are monitored and the identified levels are used to measure air quality.

Air Quality Management Area – A designation made by a local planning authority where an assessment of air quality results in the need to devise an action plan to improve the quality of the air.

Allocated Site – A site identified in the local plan, or development plan document, for a specific use, such as housing or employment.

Amenity – Factors which contribute to the pleasantness of living in a particular place.

Ancient Woodland – Sites which have had continuous woodland cover from at least medieval times to the present day.

Ancillary Use – Activities which are technically different from the main land use, but which are incidental to and dependent upon it (e.g. a small café in a bookshop).

Annual Monitoring Report (AMR) – A report submitted each year to the Government by local planning authorities, or regional planning bodies, assessing progress with, and the effectiveness of, a Local Development Framework.

Appeal – Under Section 78 of the Town and Country Planning Act 1990 an applicant for planning permission may appeal to the Secretary of State against refusal; conditions attached to the grant of permission; or the failure of the local planning authority to notify its decision within the prescribed time period (usually eight weeks). Appeals are processed by the Planning Inspectorate.

Aquifer – A rock layer (e.g. chalk) that holds water within its structure and provides a natural underground store for water. In East Sussex, aquifers are often used to provide drinking water.

Archaeological Sites – Evidence of the past development of our civilisation, including places of worship, defensive structures, burial grounds, farms and fields, housing and sites of manufacture. In Lewes District, these include Scheduled Ancient Monuments, Archaeologically Sensitive Areas and other sites of archaeological interest.

Area Action Plan (AAP) – A type of Development Plan Document focused on a specific location, which is subject to conservation, or significant change.

Area of Outstanding Natural Beauty (AONB) – A scenically attractive area of distinctive character, statutorily designated by the Countryside Commission (now Natural England) with the primary objective of conserving the natural beauty of its nationally-important landscape. The Sussex Downs is one such area.

Article 4 Direction – A direction made by the local planning authority under Article 4 of the General Permitted Development Order 1995, withdrawing

permitted development rights for certain specified types of development within a defined area, often a conservation area.

Article 14 Direction – A “holding” direction issued by Government stating that a local planning authority cannot grant planning permission for a particular proposal until further notice.

B

Backland Development – The development of back gardens for new housing. This often raises planning problems in terms of access and/or loss of residential amenity for neighbouring properties.

Best Value – A legal duty on local authorities to continuously improve public services.

Bio-diversity (Biological Diversity) – A general term for the extent, and variety of life on Earth, or any given part of it. Biodiversity includes all living things: the rich variety of species, habitats and whole ecological systems that make up the living earth

Biodiversity Action Plan (BAP)– A target-led strategy prepared for a local area aimed at conserving and enhancing specific flora and fauna , and more generally biological diversity.

Biomass – Living matter, such as plant material or agricultural waste, used as a fuel or energy source.

Breach of Condition Notice – A Notice served by a local planning authority where they suspect that a condition linked to a planning permission has been breached.

Brownfield Site – Land which is, or has previously been, developed.

Buffer Zone – An area of land which serves to protect one use from the adverse effects of another, or separates incompatible developments. It is often land within the boundary of a development site which is required to be kept open and/or landscaped in such a way as to mitigate noise or visual impact.

Building Preservation Notice – A notice giving temporary protection to a building whilst the Secretary of State considers whether it should be granted Listed Building status.

Bund – An artificial mound, or embankment, used to either screen a site from view, or to reduce noise.

C

CABE – Commission for Architecture and the Built Environment, the public body which promotes good design in England.

Change of Use – A change in the use of land or buildings requires the consent of the local planning authority, except where specified in the Use Classes Order or General Permitted Development Order.

Circulars – Non-statutory ministerial advice which clarifies and explains matters of both legislation and Government policy. They represent important considerations for local authorities in formulating policy and determining planning applications.

Climate Change – long term changes in temperature, rainfall and wind, currently thought to be caused mainly by human activity.

Code System Operators – Telecommunications operators who, by virtue of licences granted under the Telecommunications Act 1984, benefit from special powers and permitted development rights and are subject to particular obligations (as set out in Schedule 2 to the Act: 'The Telecommunications Code') in respect of the installation of the apparatus needed to run a telecommunications system.

Community Strategy – A strategy prepared by a county or district -wide partnership to improve local quality of life.

Commuted Payment – A sum of money paid by a developer, under a planning obligation, to a local authority to cover, or contribute towards, the cost of providing necessary related facilities at or near the site of a proposed development in order to meet relevant planning requirements.

Comparison Goods – Shopping items which are usually purchased only following comparisons of price and/or quality at a number of retail outlets. They include clothes, jewellery, furniture and electrical equipment (see also Convenience goods below)

Compulsory Acquisition – Section 226 of the Town and Country Planning Act 1990 confers powers on local authorities, through the making of a Compulsory Purchase Order (CPO), to acquire any land in their area which is suitable for, and required to secure, development, redevelopment or improvement; or which is required for a purpose to achieve the proper planning of an area in which the land is situated.

Conditions – Requirements attached to a planning permission to limit, control or direct the way in which the development is carried out.

Conservation Area – An area designated by a local planning authority under Section 69 of the 'Planning (Listed Buildings and Conservation Areas) Act

1990. The Act defines conservation areas as “areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. There are 35 conservation areas in Lewes District

Conservation Area Consent – The consent of the local planning authority is required for the demolition of most buildings in a conservation area; in the case of listed buildings, listed building consent is instead required.

Conservation Area Appraisal (CAA) – An assessment of the distinctive character and special interest of a conservation area and those features of it which need to be conserved or enhanced. So far, 23 CAAs have been prepared in Lewes District

Conservation Area Management Plan (CAMP) - taking the CAA’s appraisal of special character as its starting point, the Management Plan explains how the planning authority will carry out its duty to conserve and enhance the conservation area through planning policies, statutory controls, regeneration and enhancement initiatives. So far, no CAMPs have been prepared in Lewes District

Contaminated Land – Any land considered by the local authority to be in such a condition, by reason of substances in, on or under the land, that it poses an actual or potential hazard to health and/or the environment, requiring remediation.

Convenience Goods – Items of shopping, such as food and newspapers, which are normally bought on a regular basis and for which ease of purchase is therefore important (see Comparison Goods above).

Core Strategy – A Development Plan Document setting out the spatial vision and strategic objectives of the planning framework for an area.

Curtilage – The area within the boundaries of a property, including both buildings and the surrounding open areas of land used in connection with the buildings.

D

Deemed Consent – Planning permission conferred under the provisions of the General Permitted Development Order, as opposed to the approval of a formal planning application.

Delegated powers on decisions – The power conferred to designated planning officers, by elected councillors, so that the officers may take decisions on specified planning matters on behalf of the Council.

Design & Access Statement – A statement made by an applicant for planning permission to explain their rationale for the design of proposed development and how it will be accessed.

Detailed application/full application – A planning application seeking full permission for a development proposal, with no matters reserved for later planning approval.

Development – “The carrying out of building, mining, engineering or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land”, as defined by Section 55 of the Town and Country Planning Act 1990.

Development Brief – A document to guide the development of a particular site, usually prepared by a local planning authority. It identifies the characteristics and constraints of the site, details relevant planning policy considerations and advises on appropriate land uses. The site is usually one which has previously been allocated for development in either a Local Plan or LDF. Also known as a ‘Planning Brief’.

Development Limit – The boundary drawn around a settlement, enclosing the main built-up part and sites allocated for development, outside of which countryside policies apply.

Development Plan – A document setting out the local planning authority’s policies and proposals for the development and use of land and buildings in their area.

Development Plan Document (DPD) - Development Plan documents are prepared by local planning authorities and outline the key development goals of the local development framework.

Development Plan Documents include the core strategy, site-specific allocations of land and, where needed, area action plans. There will also be an adopted Proposals Map which illustrates the spatial extent of policies that must be prepared and maintained to accompany all DPDs.

All DPDs must be subject to rigorous procedures of community involvement, consultation and independent examination, and adopted after receipt of the Inspector’s binding report. Once adopted, development control decisions must be made in accordance with them unless material considerations indicate otherwise.

DPDs form an essential part of the Local Development Framework.

E

Elevation – The façade of a building, or a plan showing the façade of a building.

Enabling Development – Development which on balance is acceptable in its own right but generates funds to allow the provision of a strategic

development objective of the local planning authority e.g. the restoration and/or the ongoing maintenance of a building, or the construction or renovation of a much needed local facility.

Enforcement Action – Procedures by a local planning authority to ensure that development is carried out in accordance with planning permissions, or that development carried out without planning permission is brought under control.

Enforcement Notice – A legal notice imposed by a local planning authority on a landowner (or other persons with an interest in the land) requiring certain steps to be undertaken to remedy a breach of planning control. If not complied with, the local authority may prosecute in the courts.

Engineering Operations – Activities which alter the profile of land by excavation, “embankmenting” or tipping, or those which change the character of its surface by the laying down of hardstanding.

English Heritage – (The Historic Buildings and Monuments Commission for England) – Government advisors on protecting and promoting the historic environment (including ancient monuments, listed buildings and conservation areas) for the benefit of present and future generations.

Environment Agency – An independent agency established under the 1995 Environment Act with powers to protect Britain’s air, land and water from pollution and with an overall aim of enhancing the whole environment as a contribution to the world-wide environmental goal of Sustainable Development. It assumes and combines the former functions of the National Rivers Authority, Her Majesty’s Inspectorate of Pollution and the Waste Regulation Authorities.

Environmental Assessment (EA) - The Town and Country Planning (Assessment of the Environmental Effects) Regulations 1988 (as amended) require that information relating to the likely environmental effects of certain major projects be collected, assessed and submitted to the local planning authority in the form of an Environmental Statement, to be taken into account in determining whether development should go ahead.

F

Farm Diversification – The establishment of enterprises unrelated to mainstream farming (such as those associated with leisure activities) which are operated as part of the business on the farm holding to help maintain its viability.

Fascia – An element of a shopfront that usually runs across the width of the premises above the shop window and below the first floor level Signs are often attached to the fascia (e.g. the name of the shop).

Flood Plain – Low lying areas adjacent to rivers, other watercourses or the sea where water flows in times of flood, or would flow but for the presence of flood defences.

Flood Risk Assessment – An assessment of the likelihood of flooding in a particular area, so that development needs and mitigation measures can be carefully considered.

Footprint – The area of land occupied by a building and its associated outbuildings.

Formal Recreation – Sporting and other recreational activities, usually of an organised and competitive nature, and benefiting from purpose-built facilities (e.g. football, cricket, rugby).

G

General Permitted Development Order – The Town and Country Planning (General Permitted Development) Order 1995 grants planning permission for certain classes of minor or governmental/institutional development, described as 'permitted development', and which do not therefore require the express approval of the local planning authority (unless this right has been removed under the terms of a previous planning permission or an Article 4 Direction).

Geographic Information System (GIS) – A computer based system whereby electronic mapping and databases are linked.

Ghost Island Junction – In the interests of the safety and efficiency of the highway network it is often expedient to widen a highway and provide a right-turning lane (known as a 'ghost island') opposite the point where a minor road emerges.

Government Office for the South East (GOSE) – Manages, monitors and promotes a range of Government environment, transport, health, community safety and other programmes in the South East Region on behalf of Ministers. GOSE is based in Guildford

Grain – General layout, pattern and footprint of buildings and streets as viewed overhead in plan form.

Grampian Condition – A condition attached to a planning permission which is negatively phrased or suspensive. It may stipulate that development not be carried out or occupied until some obstacle to development has been overcome, even where this relates to land not under the control of the applicant (the carrying out of off site highway works being a typical example). The name is taken from a landmark court case of Grampian Regional Council v. City of Aberdeen 1984.

Green Belt – A statutory designation of open land around large cities which aims to keep this land permanently open or largely undeveloped (Not to be confused with Greenfield land). There is no Green Belt in Sussex.

Greenfield Land/sites – Land which is undeveloped and has never been built upon. It is generally located outside the existing built-up area and usually in agricultural use.

Groundwater – water held underground in the soil, or in pores and crevices in rock

H

Habitat – The place or environment where a plant or animal naturally or normally lives and grows and which provides the environmental attributes required for its continued free existence.

Hazardous Substances Consent – Permission is required for the storage or use of a hazardous substance in an amount at or above a controlled quantity. An application allows the hazardous substances authority (the District Council in this instance) the opportunity to consider whether the proposed storage or use of the hazardous substance(s) is appropriate in a particular location.

Heritage Coast – A national designation to denote scenically attractive and unspoilt lengths of coastline where competing needs are managed in the interests of conserving its unspoilt character. The Sussex Heritage Coast extends from Seaford to Eastbourne.

High Hedges – Complaints about high hedges are adjudicated by the local planning authority under Part 8 of the Anti Social Behaviour Act 2005. Adjudication focuses on whether a hedge is “adversely affecting the complainants’ reasonable enjoyment of their property.”

Historic Battlefield – Areas of historic interest, where important battles are sufficiently documented to be located on the ground. They are designated by English Heritage (e.g. Lewes 1264).

Historic Character Assessment- Assessments of the archaeological, historical and historic character of a town or village, as part of a national programme initiated by English Heritage in 1992. The Sussex Extensive Urban Survey has produced assessments for 41 towns and villages across the county, including Seaford, Newhaven , Peacehaven, Lewes and Ditchling.

Historic Parks and Gardens – A park or garden of historic interest, designated by English Heritage.

Housing Association – A non-profit making organisation which provides, constructs, improves and manages houses, either for people who cannot afford to buy their own home or who need special types of housing, for

example elderly people. Associations usually have paid workers and are managed by a voluntary management committee.

I

Infill Development – The development of a relatively small gap in a largely developed street frontage or an area of existing development.

Informal Recreation – Recreational activities, such as walking and cycling, which do not require designated facilities or formal organisation; they are often non-competitive in nature.

Infrastructure – Networks and associated provision of on and off site facilities generally required in association with the development of land, including: transportation (roads, railways etc); utility services (water, sewerage, electricity and gas) and telecommunications. The term may also be used more generally to refer to, for example, education and health facilities.

Injunction – Court action by a local planning authority to restrain any actual, or expected, breach of planning controls.

Inset Map – part of a Proposals Map shown at a larger scale, for example covering a town centre

Inspector's Report – A report issued by a planning inspector on the issues debated at the independent examination of a development plan, or at an appeal inquiry.

Intensive Livestock Unit – Buildings and associated works for the permanent indoor housing of pigs, poultry or cattle, or the temporary housing of such livestock where a slurry system is involved.

Issues/Options and Preferred Options – The “pre-submission” consultation stages on Development Plan Documents, published for public comment prior to submission to Government for independent examination.

J

Jet Lane – An additional lane inserted at a traffic junction, or roundabout, to allow traffic to join another stream of traffic quickly and safely.

Judicial Review – A procedure by which the High Court may review the reasonableness of decisions made by local authorities, the Secretary of State, or a lower court.

K

Key diagram – The diagrammatic interpretation of the spatial strategy set out in a local authority's Core Strategy.

Key workers – A worker whose services are essential to local communities, who need to live close to those communities and the people they serve (e.g. teachers, nurses and police officers).

L

Landfill – The filling with waste of existing voids left by mineral extraction.

Landscaping – The treatment of the spaces between and around buildings. It can help create an attractive and mature environment that integrates new development with the landscape character of the surrounding area. Landscaping works may be 'hard' (in the case of paving, street furniture and lighting) or 'soft' (earthworks, the planting of trees and shrubbery and the creation of grassed areas).

Layout – The way buildings, routes and open spaces are laid out on the ground in relation to one another.

Lawful Development Certificate – A certificate issued by a local planning authority, on application, stating that an existing, or proposed use, can be considered as lawful for planning purposes.

Lifetime Homes – Housing built to standards to cater for various lifestyle stages, e.g. wider corridors to cater for pushchairs and wheelchairs, scope for adaptations for disability needs, needs of the elderly, etc.

Listed Building – A building included in a statutory list compiled by the Department of Culture, Media and Sport as a consequence of its architectural or historic interest, group value or historical association with nationally important people or events. These are placed in one of three grades to give an indication of their relative importance (Grades I, II* and II, in descending order). Most works to, or affecting, a listed building require listed building consent.

Listed Building Consent – Under the Planning (Listed Buildings and Conservation Areas) Act 1990, the consent of the local planning authority is required for any demolition, alteration or extension of a listed building which would affect its character. An application for listed building consent is separate from any planning application that may also be required, though in practice it is common for both applications to be dealt with together.

Live-work unit – A mixed use space providing both living and working accommodation within one unit.

Local Agenda 21 – A comprehensive action plan prepared by local authorities to help achieve sustainable development.

Local Development Documents (LDDs) – These include Development Plan Documents (which form part of the statutory development plan) and Supplementary Planning Documents (which do not form part of the statutory development plan). LDDs collectively deliver the spatial planning strategy for the local planning authority's area.

Local Development Framework (LDF) – The Local Development Framework (LDF) is a folder of documents, which includes all the local planning authority's Local Development Documents. An LDF is comprised of:

- Development Plan Documents (which form part of the statutory development plan)
- Supplementary Planning Documents

together with:

- The Statement of Community Involvement
- The Local Development Scheme
- The Annual Monitoring Report
- Any Local Development Orders or Simplified Planning Zones that may have been added

Local Development Order (LDO) – An order made by a local planning authority extending permitted development rights for certain forms of development, with regard to a relevant Local Development Document.

Local Development Scheme (LDS) – The local planning authority's programme for the preparation of Local Development Documents that must be agreed with government, and reviewed, every year.

Local Nature Reserves (LNRs) – Habitats of local significance which make important contributions both to nature and conservation and to the promotion of opportunities for the public to see, learn about and enjoy wildlife. They are statutorily designated under Section 21 of the National Parks and Access to the Countryside Act 1949, usually by a local planning authority following consultation with Natural England.

Local Plan – A document which, together with the Structure Plan, forms part of the development plan. It sets out detailed policies and proposals for the development and use of land within all or part of a non-metropolitan district. Now being superseded by Local Development Frameworks.

Local Planning Authority – The local council that is empowered by law to exercise planning functions.

M

Mast Sharing – Arrangement whereby a mobile phone mast on a site has more than one antenna, installed by different operators.

Material Change of Use – Where a change of use of land and/or buildings is such that the new use is substantially different from the former in character and effect, it is deemed to be 'material and, with a number of exceptions specified in the General Permitted Development Order, requires the consent of the local planning authority.

Material Considerations – Planning matters which are relevant and need to be taken into account by the local planning authority in determining planning applications. These are generally derived from practice, ministerial advice or court judgements. Section 54A of the Town and Country Planning Act 1990 indicates that the development plan is the primary material consideration.

Mezzanine Floor – A new floor level inserted between two existing floors, or a floor and the ceiling. Characteristically it does not cover the full extent of the area of floor below.

Mitigation Measures – Actions to prevent, avoid or minimise the actual or potential adverse effects of a development, action, project, plan, policy etc.

Mixed Use Development – A mixture of land uses provided on a single site (e.g. housing, offices, recreation and shopping), which can co-exist without undue conflict and may even be complementary.

N

National Nature Reserves (NNRs) – Areas of land of national, and sometimes international, importance, primarily used for nature conservation. They are designated and managed by Natural England under powers conferred on them by the National Parks and Access to the Countryside Act 1949. See also: Local Nature Reserves.

National Parks – Expanses of countryside statutorily designated by the Countryside Commission (under the National Parks and Access to the Countryside Act 1949) for the dual purposes of providing protection for the natural beauty of the countryside and also opportunities for public enjoyment and open-air recreation. The South Downs is a proposed National Park.

Natural England (formerly English Nature and Countryside Commission) – The agency responsible for advising central and local government on a range of issues including nature conservation, and conservation and management of nationally important landscapes, and for monitoring, research and promotion of wildlife and natural features. They establish and maintain nature reserves and Sites of Special Scientific Interest, and designate National Parks and Areas of Outstanding Natural Beauty.

O

Occupancy Conditions – A form of planning condition which attempts to control classes of persons or firms who should occupy a proposed development, particularly a building. In respect of proposals for agricultural workers dwellings. Circular 11/95 suggests as a model agricultural occupancy condition: “The occupation of the dwelling shall be limited to a person solely or mainly working, or last working, in the locality in agriculture or in forestry, or a widow or widower of such a person, or any resident dependants”.

Operational Development – Development which results in some alteration to the physical characteristics of land. This includes the construction or demolition of a structure, the digging of a trench to contain foundations and the laying out or construction of a road, pipe or underground main.

Outline Planning Application – A planning application to determine whether the broad principle of a development proposal is acceptable, before time and expense is expended on the production of detailed plans and drawings. Where an ‘outline planning permission’ is granted detailed aspects of the proposal are reserved for subsequent consideration. A ‘reserved matters’ application must be submitted, normally within three years, and approval is required before development can take place.

Out-of-Centre Retail Development – Food superstores, retail warehouses, regional shopping centres and factory outlet centres located outside of town centres, but not necessarily outside the development limits of a settlement.

Overbearing – Term used to describe impact of a development on its surroundings, in terms of its scale, massing and general dominating effect.

Overdevelopment – Development which is excessive in terms of either impact on local infrastructure, or impact on the character and amenity of the local area.

Overlooking – A term used to describe the effect when a development is of a size or height to allow looking over adjacent land or property, causing loss of privacy to the latter.

Overshadowing – The effect of a development on the amount of natural light enjoyed by a neighbouring property, resulting in a shadow being cast over that property.

P

Pastiche – Mock version or replica of a historic building design.

Permeability – Visual or physical linkages between different parts of an urban area that encourage patterns of movement between streets and districts.

Permissive Rights of Way – Routes and pathways over which the public are allowed to pass, but which do not constitute formal rights of way. Consequently public right of access may be withdrawn by the owner at any time and indeed may be purposely withheld for at least one day each year (through the locking of gates, for example) so as to prevent the establishment of a formal right of way.

Permitted Development - See General Permitted Development Order.

Phasing – The gradual release of land for development or the development of a site in distinct stages over a stated period of time. Phasing may be necessary to ensure the long-term availability of suitable sites for development or to allow for the upgrading of infrastructure, where immediate and complete development of a site would overload existing provision.

Planning Application – An application for planning permission to carry out development, submitted to the local planning authority for determination. Applications should be made on a form provided by the local planning authority and accompanied by relevant site identification and layout plans, drawings and any other information necessary to describe the development.

Planning Benefit/Gain – A benefit secured for the community as a result of the implementation of a development requiring planning permission.

Planning Conditions –see “Conditions”

Planning Contravention Notice – Where it appears that there may be a breach of planning control, the local planning authority may serve a PCN requiring information about activities on the land and the recipients interest in the land.

Planning Delivery Grant – Additional resources provided to local planning authorities by Government, based on their past performance in delivering national objectives for the planning system.

Planning Inspector - A person appointed by the Secretary of State for the Environment to determine appeals and preside over Public Local Inquiries and Planning Inquiries.

Planning Obligation - A legal undertaking under Section 106 of the Town and Country Planning Act 1990 to restrict or regulate the development or use of land, where the nature or level of control is beyond the scope of planning conditions.

Planning Permission – The written approval of the local planning authority to carry out development as described in a planning application. Where granted, planning permission is generally subject to planning conditions.

Planning Policy Guidance (PPG) or Statement (PPS) – National planning policy set out for different areas of planning work in England. There are currently 25 PPGs/PPSs.

Planning Portal – National web site for planning services.

Precautionary Principle – A preventative (or risk avoidance) approach which stresses that where there are significant risks of damage to the environment, account should be taken in decision-making of the need to prevent or limit harm, even where scientific knowledge is not conclusive.

Prior Notification – For certain classes of development which benefit from deemed consent, before development may proceed the developer is required to apply to the local planning authority for a determination as to whether the 'prior approval' of the authority will be required for details of siting, design and appearance of the development.

Proposals Maps – A map showing, on an Ordnance Survey base plan, the sites or areas to which the detailed land use proposals, and certain area-specific policies, contained in a development plan relate-for example, sites allocated for housing or employment and designated areas of protected countryside. See also Inset Maps.

Public Local Inquiry – An inquiry examining a planning appeal, or on objections to a local plan and presided over by a Planning Inspector.

Public Open Space – Land dedicated for use by the general public for the purposes of recreation, in particular, parks, gardens and playing fields.

R

Redevelopment – The removal of existing structures on a site and erection of new structures, usually in a substantially different form.

Regional Assembly – Nominated assembly for each region of England, responsible for regional planning matters in its area. Locally, this is the South East England Regional Assembly (SEERA).

Regional Spatial Strategy (RSS) – A strategy for how a region should look in 15 to 20 years time. It sets a context for preparation of Local Development Frameworks. The RSS for this area is the South East Plan.

Registered Social Landlord (RSL) – Independent non-profit making organisation registered with The Housing Corporation (usually a housing association). The main purpose of most registered social landlords is to provide accommodation at affordable rents to people on low incomes or in housing need.

Renewable Energy – Sources of energy that occur naturally and repeatedly in the environment, from the sun, the wind, the oceans, plants and the fall of water – supplies of which are capable of being sustained and improved over time.

Renewal of Planning Permission – The granting of planning permission for development previously approved but unimplemented, or unlikely to be implemented, at the time the previous approval lapses – thereby allowing a further period of time in which development may be carried out. Alternatively, where the local planning authority considers it expedient to limit the duration of a particular development or use (through the imposition of a planning condition), the granting of a further temporary permission.

Residential Mobile Homes – Static caravans and mobile homes which are occupied as permanent residential accommodation, rather than for holiday use.

Retail Impact Assessment – A study designed to assess the extent of the social and economic impact of a proposed retail development on existing retail facilities.

Retail Warehouse – A large single-level store specialising in the sale of household goods (such as carpets, furniture and electrical goods or bulky DIY items) catering mainly for car-borne customers and often in an out-of-centre location.

Retail Warehouse Parks – A group of several retail warehouses.

Ribbon Development – Linear development (usually residential in nature) which extends from urban areas outwards, along pre-existing roads, to the detriment of the form and character of settlements and intruding into open countryside.

Rights of Way – Routes over which, though often in private ownership, the public has a legal right to pass. Footpaths may only be used for walking, while bridleways may additionally be used for horse-riding and cycling.

Right-to-Buy – A scheme introduced by the Government under the 1980 Housing Act, to enable tenants of properties rented from the local authority to purchase their homes, usually at a price below market value.

Rounding Off – Development on the edge of an existing settlement which does not visually extend building into open countryside, but rather infills an indentation in the urban edge substantially enclosed by existing development.

Royal Town Planning Institute – A professional body to further the art and science of town and country planning. Members have the accreditation MRTPI.

Rural Diversification – “Diversification of the rural economy so as to provide wide and varied employment opportunities for rural people, including those formerly employed in agriculture and related sectors”, as defined in PPS7 (The Countryside and the Rural Economy).

Rural ‘Exceptions’ Sites – Small sites within or adjacent to rural settlements where planning permission would not normally be granted for residential development, but which are released under exceptional circumstances for the specific purpose of providing affordable housing in rural areas, subject to the demonstration of a proven local need.

S

Saved policies or a saved plan – Policies in Structure and Local Plans which are saved for a time period, pending replacement production of Local Development Documents.

Scheduled Ancient Monuments – Archaeological remains of national importance which enjoy special protection by virtue of their inclusion on a schedule, compiled and maintained by the Secretary of State for Culture, Media and Sport, under the Ancient Monuments and Archaeological Areas Act 1979. Scheduled monuments are mostly earth works or ruins.

Scheduled Monument Consent – The consent of the Secretary of State for Culture, Media & Sport is required before any works are carried out which would have the effect of demolishing, destroying, damaging, removing, repairing, altering, adding to, flooding or covering up a Scheduled Ancient Monument.

Section 106 Agreements – See Planning Obligations

Section 215 Notices of the 1990 Planning Act – Section 215 provides local planning authorities with the power to require proper maintenance of land where it appears that the amenity of the area is being adversely affected by the condition of the land.

Sequential Approach – A planning principle that seeks to identify, allocate or develop certain types of locations of land before others. For example, brownfield sites before greenfield sites for housing development, or town centre sites before out of centre sites for shopping development.

Shadow Flicker – Under certain conditions, the sun may pass behind the rotor of a wind turbine and cast a shadow over neighbouring properties which flick on and off as the turbine blades rotate. This effect, known as ‘shadow flicker’, only occurs inside buildings where the flicker appears through a narrow window opening.

Sheltered Housing – Managed housing units, usually for the older people with wardens/staff on hand.

Sites and Monuments Record (SMR) – A record of all known sites of archaeological remains within a specific area (generally a county). Usually maintained by the County Archaeological Officer, it contains: a list, description and assessment of all known ancient monuments; a map record identifying the boundaries of each site; and a detailed archive – typically containing aerial photographs, survey and excavation reports, references and other written and geographical records.

Sites of Nature Conservation Importance (SNCIs) – A non-statutory designation for areas of significant local nature conservation value, such as semi-natural habitats of importance for their flora and/or fauna. They are adopted by local authorities on the basis of criteria laid down by Natural England.

Sites of Special Scientific Interest (SSSIs) – Statutorily protected areas identified by Natural England as being of national importance by reason of their flora, fauna, geological or physiological (landform) features.

Soakaway – A sub-surface structure/drain designed to promote the infiltration of surface water.

Social Exclusion – What may happen when people or areas suffer from a combination of linked problems such as unemployment, poor skills, low incomes, poor housing, high crime environments, bad health and family breakdown.

Soundness – The test for all Development Plan Documents, based on the quality of evidence and compliance with set procedures.

South Downs Joint Committee – A joint administrative board comprising representatives of the constituent local authorities, Natural England and co-opted wildlife and conservation organisations that promotes conservation and management in the Sussex Downs AONB and East Hampshire AONB.

South East Regional Assembly (SEERA) – A representative, but not directly elected, assembly drawn from local government, business, environmental and other interests across the South East region. SEERA aims to act as a voice for the region and also has important regional planning responsibilities (see Regional Spatial Strategy)

South East Regional Development Agency (SEEDA) - Government agency to promote the sustainable economic development of the region through provision of land, infrastructure, skills and training

Spatial Planning – Spatial planning goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with other policies and programmes which influence the nature of places and how they function.

This will include policies which can impact on land use by influencing the demands on, or needs for, development, but which are not capable of being delivered solely or mainly through the granting or refusal of planning permission and which may be implemented by other means.

Spatial Vision – A brief description of how the area will be changed at the end of a plan period.

Sporadic Development – Development in random and isolated locations which is physically and visually unrelated to existing settlements.

Stallriser – Solid section of a shopfront below the shop window.

Statement of Community Involvement (SCI) – The Statement of Community Involvement sets out the processes to be used by the local authority in involving the community in the preparation, alteration and continuing review of all local development documents and development control decisions. The SCI is an essential part of the new-look Local Development Frameworks.

Statement of Consultation/Statement of Compliance – A report or statement issued by local planning authorities explaining how they have complied with their Statement of Community Involvement during consultation on Local Development Documents.

Statutory Plans – Development plans which have been formally adopted by the relevant local authority, having first completed all of the statutory procedures.

Statutory Sites of Nature Conservation Interest – A general term to refer, collectively, to all statutory Sites of Special Scientific Interest, Local Nature Reserves and National Nature Reserves.

Stop Notice – A legal notice requiring a landowner (or other persons with an interest in the land) to take urgent action to remedy a breach of planning control. It prohibits the carrying out of the activity specified in the Notice. A Stop Notice must be accompanied by an Enforcement Notice.

Street Furniture – This includes: seating, canopies, paving, barriers, bollards, dropped kerbs, ramps and bus shelters.

Structure Plan – A statutory document, prepared by a county planning authority, which sets out, in broad terms, strategic policies and proposals for the development and use of land in a county. It provides a framework for more detailed policies and proposals in local plans. Now being replaced by Regional Spatial Strategies and Local Development Frameworks.

Sui Generis – A use of land or building that is excluded from any Class of the Town and Country Planning (Use Classes) Order 1987 (as amended).

Planning permission is required to change the use of land or buildings to or from a sui generis use. Literally means 'of its own'.

Supplementary Planning Document (SPD) – A Supplementary Planning Document is a Local Development Document that may cover a range of issues, thematic or site specific, and provides further detail of policies and proposals in a 'parent' Development Plan Document.

Supplementary Planning Guidance (SPG) – Supplementary Planning Guidance may cover a range of issues, both thematic and site specific and provide further detail of policies and proposals in a development plan.

Surface Water – (1) Water contained on the surface of the earth (in streams, rivers, lakes, reservoirs, seas and oceans) as opposed to that found in soil or pores/crevices in rock ('groundwater'). (2) water which drains off hard surfaces, such as buildings or tarmaced areas

Sussex Wildlife Trust – A charitable trust that promotes nature conservation within East and West Sussex, Brighton and Hove.

Sustainability Appraisal (including Environmental Appraisal) – An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development. (Environmental appraisal covers only environmental impacts)

Sustainable Development – Defined by the World Commission on Environment and Development (the 'Brundtland Commission') in 1987 as "development that meets the needs of the present without compromising the ability of future generations to meet their own needs".

Sustainable Urban Drainage Systems – The management and control of surface water run off by providing ways through which it can be absorbed and treated naturally through detention/retention ponds, grass land, soakaways and permeable road and pavement surfaces etc, rather than being directed straight to sewers.

T

Temporary Stop Notice – Similar to a Stop Notice, but has immediate effect and does not need to be accompanied by an Enforcement Notice.

Townscape – The basic character, form and quality of the physical elements of an urban area. It consists of buildings and the streets and open spaces in between, and the people and functions therein.

Traffic Calming – A reduction in the level of disturbance and danger to residents, pedestrians and cyclists presented by the movement of motor vehicles through the implementation of coordinated measures of traffic

management, particularly those which reduce traffic speeds – for instance road humps, chicanes, pinch points, rumble strips and pedestrian islands.

Travel Plans – Plan to promote a range of travel choices (e.g. walking, cycling, public transport), rather than dependence on the private car, to serve new development.

Tree Preservation Order (TPO) – Local authorities can protect individual or groups of trees or woodland by making a Tree Preservation Order under Section 198 of the Town and Country Planning Act 1990. The consent of the local planning authority is required for the cutting down, topping, lopping, uprooting or wilful damage or destruction, of protected trees.

Trunk Road – Major roads (including most motorways) which carry long distance traffic between major centres, and for which the Secretary of State for Transport is the relevant highway authority. The funding for the construction and maintenance of trunk roads is provided by the Government.

Turning Head – A feature of the road layout at the closed end of a cul-de-sac which is specifically provided to enable vehicles to turn around with safety and convenience.

U

Unauthorised development – Development that has taken place, or is taking place, without the benefit of planning permission. It may then run the risk of enforcement action.

Urban Design – The art of making places. It involves the design of buildings, groups of buildings and the spaces between them, to create attractive and lively development.

Use Classes Order (UCO) – The Town and Country Planning (Use Classes) Order 1987 (as amended) is a statutory instrument which defines broad categories of land uses. The consent of the local planning authority is generally required for changes of use between, but not within, classes and also changes to, or form, uses not defined within a class, termed “sui generis” uses.

V

Vernacular – The way in which ordinary buildings were constructed in a particular place, making use of local styles, techniques and materials.

Visibility Splays – Land at highway junctions required to be kept clear to afford drivers an unobstructed view of oncoming traffic. The extent of visibility splays is dependent on the status of the roads involved and traffic speeds thereon.

W

Washland – Areas of land abutting rivers identified by the Environment Agency as being periodically required to accommodate floodwater. They are generally protected from development which would be adversely affected by flooding or otherwise compromise their flood storage function, leading to the flooding of nearby properties or roads.

Waste Local Plan – A document prepared by county planning authorities, providing a planning framework for the determination of planning applications for development associated with the deposit, treatment, storage, processing and disposal of refuse or waste material.

Wetland – swampy or marshy ground providing a distinctive natural habitat

Windfall Sites – Land which is not specifically identified or allocated for housing in the Plan, but which nevertheless is made available through the granting of planning permission. These include infill sites, disused land and sites and premises in other uses.

Wind Farm – A group of wind turbines.

Wind Turbine – A device which harnesses the energy of the wind for the production of electricity.

Z

Zone of Visual Influence (ZVI) – The wider area within which a major development proposal will have a visual impact.