

# Planning guide on Commercial development



*A guide to applying for planning permission on  
commercial development including shops*

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## Thinking of extending, altering or changing the use of a [commercial property](#)?

If you are thinking of building an extension, alteration or [changing the use](#) of a commercial property or even building a new house you will likely need planning permission.

Medway Council receives around 1700 applications from businesses and developers every year but many of these applications fall at the first hurdle by not submitting the right information. Every application we receive has to go through a validation process – this means we check everything is present and correct. If we find something is missing or incorrect your application will be deemed invalid, delaying your application being determined.

This guide is designed to help you understand how to start your planning journey and to help you get your application right, the first time.

### Do I need planning permission?

Step 1 is looking to see if you need planning permission. Commercial properties have very few permitted development rights and most things such as roller shutters, shop front and changing the use of the shop all need planning permission. You can read more on the [Planning portal](#). If you are thinking of running a business from home this may need planning permission but this depends of whether you are materially changing activity that would be expected from a residential house.

If you feel your works falls within 'permitted development' then we strongly encourage you to apply for a Lawful Development Certificate which is a formal application whereby we fully check your proposal and provide a legal decision notice confirming if the works are 'approved', meaning they are permitted development and you can go ahead with your extension or the application is 'refused', meaning your extension needs planning permission. A Lawful Development Certificate is the only way the council will investigate permitted development.

If, after reading the guidance, you feel your extension is not permitted development, then you apply for planning permission. Before you do this please read about our pre application advice.

## The Planning process

**Planning Permission:** If after reading the guidance you believe your works to require planning permission we suggest you appoint an Architect to submit your application on your behalf as they have the experience and skills required for the scaled drawings required. Please read the guidance below on 'Pre application advice', to see if this is something you would like to benefit from. Please continue to read this guide to understand how to apply, planning fees, timelines and what information is needed to make your application valid.

**Lawful Development Certificate:** If after reading the guidance you believe your works are permitted development please continue to read this guide to understand how to apply, planning fees, timelines and what information is needed to make your application valid. Application have a target of 8 weeks to determine.

## Pre application advice

Step 2, decide if you would like Pre application advice. Speaking with a planning officer can greatly aid the planning process. To allow us to provide the best advice we invite [pre application advice](#). You can apply for a pre application advice online by completing an eForm, upload your site location plan and pay the appropriate fee. Pre application gives you one on one time to discuss your proposal before you submit a formal planning application. This will help you understand any concerns we have and put things right, saving time on the planning application process. Please see our website for full details. We do not offer a duty planning officer service.

## Submitting a planning application

We recommend you appoint an architect and they [apply online](#), this will help guide you through the process, ensuring the application form is completed fully.

## Planning fees

There are many categories of fees, please view [Planning Fees](#) or use the fee [calculator](#).

## What type of application do I need to make?

The works described in this guide will fall into the 'full' application type however there

## What do I need to submit for my application to be valid?

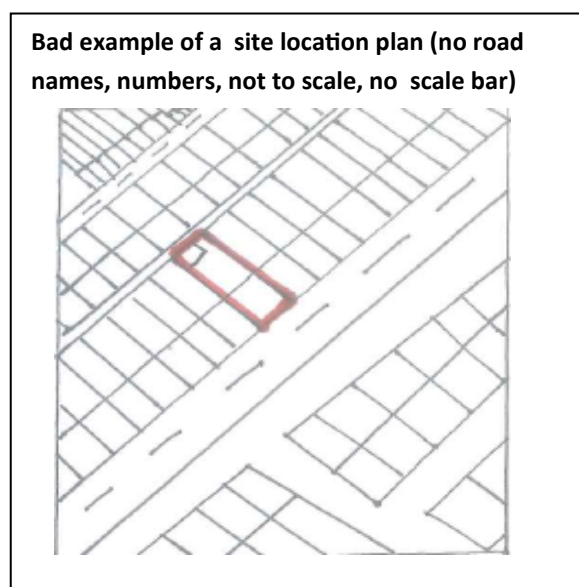
This guidance is for both planning applications and Lawful Development Certificates.

1) **Completed Application Forms** - You can [apply online](#)

2) **Fee**— [Planning Fees](#).

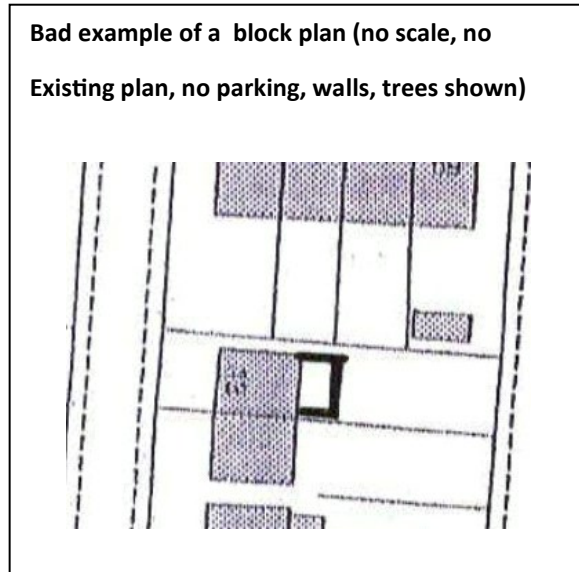
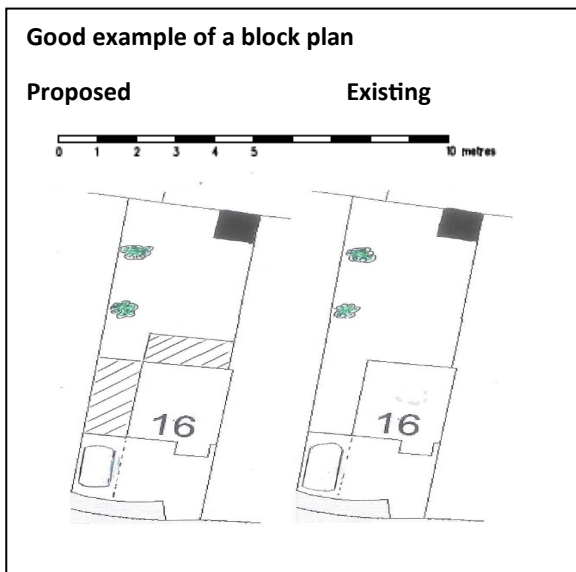
3) **Heritage Statement** —You will need a heritage statement if your property is **listed** or is in a **conservation area**. For guidance view our [validation check-list](#).

4) **Location Plan (A4 or A3)** - This is a plan that identifies your property within its surrounding area. A site location plan must be at a scale of 1:1250, show at least two main roads and surrounding building and the direction of North. The properties shown should be numbered to ensure that the exact location of the application site is clear. The application site must be clearly edged with a red line, including all land necessary to carry out the proposed development. A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site. You can purchase a copy from [www.planningportal.co.uk](http://www.planningportal.co.uk)



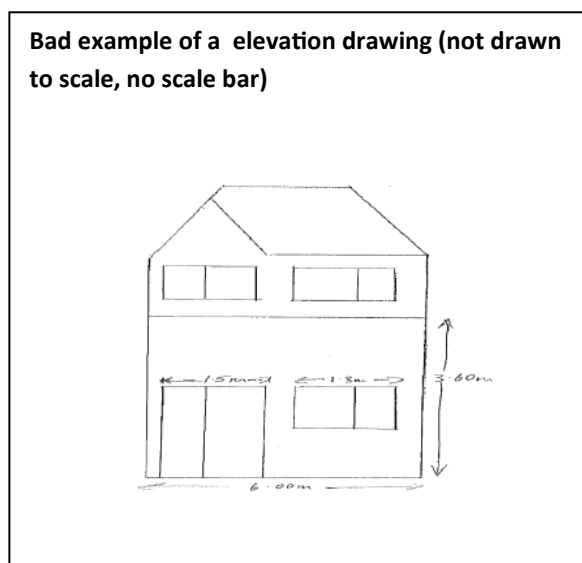
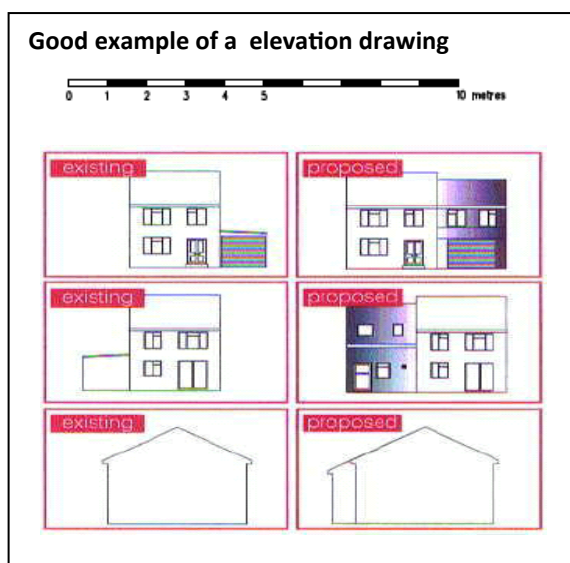
**5) Site Plan and Block Plans (A4 or A3) -**

Two plans, existing and proposed. The existing plan shows the site how it is now, the proposed plan will include the extension and any other works. Both block plans will show the features of the site such as parking, walls, trees, existing extensions, outbuildings, sheds. Block plans should be drawn at a scale of 1:200 or 1:500. You can purchase plans from [www.planningportal.co.uk](http://www.planningportal.co.uk) but will need to add the features.

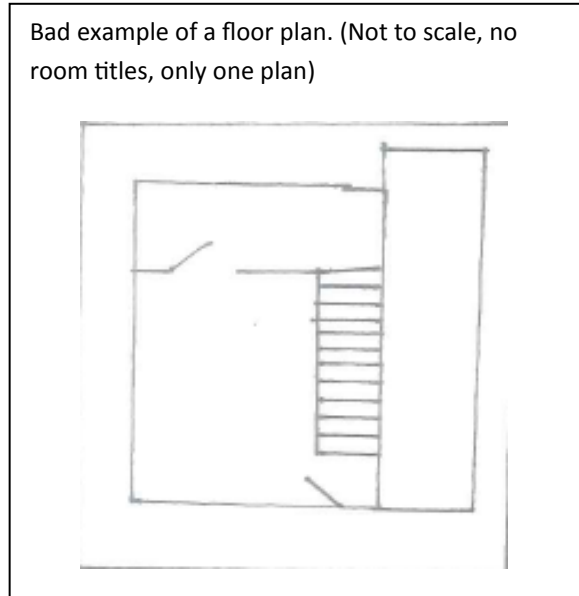
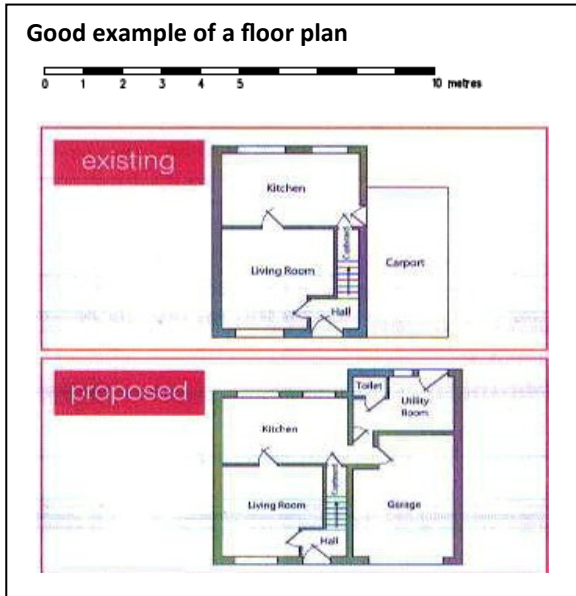


6)

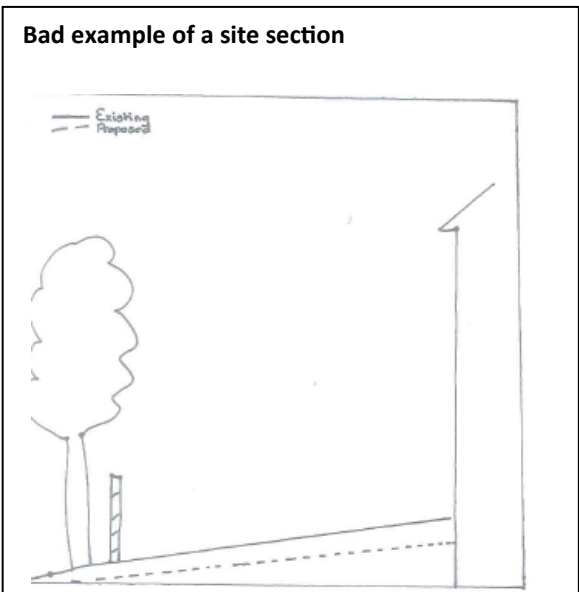
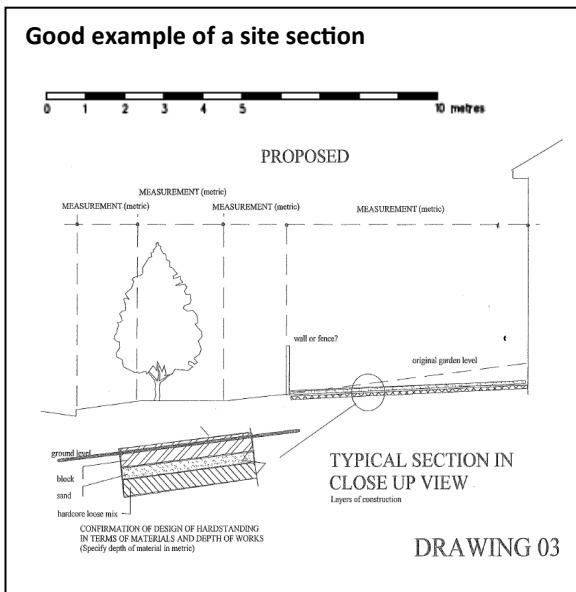
**Elevations - Existing and Proposed Elevations at 1:50 or 1:100 scale.**



**7) Floor plans-** Existing and proposed floor plans at 1:50 or 1:100 scale.

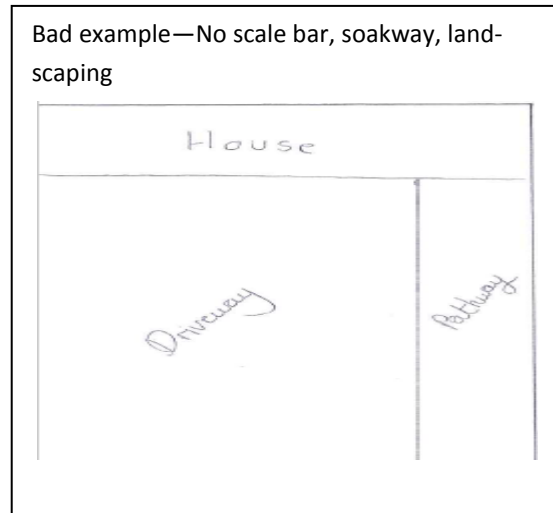
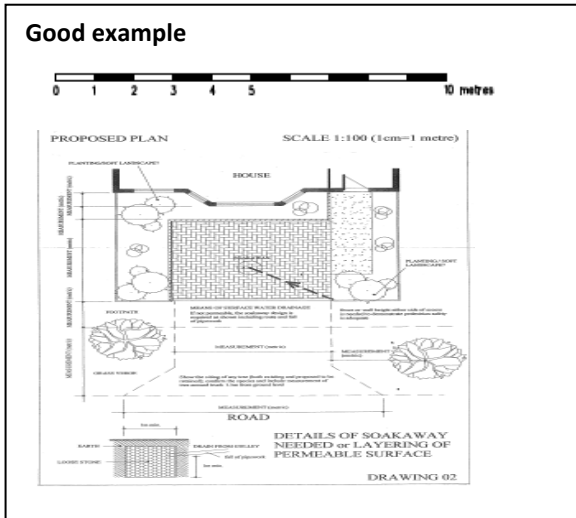


**8) Site sections—**If your proposed works involve a land level change existing and proposed site level sections at 1:50 or 1:100 scale.



## 9) Site layout—

For Vehicle crossover and hardstanding at a scale of 1:20 or 1:50.



## Any other further validation requirements?

The list of requirements, with good and bad examples, contained within this booklet are to give you a written and visual example of the likely requirements for a householder application however this is not an exhaustive list. A full list of Medway's local [validation checklist](#) can be found on our website.

## The most common reasons applications are invalid

- No scale bar
- No plan numbers -
- Wrong form used and/or not fully completed
- Either no fee paid or the wrong fee was paid
- All the required plans not included
- The floor plans and elevations submitted did not match each other
- The wrong ownership certificate completed
- The development site not clearly outlined in red on the location plan
- Quality of plans / plans not to scale



## Approval from other departments

### Building control

Building control seek to ensure buildings and works are constructed in accordance with building regulations. STG Building Control is a partnership between Medway, Gravesham, Swale and Canterbury councils. To determine if your proposal requires an application to building control or to discuss or pay for your building control application please contact STG on Phone: 01634 331133 Web: [www.stgbc.org.uk](http://www.stgbc.org.uk) or email: [building@stgbc.org.uk](mailto:building@stgbc.org.uk)

### Highways

If your proposal is for or includes a dropped kerb you will also need to seek approval from the Highway Department. Please see the Highway pages on [www.medway.gov.uk](http://www.medway.gov.uk) or they can be telephoned on 01634 331406.

### Housing

If your proposal is for any works that requires you to purchase council land your proposal will need consent from the Housing department and may mean your proposal requires a change of use of the land. If this is the case you will need a full application rather than a householder. Most of the plans required are the same however you will need a full application form and appropriate application fee, which will be higher.

### Is your home Listed or within a conservation area?

If your house is a listed building you may also need to apply for Listed Building Consent, this includes any works to remove internal features.

If you are within a conservation area you again may need additional permission. For further guidance of what you need to submit, please visit our [website](#).

We hope this guide was helpful and answered any questions you had .