

Making a planning application

A guide for sports clubs



The aim of this guide

This document is a step-by-step guide to help sports clubs apply and obtain planning permission for new sports facilities. The guide aims to help sports clubs better understand the planning application process, from the early consideration of options through to implementing the planning permission.

Is this guide relevant to you?

This guide is relevant to you if your club is thinking of doing one or more of the following:

- replacing or enhancing existing sports facilities
- building new sports facilities
- relocating to a new site
- holding a temporary or permanent sports event.

All of these changes may need planning permission. This guide places emphasis on doing plenty of background research and thinking before preparing an application.

Effort invested at an early stage will help to save considerable time, expense and frustration later on. The key to this is seeking sound advice, and this guide identifies various resources which can assist you with preparing your case.

Following the guidance won't guarantee success, but should increase your chance of success.

Why the planning system is important for sports clubs

Sports clubs and National Governing Bodies for sport regularly report that poor quality facilities are a significant barrier to making the most of opportunities for increasing participation, enjoyment and performance.

Where facility improvement is sought, there will need to be contact with the planning system and if not approached correctly, there can be frustration, financial loss and damage to reputation and community relations.

Planning directs the way in which sports facilities are developed, controls their day-to-day use (such as hours of operation) and can act where there are conflicts between sports and the environment in which they take place.

The planning system is not a barrier to development per se, but is a means of helping to secure the best outcome for proposals, thus helping to meet the aspirations of a range of interests.

Planning permission is not only needed in order to develop your facilities but is generally required as a condition of funding applications for new facilities from Governing Bodies or other sources.

The structure of this guide

This guide considers five steps in the process of securing permission for a development:



When is planning permission needed?

The legal requirement

There is a legal requirement to secure planning permission for most types of development.

'Development' can take many forms and involve changes of use as well as physical works. It is therefore prudent to make contact with your Local Council (Local Planning Authority) as soon as possible to discuss the proposal and to discuss whether planning permission is required.

The 1990 Town and Country Planning Act defined Development as:

“the carrying out of building, engineering, mining 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.”

For any project that you have in mind, it is best to adopt a precautionary approach and assume that planning permission will be needed, even for minor access repairs or improvements, **unless and until formally advised otherwise by your Local Planning Authority.**

Examples of sport-related development normally requiring planning permission

Planning permission is normally required for many types of development.

Examples include:

- new or replacement floodlighting
- new or replacement fencing, gates or other security installations
- new, or extensions to, clubhouses
- new or additional car parking
- buildings for indoor sports
- new playing pitches, courts, greens or multi-use games areas (MUGA)
- replacing or changing playing surfaces e.g. a grass pitch with a synthetic turf pitch (STP)
- pontoons/jetties
- use of land for permanent or temporary sporting events
- change of use of agricultural land
- new signs or advertisements
- changing hours of operation/use
- intensifying the use of an existing site
- introducing significant ancillary facilities
- new or improved site access
- use of containers as changing rooms or storage.

Permitted development and temporary uses

Not all development needs planning permission, these being referred to as Permitted Development Rights (PDR).

PDR depend on the scale and nature of the works involved and their location, for example, fencing and new accesses can sometimes be undertaken without the need for planning permission, whilst in some sensitive areas, PDR can be suspended (removed).

In addition, changing the use of a site or building such as a clubhouse to a function room for social events may also require planning permission or changes to the existing planning permission.

There are also special rules (known as the 14 and 28 day rule) covering temporary events such as, motor cross, motor car and motorcycle racing (including trials of speed), and practicing for those activities, where a certain amount of activity is allowed in any given year without needing planning permission. Again these permissions can be suspended (removed) for environmental or amenity reasons.

Generally, demolition does not constitute development unless it is a listed building or located in a Conservation Area.

Repair, replacement, and improvement

Be aware that some day-to-day work such as minor repairs, replacement or improvement to existing facilities may need planning permission. This can include:

- fencing
- lighting
- surfacing
- drainage
- earthmoving.

Hints

Who should I talk to?

The local planning authority (LPA) is the key contact and source of information and advice on whether planning permission is required. The LPA will be the local borough or district council or national park authority.

Reviewing the options

Before you prepare your application it is important to think carefully about what you want to do and to gather evidence to help make your case. This will take time to do.

Defining your project

To help define your project it is important to reflect upon a full range of options which could be open to you. There may be solutions which do not require a planning application, or for which a planning permission would be easier to secure.

For example, you may wish to consider:

- meeting your needs by improving existing facilities
- considering shared use with other clubs or facilities
- looking at alternative sites
- researching different technologies which could achieve the same result
- identifying examples of how other clubs have tackled similar issues
- reviewing any past applications for development on or near your proposed site.

Preparing your case

In preparing your case, it is worth:

Meet with your LPA – Arrange a meeting with the Development Control Officer in your LPA. They will be able to give you informal advice in line with council planning policies (for example Green Belt) and suggest other council departments who may be worth speaking to such as highways (relating to traffic issues) and environmental health (relating to noise and lighting issues). No formal plans will be required at this stage, just the principles of what is proposed.

Consult with your NGB – Many have specific facility development plans and technical guidance and funding which your project may benefit from. These include, for example, guidance on ensuring facility layouts meet minimum space requirements.

Contact Sport England – Contact your regional Sport England office who must be consulted by the LPA on proposals affecting playing fields, but also are widely consulted on other sport facility planning applications.

Reason for proposal – Identify within a sports development/business plan why the facility or works are needed, to help develop justification for the changes.

Consult with club members – Consult with club members to gauge views and ideas from them. Some members may also have a particular knowledge or skill which could be used in developing or implementing the proposal.

Share your ideas – Speak with neighbours, local Councillor, Town or Parish Council, and/or local community about the proposals. By speaking with these people and letting them know what you propose, they are less likely to object, or could assist in modifying the proposals. Objections often cause delay.

Use of specialist professionals – For large or complex schemes consider appointing a specialist professional planning consultant/ architect to prepare the application and draw up plans. Whilst not essential, such professionals know what is likely to be acceptable and their advice could save you time and money.

Time and effort – Don't underestimate the time and work involved in submitting a good quality application.

Case study

Arnold Town FC, Nottinghamshire

The club approached Sport England for help in finding an alternative ground to replace their existing venue which didn't meet league requirements and was in an inconvenient location for younger members.

A meeting was held to which representatives of a variety of interests contributed, and it was decided that a

new site was the best solution. Suitable land was identified on the outskirts of Arnold for the change of use to 12 football pitches and associated car parking. Despite conflict with local policy, planning permission was granted on the grounds that the substantial benefits arising from the proposal would only be achievable on that particular site. The case was strengthened by a demonstration of the lack of alternative sites which would fulfil the needs of the club.

Review



Prepare



Submit



Decide



Implement

Testing your case

To help test your case, it is important to think about the possible effects of your proposals. Generally the LPA will consider the following types of issues when determining a sports club application:

- is there a demonstrable need for this development?
- who is likely to be affected by the proposal, both positively and negatively?
- could the proposal affect environmentally sensitive locations such as nature conservation areas, protected landscapes or historic sites?
- will the proposal result in the facility being used for different or longer hours?
- is there likely to be greater disturbance from more lighting, increased noise or additional traffic?
- does the proposal lead to the need for more car parking and can this be provided on the site?
- does the design of the building or facilities fit with its surroundings such as their location in relation to neighbouring properties?
- could the uses be better provided on an alternative site?
- could facilities be shared with other clubs or schools in the area?

Who might you talk to at this stage?

LPA Development Control Officer

– to gain initial views on the character of the proposal and the likely planning issues associated with it.

Leisure Services Department who can offer guidance and potentially support development proposals.

Highways department of your local Council – if you are proposing new or increased access into your site then you will need to gain approval from the Highway Authority.

Your NGB facility adviser and your Sport England Regional Office.

Neighbours and the wider community (perhaps through a public meeting) – to gauge whether they will support or have concerns with your proposal.

Other agencies – if the proposal is likely to have implications for a water body, nature conservation area, sensitive landscape or historic site, or floodplain, such as Environment Agency, Natural England and English Heritage.

Planning Aid (a voluntary body) who can provide advice to small charities, voluntary and community groups.

Professional advice can be sought through the list of registered planning consultants held by the Royal Town Planning Institute (RTPI), and the list of registered architects held by the Royal Institute of British Architects (RIBA). The RIBA website has guidance on how to appoint an architect with sports development experience, and details of the RIBA stages that architects work to (www.architecture.com).

Hints

The following pointers will enable the best presentation of your case to the LPA and interested parties and ensure the best possible outcome of a proposal for development:

Rationale – be clear about why the development is needed and who will benefit.

Communication – it is better to discuss your proposals at an early stage rather than moving quickly to preparing plans of your proposals. Anticipate who might object to the proposal and think about how that opposition might be defused.

Proportionality – recognise that there is a direct relationship between the scale and likely impact of what you are proposing and the amount of background work (technical and political) which will need to be done to support it, and length of time it will take to develop and implement the proposals.

Options – consider alternative options which could achieve the same goal. Some options may be more attractive to neighbours and the LPA and their consideration will help to demonstrate that you are being reasonable and flexible in going about what you want to achieve.

Preparing the Planning Application

Once it has been determined that a planning application will be required for the proposed development it is important to understand exactly what will be required in preparing the application through to its submission.

Types of application

There are different types of application depending on the nature of the proposed development.

Outline planning application: Outline planning applications are appropriate when you are seeking agreement 'in principle' to a proposed development, without being committed to a particular form of design or layout. This can be a cheaper option prior to committing to costly supporting studies. It gives the applicant time (3 years) to work up detail (so-called 'reserved matters') and therefore time to seek advice.

Full planning application: A full planning application is submitted for a new development or change of use when you have detail on all aspects of your proposal.

Approval of reserved matters: This seeks permission for those aspects that were not dealt with in an outline planning permission, or seeking approval of aspects of a development which were reserved by a planning condition in an earlier grant of full planning permission.

Change of use applications: This is submitted when there are no physical works, but you propose to change the use of the site or buildings e.g. through an intensification in the present use, or by altering the present use to a point where the LPA considers that the change amounts to development.

Advertisement consent: This seeks permission for hoardings, signs and adverts such as posters and placards.

Certificate of Lawful Use or Development: These may do one of two things: certify that a proposed development would be lawful if carried out without planning permission or certify that an existing use is lawful by virtue of achieving immunity from enforcement.

Variation or removal of conditions: Where the conditions attached to a current consent are felt to be inappropriate, such as restrictions on hours of use.

Pre-application advice

It is increasingly common for LPAs to charge for pre-application advice. The charges will not always apply to sports clubs, but it is worth checking this before arranging to meet an officer.

Other types of approval

Along with your planning application you may also be required to seek other approvals, most commonly for:

Conservation Areas/listed buildings

If your property is a listed building, in close proximity to a listed building or within a Conservation Area, a separate consent will normally be required for the demolition of any buildings, or for works or alterations that could affect their character.

Trees

Works to trees protected by a Tree Preservation Order (TPO) or in a Conservation Area may require a separate consent.

In both instances, your LPA will have records of whether these apply at your site.

Building Regulations

Building and planning legislation are entirely separate. Therefore you may also need to apply for approval under Building Regulations, for example if you are proposing to extend or build a new clubhouse or changing facility.

Most building works or engineering operations requiring planning permission also require compliance with Building Regulations.

Building Regulations require that disabled access be provided to all new buildings. Early and effective consultation with the Disability Equality Access officer, a planning officer, building control, access consultants (see The National Register of Access Consultants – www.nrac.org.uk) and disability organisations is recommended.

Talking to your local Building Control Office at an early stage will ensure your scheme meets all current standards.

This is particularly important for new standards around energy efficiency and sustainable development.



Supporting information

In order to support an application for development a Planning Statement and a Design and Access Statement will typically be required, whilst for larger, more complex cases a range of studies could be required to support your application.

Planning Statement

Although not compulsory, it is highly advisable to submit a planning statement along with your application. This is your chance to 'sell' or make the case for your scheme to the LPA.

The statement should set out the basis of your application and how your proposal meets planning policy as well as outlining the benefits and merits of the proposal (such as increased participation) and why the development is required.

The Government has produced planning guidance on sport and recreation in a Planning Policy Guidance note known as PPG 17. This and other national planning guidance can be found on the Communities & Local Government website (www.communities.gov.uk).

The Design & Access Statement

Design and Access Statements are now compulsory on most applications and are intended to clarify how a particular development will be of a suitable quality, both in appearance and function.

Detailed guidance on the preparation of Design & Access Statements is available at:

www.cabe.org.uk/publications/design-and-access-statements

Content of a Design and Access Statement

Design Use

What the buildings and spaces will be used for.

Amount

How much will be built on the site.

Layout

How the buildings and public and private spaces will be arranged on the site, and the relationship between them and the buildings and spaces around the site.

Scale

How big the buildings and spaces will be (their height, width and length).

Landscaping

How open spaces will be treated to enhance and protect the character of a place.

Appearance

What the building and spaces will look like, for example, building materials and architectural details.

Access

Vehicular and transport links

Why the access points and routes have been chosen, and how the site responds to road layout and public transport provision.

Inclusive access

How everyone can get to and move through the place on equal terms regardless of age, disability, ethnicity or social grouping.

Facility Guidance Notes

Sport England, together with the NGB's, produce technical guidance notes on a wide range of sports facilities. All new facilities should be designed to meet the latest technical specifications for their sport. More details on where to find latest technical guidance can be found at the back of this guidance.

Other technical studies

A range of other reports may be required, depending on the size and scale of the proposed development and individual site issues.

These could include the following: Biodiversity Survey/Protected Species Report; Topographical Survey; Tree Survey; Flood Risk Assessment; Noise Assessment; Foul Sewage Assessment; Structural Survey; Green Belt Statement; Archaeological Assessment; Heritage Assessment; Lighting Assessment; Playing Field/Open Space Assessment; Landscape Assessment; Transport/Parking Provision Assessment; Crime Impact Study.

It is important that you seek advice on whether such studies might be required to support your application in order to avoid unnecessary expense and potential delay. Some biodiversity studies, for example, can only be undertaken at certain times of the year. Professional assistance will be required to prepare many of these studies.

Submitting the Planning Application

Once you have prepared all the necessary technical reports and supporting information, you will be ready to submit the planning application.

What you need to submit

There are minimum standards for the submission of a planning application which must be strictly adhered to. These include basics such as a correctly completed application form and proper plans, without which the application cannot be determined. This is known as validation.

As a general rule, the following information will be required:

Completed application form (noting the different forms for different types of application).

Correct fee – your council will tell you how much is payable, or use the fee calculator at: <http://www.planningportal.gov.uk/pins/FeeCalculatorStandalone>. The amount varies according to the type of development proposed (see below for example fees).

Location plan – showing the general location of the site and existing uses.

Site plan – Plans should be at a scale of 1:1250 or 1:2500 and the site to which the application relates should be clearly identified with a red outline and any adjoining land within the applicant's ownership/control should be identified with a blue outline. Plans must distinguish clearly, preferably in colour, between existing and proposed development. Where appropriate, they should also be fully annotated with the building and plot dimensions, the existing/proposed site boundaries and site access points. Other plans may also be required depending on the nature of the development e.g. floor plans and elevation plans at 1:50 or 1:100 scale.

Land ownership certificate or the evidence of serving notice on landowners if the applicant does not own the entire site.

Design and Access Statement
– see previous section.

Planning Statement
– although not compulsory.

Ensuring your application is valid

Guidance on the type of application and what you need to include with your application should be sought from the LPA with reference to their Validation Checklist. This specifies the information that needs to be provided by the applicant to enable the application to be considered 'valid'.

Pre-application discussions with a Planning Officer will help to clarify precisely what information will need to be submitted with your application.

An application will normally be valid if:

- the application form and its certificates have been completed correctly (and ideally includes the full OS grid reference);
- the correct application form has been used;
- the necessary fee has been provided;
- the necessary plans, drawings and supplementary information have been provided. Some applications, such as floodlighting, may require topography plans to show site levels;
- all plans and drawings are to a recognised metric scale;
- all plans and drawing have the scale clearly shown;
- all plans and drawings are consistent with each other; and
- all plans and drawings are readable and capable of being electronically copied.

Once validated, your application will be assigned to a case officer who will begin to determine the application.

Your application can be submitted on-line using the Planning Portal service at www.planningportal.gov.uk



Planning fees

Planning fees vary according to the type of development proposed. Once the application is submitted, the fee is not refundable. Some examples of fees are given below, but these need to be checked with your LPA, as these are subject to change.

Type of application	Fee scale as at 2009
All outline applications e.g. establishing the principle of re-locating to a new site	£335 per 0.1ha if site is <2.5ha £8,285 + £100 per 0.1ha if site is >2.5 hectares
Full applications/erection of buildings e.g. new clubhouse	£170 if <40m ² or no increase in gross floor space £335 >40m ² but <75m ² £335 for each 75m ² for buildings between 75m ² and 3,750m ² £16,565 plus £100 for each additional 75m ² for buildings in excess of 3,750 m ² , to a maximum of £250,000
Other operations e.g. floodlighting	£170 per 0.1 hectare of the site area, subject to a maximum of £250,000
Other changes of use e.g. change of use of agricultural land to sports pitches	£335 fixed fee
Advertisements e.g. new club sign on the site	£95 fixed fee
Renewal of permission	£170
Variation of conditions	£170
Car parks, service roads or other accesses	£135

The full schedule is available at www.planning-applications.co.uk/fees

Hints

Validation Checklist – Ensure that the Validation Checklist of your LPA is adhered to precisely, otherwise time and fees will be wasted.

Plans – Should be clear, drawn to a metric scale and the scale quoted on the plan. If consultees are unable to interpret correctly your proposed development, there is a greater likelihood of delay or objection to your application.

Fee – Ensure you submit the correct fee. Always check with the LPA.

Track Progress – Once validated, track the progress of your application (often available on the LPA's website, so that key dates (such as committee meetings) can be identified and acted upon.

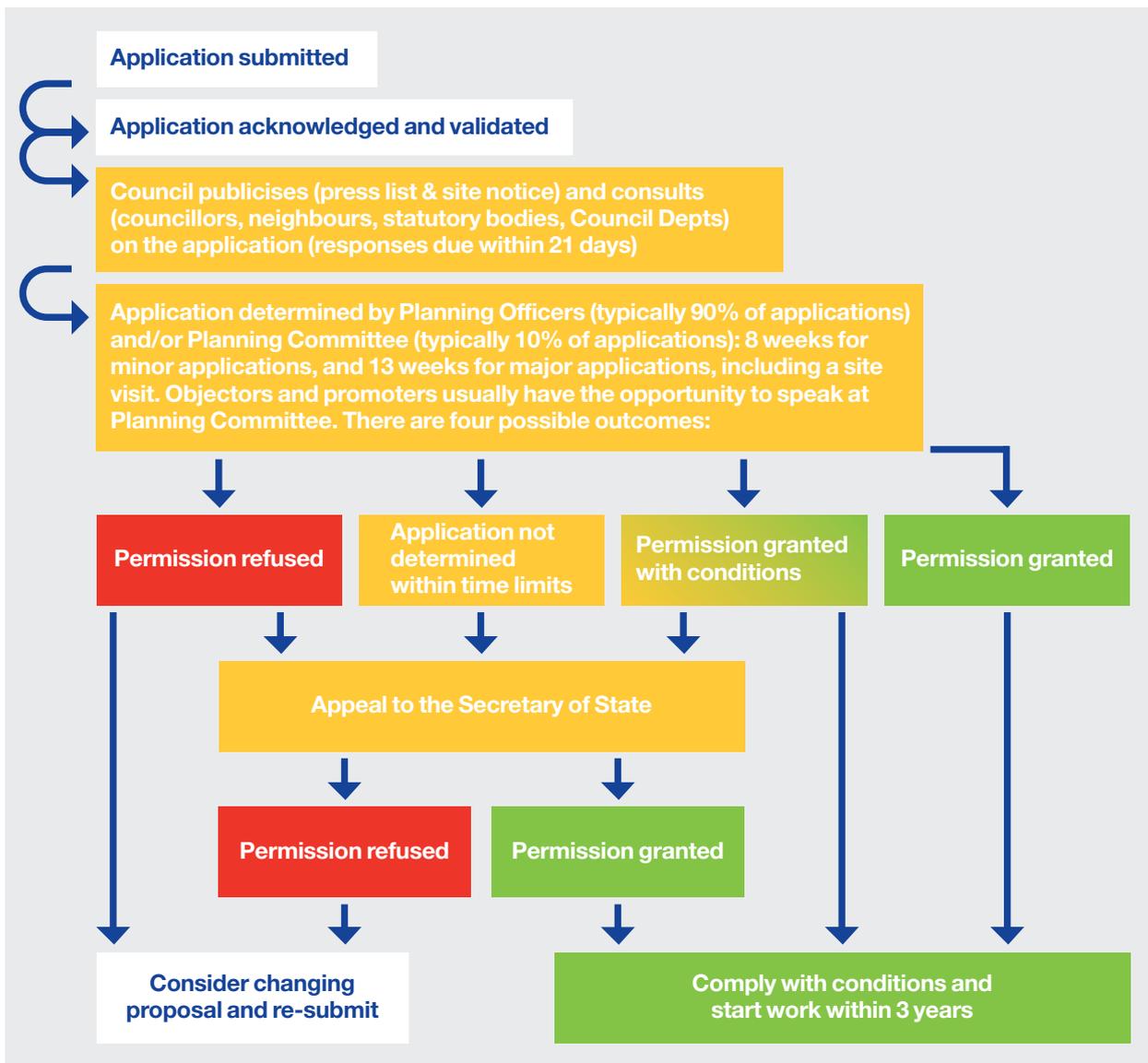
Use Time – Use the time during which the application is being determined to follow-up specific issues, including keeping interested parties informed.

Making the Decision

Having submitted your application the LPA begins the formal determination process. There are different stakeholders involved in its determination and there can be different outcomes.

Who determines your application?

The responsibility for determining planning applications rests with elected councillors. However, many LPAs give their officers delegated powers to take the decision on their behalf. Large and/or controversial cases are more likely to be put before Planning Committee with an officer's recommendation attached.



Influences on the decision

Each application is determined with reference to:

- Prevailing policies at national level (in particular PPG17: Planning for Open Space, Sport and Recreation)
- Policies at local level (the County Structure Plan, where applicable, and the documents with the Local Development Framework, in particular the Core Strategy)
- The views and comments of the public and neighbours in particular
- Statutory consultees such as the Environment Agency and Sport England.

Protecting playing fields

Any planning application that affects a playing field has to be referred by the local authority to Sport England for comment.

It is Sport England's policy to object to any planning application which will result in the loss of a playing field, unless it meets one of five exceptions. These are set out at: www.sportengland.org/playingfields

If your scheme affects a playing field it is **strongly recommended** that you contact Sport England prior to submitting your application.

Hints

Keep in touch – with the LPA and the individual case officer once the application is submitted to help respond to any issues as and when they arise, and ideally resolve these prior to the determination of the application.

Planning Committee – If offered, take the opportunity to appear at Planning Committee. You will need to advise the LPA in advance of the meeting if you wish to speak.

Take advice – If advised, withdraw your application and re-submit at a later date, or seek professional advice.

Types of outcome

A planning application can either be: approved; approved subject to conditions or a legal agreement; or refused.

Should your application be **refused** then you have a right of appeal to the Secretary of State.

If **approved**, then it is likely that there will be certain conditions attached to the permission, such as when the development should be commenced. Again, you are entitled to appeal against these.

Conditions are generally split into three categories: conditions requiring discharge prior to the commencement of development; prior to occupation or the development opening; and conditions on the activity once the development is completed e.g. hours of use.

In addition, some applications may be granted subject to the completion of a legal agreement (Section 106 agreement). These agreements seek to ensure that any adverse impacts of a scheme are mitigated and community benefits secured.

Application approved

If the application is approved a Decision Notice will be sent by the LPA setting out the reasons for approval and the conditions attached. Check these and decide whether these conditions are acceptable to your club. If you disagree with either the decision itself, or the conditions attached to that decision then you can re-submit a new application or seek to vary/amend the conditions.

Application refused

The Council's decision on your application is not the final word on the matter.

You may wish to amend the application and resubmit it, or appeal to the Secretary of State (see below), if you consider that you have sound planning reasons to do so.

An amended application must be significantly different from that which was refused or the LPA may refuse to register or determine the new application.

Your right to Appeal

If you are unhappy with the decision, or if the application has not been determined within the specific timescales set by the LPA you have the option of making an Appeal to the Secretary of State through the Planning Inspectorate.

Professional advice should definitely be sought should this option need to be pursued as this can be a costly and time consuming process.

Appeals can take up to 6 months to be heard. Guidance on the appeals procedure can be found at: www.planning-inspectorate.gov.uk

Implementing the Planning Permission

Once you receive your planning permission issued by your LPA, you cannot start work immediately as you may need to comply with conditions which may have been attached to the planning permission, or obtain other approvals such as building regulations.

Typical conditions which the LPA may place on the planning permission

- hours of operation
- materials
- drainage details
- conditions requiring certain matters to be undertaken prior to the commencement of development e.g. tree or hedgerow planting
- conditions requiring certain matters to be undertaken prior to the occupation of the development e.g. traffic works.

Examples of conditions:

- > the size of the clubhouse hereby permitted, in terms of its height, footprint and roof profile, shall not exceed that shown on the illustrative drawings nos. XYZ
- > the development hereby permitted shall begin before the expiration of 3 years from the date of this decision
- > no development shall take place until further details of both hard and soft landscape works have been submitted to, and approved in writing by, the local planning authority
- > the floodlights shall not be used on any night after 21:00 hours
- > the floodlighting columns hereby approved shall not exceed a luminaire height of 6.7m
- > the floodlights shall not be switched on more than 10 minutes prior to the commencement of any period of play on courts 7, 8 or 9; nor shall they remain switched on more than 10 minutes after the finish of any period of play unless within that period there has been the commencement of a new period of play.

Planning conditions last for the perpetuity of the development.

How long does the permission last?

All planning permissions must be implemented within a certain timescale, which is generally three years unless a condition stipulates otherwise.

Should no works have been commenced within the time period attached to the granting of planning permission then a new application will have to be submitted. However, there are legal definitions as to what constitutes commencing/ implementing planning permission.

Discharging your conditions

To discharge (comply) with conditions you will need to formally write to the LPA with details of how this has been achieved and the correct fee which is currently £85 per request. For example, there may be a condition requiring details of the materials to be used and you will need to submit these materials to the LPA.

Should you have concerns with any of the planning conditions then you may wish to consider an application to amend or vary a condition. Again, there is a fee associated with these types of applications.

The purpose and use of conditions

Conditions are frequently applied not only to ensure that a development is carried out as approved, but also to control the impact of a development that otherwise would not be acceptable.

The protection of the interests of neighbours is a common reason for the application of conditions limiting the hours of use of floodlighting, for example. Here, the need to protect residential amenity from additional play-related noise and disturbance has to be weighed against the benefits associated with greater use of a facility.

Where a similar kind of development has been allowed at other clubs, this does not provide justification for allowing a particular development or imposing similar conditions, even if the decisions appear to be inconsistent.



Enforcement and monitoring

If it is considered that a breach of planning control has occurred, the LPA can serve an Enforcement Notice in order to:

- stop development or operations that do not have planning permission or are in breach of their planning permission; or
- impose conditions on a development or operation.

There are five main situations where enforcement action may be taken:

1. developing a site without planning permission
2. having permission to develop a site but not complying with the conditions set out in the planning permission, or not following the approved plans
3. carrying out external or internal works to a Listed Building without consent
4. displaying a sign or an advert without consent
5. demolition of a building in a Conservation Area without consent.

An enforcement notice will state clearly what action is required by the developer to correct the situation. Appeal to the Secretary of State can be made before the notice is due to take effect. A Stop Notice can be served by the LPA to immediately halt activity considered to cause long term and severe damage to a local area.

LPAs have a guide to planning enforcement which sets out in detail the procedures which are followed.

Penalties for unauthorised tree work

If a protected tree is destroyed or damaged in a way which will destroy it, you could be fined up to £20,000 if convicted in the magistrates court, or an unlimited fine in the Crown Court. The court will consider any financial benefit arising from the work. For lesser offences there is a fine of up to £2,500.

Other Local Authority controls

Even with permission granted, the activities of your club come under other controls exercised by the Local Authority, and enforcement action is possible. These include: noise and lighting disturbance, traffic infringements and pollution.

Case Study

Enforcement against the surfacing of a car park

A golf club was served an enforcement notice when a grassed area, used for parking for over 12 years, was surfaced. The enforcement notice was directed not at the use of the land for parking as this was an established use, but the carrying out of operational development on that land i.e. the change from a grass to a hard surface.

In short, lawful use of land does not confer any permission to carry out development such as laying a permanent surface. In addition, the works were considered detrimental to trees covered by a Tree Preservation Order (TPO). The operations were thus deemed to require planning permission and it was directed that the land be returned to its original state.

See appeal 2087859 at:

www.sportengland.org/sportsappeal

Further information, help and advice

Sport England technical guidance notes

Facility Guidance Notes

Sport England seeks to provide best practice design advice and requirements for a range of building types and sporting activities covering a range of aspects. These technical bulletins contain a range of information which will be of interest to those dealing with proposals for new development along with inquiries into facility-related issues.

In addition to these, 'National Governing Bodies for Sport: A Database of Design and Technical Information' lists current guidance produced by NGB's.

www.sportengland.org/designguidance

Sport England Planning Appeals Database

Sportsappeal is a searchable database of nearly 4,000 sport-related appeals determined since 1990. Appeal decisions and their associated decision letters can be accessed by a variety of search criteria including sport, LPA and appeal issues.

www.sportengland.org/sportsappeal

NGB Facility & Planning Guidance

England and Wales Cricket Board (ECB)

The ECB publishes a range of Technical Specification documents covering indoor and outdoor cricket facilities and pitches (natural and artificial) at all standards of play.

<http://www.ecb.co.uk/facilities-funding/technical-specifications>

The Football Association (FA)

The FA publishes a range of documents covering subjects such as goal & pitch sizes, designs and specifications (natural and artificial pitches), goalpost safety, and small sided football (including Futsal).

<http://www.thefa.com/GetIntoFootball/Facilities>

Rugby Union Rugby Football Union (RFU)

The RFU publishes a range of documents covering subjects such as pitches and their maintenance, floodlighting, planning, ATP specifications, pitch dimensions, and changing room specifications.

<http://www.rfu.com/facilities>

Lawn Tennis Association (LTA)

The LTA publishes a range of technical guidance notes relating to court surfaces, floodlighting and indoor projects. Supplier listings and step-by-step guides to improving club facilities are also available.

<http://www.lta.org.uk/Clubs/resources>

Royal Yachting Association (RYA)

The RYA has published a Facilities Development Guide which covers the raft of planning and environmental consents required for developing waterside facilities both on inland and tidal waters. The Guide is available on the RYA website www.rya.org.uk as well as on request from planning@rya.org.uk.

The RIBA Plan of Work

If a development requires the input of an architect, there are work stages to which they will adhere. These are 11 stages grouped into five categories:

- preparation
- design
- pre-construction
- construction
- use

www.architecture.com/Files/RIBA/ProfessionalServices/ClientServices/RIBAOutlinePlanOfWork2008Amend.pdf

Review

Prepare

Submit

Decide

Implement

Further information

Planning Portal

The Planning Portal is the Government's online planning and building regulations resource for England and Wales.

www.planningportal.gov.uk

Planning Aid

Planning Aid provides free, independent and professional town planning advice and support to communities and individuals who cannot afford to pay planning consultant fees.

www.planningaid.rtpi.org.uk

planning-applications.co.uk

Independent professional guidance and advice on town planning and related issues.

www.planning-applications.co.uk

Royal Town Planning Institute

Advice and guidance on planning issues generally.

www.rtpi.org.uk

Royal Institute of British Architects

Advice and guidance on architecture.

www.architecture.com

Sport England

Through policy advice and a network of regionally-based planners, Sport England provides advice on what type of sports facilities are needed and where by communities in the future.

www.sportengland.org/spatialplanning

Department for Communities and Local Government

Communities and Local Government works to create thriving, sustainable, vibrant communities that improve everyone's quality of life.

www.communities.gov.uk

The Planning Inspectorate

Responsible for the determination of planning appeals and the testing of development plans.

www.planning-inspectorate.gov.uk

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List of abbreviations

ATP	Artificial Turf Pitch
DPD	Development Plan Document
GPDO	General Planning and Development Order
LDF	Local Development Framework
LPA	Local Planning Authority
MUGA	Multi-Use Games Area
NGB	National Governing Body (of sport)
PDR	Permitted Development Rights
SCI	Statement of Community Involvement
SPD	Supplementary Planning Document
STP	Synthetic Turf Pitch
TPO	Tree Preservation Order
UCO	Use Classes Order

This document can be provided in alternative languages, or alternative formats, such as large print, Braille, tape and on disk, upon request. Call the Sport England switchboard on 08458508508 for more details.

More information

To get the latest news and information about Sport England's work go to www.sportengland.org

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