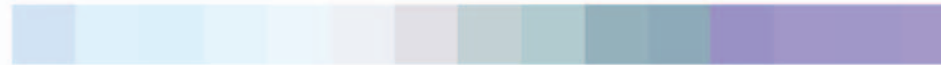


APPROACH PRINCIPLES COLLABORATION DEVELOPMENT



# the Kent design guide

making it happen - **general information**

# Overview

This part of making it happen has general advice and guidance about the administrative arrangements in Kent and the procedures for development.

general information



## BACKGROUND

The administrative responsibilities in the County of Kent are shared between Kent County Council, the twelve District Planning Authorities, Medway Council and the Parish and Town Councils.

Medway Council, established on the 1 April 1998, is a unitary authority and is responsible for services in the Medway area.

Kent County Council is the Highway Authority responsible for all publicly maintainable highways with the exception of motorways and trunk roads, which are the responsibility of the Department of Transport.

Kent County Council is the Planning Authority for determining applications relating to minerals and waste disposal matters. It advises on transportation and traffic issues relating to strategically important schemes and is responsible for producing the Structure Plan for Kent. The Kent and Medway Structure Plan has been prepared jointly with Medway Council and includes advice about parking standards which are not included in making it happen.

The twelve District Planning Authorities are responsible for preparing Local Plans, which are being replaced by Local Development Frameworks, covering land use development in their areas. Their development control functions relate solely to housing and other minor development including householder applications.

## PROCEDURE FOR DEVELOPMENT

When submitting a planning application you should contact the local District Planning Authority in the first instance (see map and contact details on pages 5/6)

Applications involving S.38 and S.278 agreements should be referred to the relevant Divisional Manager. There are three Divisional Managers, each responsible for conducting the work of Kent Highway Services in their respective area.

Road opening notices are required from us before excavations can be made in the public highway. You will be required to comply with the requirements of the New Road and Street Works Act 1991.

Obtaining planning permission from the local District Planning Authority does not mean you are entitled to work on the existing highway. You must obtain the Divisional Manager's approval before starting any work in, on or over the highway.

Sewer connections require consent from the relevant drainage undertaker before you discharge into them. Outline planning applications for all new residential and industrial estate schemes must indicate the method of surface water disposal from the site.

Such disposals will often necessitate permission being obtained from the owner of adjacent land. The Environment Agency may be involved with the drainage aspects of the scheme and you may need approval from them before installing soakaways or SUDS Solutions.

In some circumstances it will be necessary for you to supply details of traffic generation and proposed access to the site. We will also need to be satisfied that sufficient land is available to meet visibility and other requirements.

You will be expected to transfer to us the land upon which the proposed highway will be situated.

## Kent Highway Services

Kent Highway Services is part of Kent County Council. It is the department responsible for looking after and ensuring the effective use of all roads, footways and cycleways in the county, except Motorways and Trunk Roads that are the responsibility of the Department for Transport.

The county of Kent has been divided into three areas (see Map on page 5), West Kent, Mid Kent and East Kent. The service is delivered through a divisional office based in each area, although sometimes you may need to speak to other members of staff based at our headquarters in Maidstone.

Each division is made up of four District Planning Authorities. You will need to contact the relevant local District Planning Authority regarding your planning application.

### West Kent Division

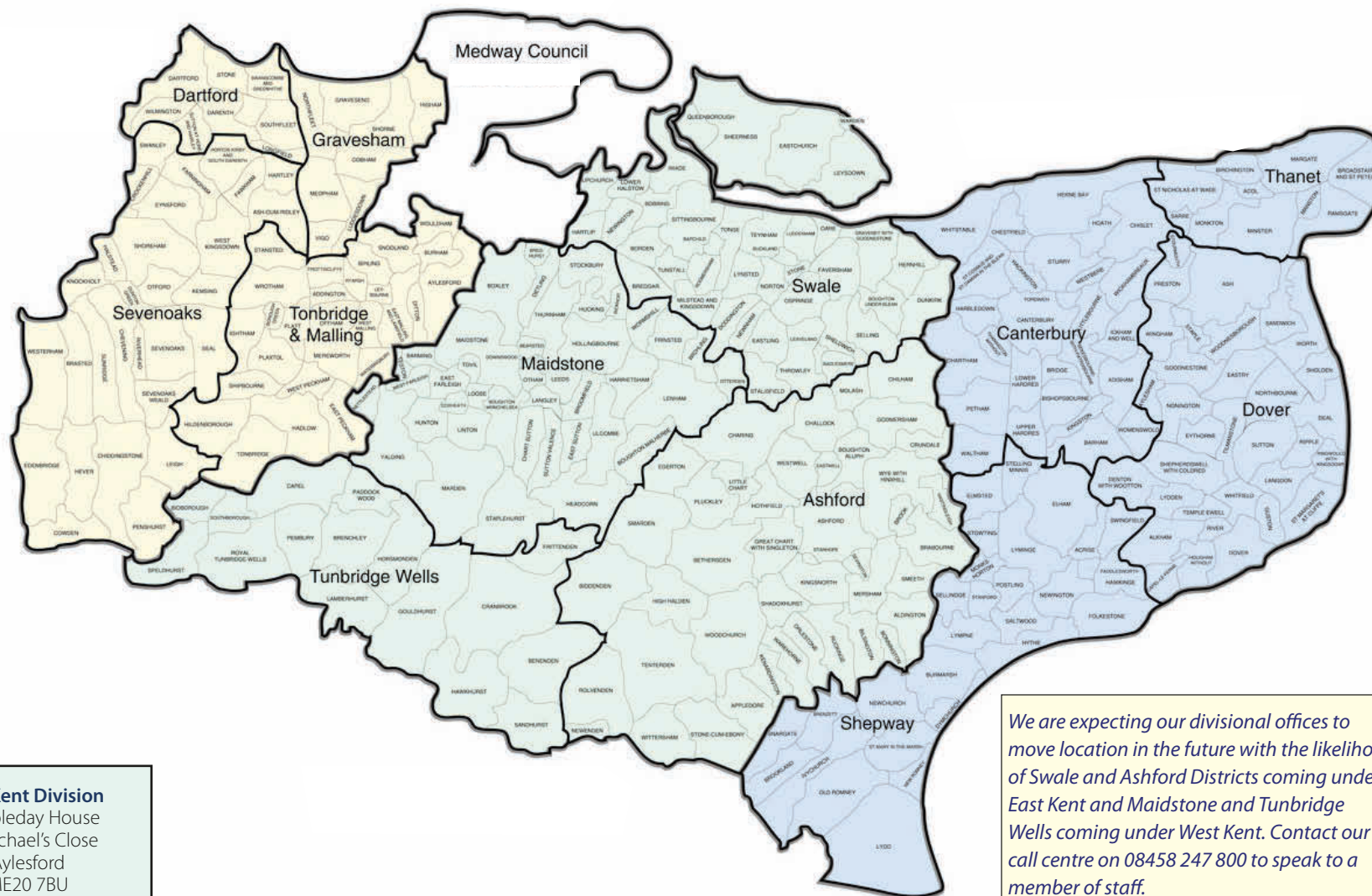
Joynes House  
Gravesend  
DA11 0AT

### Medway Council

Compass Centre  
Chatham Maritime  
Chatham  
Kent ME4 4YH

### East Kent Division

2 Beer  
Cart Lane  
Canterbury  
CT1 2NN



### Mid Kent Division

Doubleday House  
St Michael's Close  
Aylesford  
ME20 7BU

*We are expecting our divisional offices to move location in the future with the likelihood of Swale and Ashford Districts coming under East Kent and Maidstone and Tunbridge Wells coming under West Kent. Contact our call centre on 08458 247 800 to speak to a member of staff.*

## LOCAL PLANNING AUTHORITIES IN KENT

### Ashford Borough Council

Civic Centre  
Tannery Lane  
Ashford  
Kent TN23 1PL  
T 01233 330240  
F 01233 330682  
E [media@ashford.gov.uk](mailto:media@ashford.gov.uk)  
[www.ashford.gov.uk](http://www.ashford.gov.uk)

### Canterbury City Council

Council Offices  
Military Road  
Canterbury  
Kent CT1 1YW  
T 01227 862157  
F 01227 862020  
[www.canterbury.gov.uk](http://www.canterbury.gov.uk)

### Dartford Borough Council

Civic Centre  
Home Gardens  
Dartford  
Kent DA1 1DR  
T 01322 343631  
F 01322 343047  
E [webdev@dartford.gov.uk](mailto:webdev@dartford.gov.uk)  
[www.dartford.gov.uk](http://www.dartford.gov.uk)

### Dover District Council

Council Offices  
White Cliffs Business Park  
Dover  
Kent CT16 3PJ  
T 01304 872480  
F 01304 872300  
E [ce@dover.gov.uk](mailto:ce@dover.gov.uk)  
[www.dover.gov.uk](http://www.dover.gov.uk)

### Gravesham Borough Council

Civic Centre  
Windmill Street  
Gravesend  
Kent DA12 1AU  
T 01474 337555  
F 01474 337531  
[www.gravesham.gov.uk](http://www.gravesham.gov.uk)

### Kent County Council

County Hall  
Maidstone  
Kent ME14 1XQ  
T 08458 247247  
F 01474 337531  
[www.kent.gov.uk](http://www.kent.gov.uk)

### Medway Council

Compass Centre  
Chatham Maritime  
Chatham  
Kent ME4 4YH  
T 01634 331721  
F 01634 331125  
[www.medway.gov.uk](http://www.medway.gov.uk)

### Sevenoaks District Council

Argyle Road  
Sevenoaks  
Kent TN13 1HG  
T 01732 227494  
F 01732 451283  
E [information@sevenoaks.gov.uk](mailto:information@sevenoaks.gov.uk)  
[www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)

### Shepway District Council

Civic Centre  
Castle Hill Avenue  
Folkestone  
Kent CT20 2QY  
T 01303 852438  
F 01303 258288  
E [shepway@shepway.gov.uk](mailto:shepway@shepway.gov.uk)  
[www.shepway.gov.uk](http://www.shepway.gov.uk)

### Swale Borough Council

Swale House  
East Street  
Sittingbourne  
Kent ME10 3HT  
T 01795 417375  
F 01795 417417  
[www.swale.gov.uk](http://www.swale.gov.uk)

### Thanet District Council

Council Offices  
PO Box 9  
Cecil Street  
Margate  
Kent CT9 1XZ  
T 01843 577153  
F 01843 298610  
[www.thanet.gov.uk](http://www.thanet.gov.uk)

### Tonbridge & Malling Borough Council

Gibson Building,  
Gibson Drive  
Kings Hill  
West Malling  
Kent ME19 4LZ  
T 01732 876268  
F 01732 876317  
E [admin.services@tmbsc.gov.uk](mailto:admin.services@tmbsc.gov.uk)  
[www.tmbsc.gov.uk](http://www.tmbsc.gov.uk)

### Tunbridge Wells Borough Council

Town Hall  
Royal Tunbridge Wells  
Kent TN11 1RS  
T 01892 554069  
F 01892 554076  
E [info@tunbridgewells.gov.uk](mailto:info@tunbridgewells.gov.uk)  
[www.tunbridgewells.gov.uk](http://www.tunbridgewells.gov.uk)