

## **Guide to site photographs**

In the current exceptional times Runnymede Planning department will not be able to carry out our normal site visit procedures by accessing sites.

To help us continue making decisions, we are now requesting that during this period applicants provide site photographs.

These photos will be used in conjunction with photographs taken by neighbours and other interested parties, aerial photographs and the Council's other resources to try and help us try to reach a decision. Where appropriate the council may still conduct some site visits may be carried out from the public domain.

In cases where the Council does not feel it has sufficient information to make a decision, or that the photographs do not form a fair representation of the real situation on site, then decisions will need to be left until such a time as a full physical site visit can be carried out.

All photographs should be sent in **one** PDF/Word document to [planning@runnymede.gov.uk](mailto:planning@runnymede.gov.uk) with the application number and site address in the subject line and the date on which the photographs were taken.

If it is not clear from the photo you should state below it where it was taken from.

Please do not send photographs by electronic 'drop boxes', and all emails should be 9mb or less in size -you may have to send more than one email.

### **Please note:**

- **Do not enter** land without the permission of the owner.
- **Do not take** photographs of a site where it is unsafe or you risk personal harm to do so.
- **Do not take** photographs that would invade your privacy of the applicant or that of neighbouring occupiers and **will be published** on the Council's website. Therefore please ensure that all photographs taken do not breach the data protection legislation or human rights legislation.

### **Where should I take photos from?**

The map below shows the general directions you should photograph and any annotations explaining the views would be very helpful.



You only need to provide photos for relevant views. For example if your proposal is for a front porch we do not need photographs of the rear of your house.

Photos are not limited to these shown in the image above and applicants are encouraged to provide more if you think it would assist, such as general street views.

Be careful to avoid any personal details such as car registration numbers or accidentally catching family members in the photos.

If the application includes changes/alterations to the side of the property for example extension with new side windows that might affect neighbours, the photographs could include views towards but not zoomed into side windows at neighbouring properties. Other helpful views could be from:

- Vantage points from raised platforms
- Photographs from locations outside of the application site where the proposal is visible e.g. public footpaths or roads that pass a site. These are often corner plots or near corner plots.

### **Can neighbours make photo representations?**

Yes, these are very welcome. If you are a neighbour who wishes to submit photographs as part of any letter of representation, then we ask that you follow the guidance above and when sending any photographs that on the email you make it clear you are submitting them as part of your representation. You should note below each photo where it was taken from.

We hope this guidance is helpful and please do not hesitate to contact us by email to [planning@runnymede.gov.uk](mailto:planning@runnymede.gov.uk) if you have any queries.

**March 2020**