



The Validation of Planning Applications

Guidance for local planning authorities



The Validation of Planning Applications
Guidance for local planning authorities

Communities and Local Government
Eland House
Bressenden Place
London
SW1E 5DU
Telephone: 020 7944 4400
Website: www.communities.gov.uk

© Crown Copyright, 2007

Copyright in the typographical arrangement rests with the Crown.

This publication, excluding logos, may be reproduced free of charge in any format or medium for research, private study or for internal circulation within an organisation. This is subject to it being reproduced accurately and not used in a misleading context. The material must be acknowledged as Crown copyright and the title of the publication specified.

Any other use of the contents of this publication would require a copyright licence. Please apply for a Click-Use Licence for core material at www.opsi.gov.uk/click-use/system/online/pLogin.asp, or by writing to the Office of Public Sector Information, Information Policy Team, St Clements House, 2-16 Colegate, Norwich, NR3 1BQ.
Fax: 01603 723000 or email: HMSOlicensing@cabinet-office.x.gsi.gov.uk

If you require this publication in an alternative format please email alternativeformats@communities.gsi.gov.uk

Communities and Local Government Publications
PO Box 236
Wetherby
West Yorkshire
LS23 7NB
Tel: 08701 226 236
Fax: 08701 226 237
Textphone: 08701 207 405
Email: communities@twoten.com
or online via the Communities and Local Government website: www.communities.gov.uk

75% recycled
This is printed on
75% recycled paper

December 2007

Product Code: 07 COMM 04977

Contents

Introduction	5
Terms used in this document	6
Background	7
Information supporting applications	8
Current practice in validating planning applications	9
The new requirements for information	10
Relevant legislation	11
National list	12
Local list	13
Further considerations in respect of local lists	16
Validation process	17
Pre-application discussions	20
Information requirements for applications for outline planning permission	21
Information requirements for applications for full planning permission	22
Recommended national list of local requirements that may be adopted locally	27
APPENDICES:	
Appendix A: Lists of information required by application type	38

This document is based on a report for Communities and Local Government in March 2007 by Paul Jarvis of Arup and Alison Blom-Cooper of Addison & Associates.

Introduction

- 1.** As part of the drive to provide a quicker, more predictable and efficient planning service, the Government is introducing a new standard electronic application form for applications for planning permission made under the Town and Country Planning system and Listed Building and Conservation Area consent regime. Alongside this and to support the use of this standard application form, the Government is also introducing new information requirements for the validation of planning applications by local planning authorities.
- 2.** Validation represents a decision by the local planning authority on an application and associated information starting its determination of whether to grant or refuse planning permission.
- 3.** The Government intends to amend the Town and Country (General Development Procedure) Order 1995 (the GDPO) to introduce a mandatory standard application form and associated information requirements for validation of applications from 6 April 2008.
- 4.** This new guidance is designed to support the use of the standard application form. It outlines and provides guidance on the information that should be supplied with planning applications specified in local lists. This guidance implements section 42 of the Planning and Compulsory Purchase Act 2004 and reflects Planning Policy Statements since March 2005.
- 5.** More general information about the planning system may be found in Planning Policy Statement (PPS) 1, *Delivering Sustainable Development*, and the explanatory booklet, *The Planning System: General Principles*. Both can be viewed on the planning/planning policy pages of our website¹.

¹ <http://www.communities.gov.uk/planningandbuilding>

Terms used in this document

6. A number of terms appear frequently throughout this document. Those used most often are explained below:
- **National list** – A list of statutory information required to accompany all applications as specified in the GDPO.
 - **Recommended national list of local requirements** – A centrally defined list of supporting information from which local planning authorities can choose to create their local list setting out their specific requirements for different types of application.
 - **Local list** – A list selected from the recommended national list of additional information which local planning authorities can require to validate an application.
 - **Invalid** – Where an applicant submits an application which does not meet the requirements set out in both the national and local list.
 - **Post-validation** – The period after which the local planning authority is satisfied it has the necessary information to begin its determination of an application.

Background

7. This guidance, replaces the interim guidance *Best Practice Guidance on the Validation of Planning Applications*, which the Office of the Deputy Prime Minister published in March 2005. It takes account of the responses to the Government's July 2006 consultation paper *Validation of Planning Applications* on proposals to define a 'valid application' and proposed changes to the GDPO. It also takes account of comments on the draft guidance published in August 2007.

8. The Government believes that the planning process will be greatly improved by the introduction of the Standard Application Form, which is for use throughout England, whether the planning application is made electronically through the internet or on paper. Previously, local authorities could design their own planning application forms, and there was a wide variation in the information which authorities sought from applicants. The Standard Application Form will cover the following types of application:
 - Householder consents;
 - Outline and full planning permission and approval of reserved matters;
 - Listed Building consent;
 - Conservation Area consent;
 - Advertisement consent;
 - Consent under Tree Preservation Orders;
 - Certificates of Lawful Development;
 - Applications for Prior Notification/Approval under the Town and Country Planning (General Permitted Development) Order 1995 (the GPDO)²; and
 - Removal or variation of conditions.

² Applications for prior notification/approval are not covered by the provisions for the validation of planning applications or the new requirements for applications to be made on a standard application form. However, the standard application form will be available for use by applicants wishing to apply for a determination as to whether prior approval is required under parts 6, 7, 24 and 31 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 which also set out the statutory information requirements for prior notification/approval applications. If prior approval is required, the LPA must notify the applicant in writing and decide whether or not to give their approval based upon the application they have already received. Local lists for prior notification attached at Appendix A provide a guide to the type of information that local planning authorities may request to determine whether prior approval is required.

Information supporting applications

- 9.** Different types and scale of application will require different levels of information and supporting documentation to be submitted. In all cases the requirements will be specified by the local planning authority. Under the new arrangements, these will comprise a national core list, that will apply in all cases, and additional items specified locally from a list provided by central government. Both lists are set out on pages 22-38.
- 10.** The national list sets out statutory requirements for applications. These requirements include the completed application form; the correct fee (where one is necessary); ownership certificates; agricultural holdings certificate; Design and Access Statement (where one is necessary); the location plan; other plans and drawings or information necessary to describe the subject of the application and environmental statement (where one is necessary).
- 11.** The local list comprises additional information which local planning authorities can require to validate an application. Local planning authorities are encouraged to consult on and adopt local lists drawn from a nationally defined list of requirements which is set out on page 27. Where local planning authorities have not adopted a local list and published it on their website then the default position for validating applications will be the statutory national requirements only. However, the combined use of the national and local list will afford both the authority and applicant more certainty of the type of information required at the outset and help to ensure that the information requested is proportionate to the type and scale of application being made.

Current practice in validating planning applications

- 12.** Research undertaken by Arup in 2003³ found that there was wide variation in the information requested by planning authorities and the level of detail that was considered acceptable.
- 13.** Common reasons for invalidity included:
- supporting documents that omitted information specified in the guidance notes accompanying the planning application form and/or set out in national guidance, statutory development plan or supplementary planning guidance;
 - submitted drawings did not show sufficient details as specified in the guidance notes or are inconsistent;
 - different application addresses on the forms and drawings;
 - building works encroaching on the neighbouring property;
 - incorrectly signed or unsigned certificates;
 - insufficient copies of plans and forms submitted;
 - inconsistency between elevations and floor plans;
 - incorrect fees enclosed or fee cheque not signed; and
 - information still inadequate after one or more requests to the applicant for further details.

³ **Arup:** *Standard application forms and a review of the acknowledgement, registration and validation process for planning applications and other consent regimes (March 2004)*, may be viewed on the Department's website www.communities.gov.uk

The new requirements for information

14. The purpose of the new validation arrangements, is to:

- provide a guide to the information that may be required at the outset;
- enable the local planning authority to provide applicants with certainty as to the information required;
- enable the local planning authority to have all the necessary information to determine the application and to draft the planning permission and all conditions;
- minimise the need for further submission of additional information in order to allow local planning authorities a reasonable opportunity to determine applications within the Best Value Performance Indicator (BVPI)109 targets; and
- ensure consistency in the approach taken by different local planning authorities in registering and validating applications whilst recognising the need for variation appropriate to local circumstances.

Relevant legislation

- 15.** Current legislation relating to the registration and validation of planning applications comprises:
- The Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004)
 - The Town and Country Planning (General Development Procedure) Order 1995 (to be amended by the Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2008)

National list

- 16.** The GDPO requires, as a minimum, that an application for planning permission should:
- be made in writing (paper or electronic application) to the local planning authority on a form published by the Secretary of State (or a form which is substantially the same);
 - include the particulars specified in the form and be accompanied by a plan which identifies the land to which it relates;
 - any other plans and drawings or information necessary to describe the development which is the subject of the application; which must be drawn to an identified scale and, in the case of plans, show the direction of North;
 - for paper applications, include three copies of the form plus the original (or fewer if the local planning authority so indicates). No copies are required if the application is made electronically;
 - be accompanied by any certificate or documents required by the Town and Country Planning Act 1990 or the GDPO;
 - include any fee required to be paid in respect of the application. Lodging a cheque or making an electronic payment for the correct fee amount is taken as payment; and
 - be accompanied by a Design and Access statement, if required.

Local list

- 17.** In addition to the national list, local planning authorities are encouraged to consult on and adopt their own local lists. This should be drawn from the recommended national defined list included in this guidance (see page 27) which may be updated from time to time to reflect changes in national policy and legislation.
- 18.** Local planning authorities should be aware that a request post-validation for further information or supporting documentation will have no bearing on validity. Nevertheless, an application could still be deemed valid, and then refused on the grounds of inadequate information, if the documentation submitted was subsequently found to be inadequate.
- 19.** The overall content of a local list will be at the discretion of the local planning authority. However, as a minimum where national policy requires the provision of certain information this must be specified on the list if it is relevant. For example, a flood risk assessment described in *Planning Policy Statement 25: Development and Flood Risk*, must be provided in circumstances where it is a requirement.
- 20.** Local planning authorities are encouraged to consult on their local lists to ensure that they are clear and transparent to potential applicants affected by the new requirements before the lists are adopted and published. Local planning authorities can decide on the consultation procedure that is most appropriate for their local circumstances; however, the Government recommends that the process for adopting local lists for different types of application should be as shown in the box below:

Recommended process for determining information requirements for planning applications

- Resolution to the relevant committee to consult on the proposed local list for different application types.
- Minimum period for consultation with relevant stakeholders should be 6 weeks. Relevant stakeholders should include:
 - Statutory consultees (including the Environment Agency, Natural England, English Heritage, Network Rail, the local highway authority, Regional Development Agency, Strategic Health Authority, County Council, statutory undertakers and the Greater London Authority (if relevant))
 - Parish/Town Councils
 - Relevant voluntary and community groups e.g. Residents Groups/ amenity societies
 - Agents/applicants forums or representative group of agents

NB. In drawing up the list for consultation local planning authorities should also consider those groups or organisations referred to in their adopted statement of community involvement.

- Review of comments and report back for formal resolution and adoption of the local lists by the relevant committee.
- Publication of the adopted local lists on the local planning authority website (and made available through the Planning Portal) in addition to paper copies being made available at planning reception or on request.

- 21.** Once a local planning authority has consulted and adopted a local list in accordance with the procedures outlined above, or similar procedures and the list has been published on its website, it can be used as the local list of requirements when validating applications under the amended GDPO.
- 22.** There is no statutory deadline for the adoption of local lists. However, unless and until a local planning authority publishes its local list on its website any local requirements will have no bearing on the validity of applications made to them. In these circumstances, compliance with the national list will be the sole determinant of whether or not an application is valid. Local planning authorities should provide the Planning Portal with their adopted local lists as soon as they can to ensure that electronic application forms reflect up to date information requirements.

- 23.** Authorities should review their lists every three years and if they are proposing to make amendments (other than minor amendments) should re-consult and adopt new lists. Minor amendments to take account of statutory changes or Government guidance may be made as required without undertaking a full review or consultation. Where such changes are made these should be made clear on the information provided by the local planning authority on their website, in paper copies and on the Planning Portal.

Further considerations in respect of local lists

- 24.** The Government expects local planning authorities to seek information that is necessary for a decision to be made and should not require a level of detail to be provided that is unreasonable or disproportionate to the scale of the application. Local lists should take account of the Government's commitment in the Planning White Paper *Planning for a Sustainable Future*⁴ to reduce information requirements associated with the submission of planning applications. Local planning authorities should bear in mind that the need for additional information may emerge during the course of the application process, for example as result of a response by a statutory consultee or by interested persons. Authorities should remember that conditions may be imposed to require the submission of detailed reports as a condition of planning permission (including outline permission).
- 25.** The recommended national list of requirements seeks to capture the most common types of information and supporting documentation to be submitted for most types of application. However, the Government recognises that the list will not be able to cater for the wide and varied specific local requirements of each local planning authority. Where information is locally specific or is necessary for a particular type of scheme, the local planning authority should ask applicants to supply this information post-validation. This can be done under the existing statutory provisions set out in the Town and Country Planning (Applications) Regulations 1998 (see paragraph 26) that enable local planning authorities to require further information. Where local policy requires certain information not included on the local planning authority's published local list this should be requested post validation. The local planning authority might set this out on its website.
- 26.** Authorities have powers to require further particulars or evidence under section 62(3) of the Town and Country Planning Act 1990. Under regulation 4⁵ of the Town and Country Planning (Applications) Regulations 1988 they can direct applicants to:
- (a) supply any further information, and, except in the case of outline applications, plans and drawings necessary to enable them to determine the application; or
 - (b) provide one of their officers with any evidence in respect of the application as is reasonable for them to call for to verify any particulars of information given to them.

⁴ <http://www.communities.gov.uk/publications/planningandbuilding/buildingsustainablefuture>

⁵ Regulation 4 of the Town and Country Planning (Applications) Regulations 1988 allows authorities to request in writing any further information required to enable it to determine an application.

Validation Process

- 27.** Validation of applications for planning permission should essentially be an administrative process to check that the right documents and fee (where applicable) have been submitted. However, clear inaccuracies (for example where plans and elevations are clearly inconsistent) may result in an invalid application.
- 28.** If an applicant submits an application not in accordance with both the national and local lists the authority will be entitled to declare the application invalid, and so decline to determine it.
- 29.** It is recognised that electronic submission of supporting documents may not always be possible because of the volume and variety of information. In these circumstances, documents can be submitted in hard copy even if the application itself has been submitted electronically.
- 30.** Local planning authorities are required to complete quarterly returns to Communities and Local Government (known as the PS1 and PS2 returns). These returns are used to determine their performance in line with the Government's BVPI 109 targets. The information provided includes the number of applications determined within each of three categories: major, minor and 'other' as well as the proportion of these determined within the 8 or 13 week target periods. The current BVPI 109 targets are that 60% of major applications must be determined within 13 weeks (BVPI 109a); 65% of minor applications within 8 weeks (BVPI 109b) and 80% of 'other' applications within 8 weeks (BVPI 109c).
- 31.** In order to ensure that this information is completed on a consistent basis the following should be noted:
 - applications should be marked with the date of receipt;
 - the time period from application to decision begins the day after a valid application and the correct fee (where a fee is payable) have been received. If the application has been submitted electronically it will be treated as having been delivered at 9am on the next working day after the day on which it is transmitted;
 - the day a valid application is received counts as day zero and is the date referred to above;

- if an apparently valid application is later found to be invalid following registration, the original start date for processing the application should be disregarded. The time from application to decision should start again on the date the application is made valid. This is the only circumstance in which the start date should be amended. This only applies if the original application is invalid and does not apply if the authority requires additional information to determine the application;
 - when determining an application, the processing period 'the clock' must not be stopped;
 - time spent in abeyance (for example, pending the signing of a section 106 agreement) should be included in the total time taken and the processing period must not be suspended while awaiting amended plans; and
 - the processing period ends on the date a decision notice is despatched. The clock must not be stopped once a decision has been made or once a decision has been entered onto the Planning Register.
- 32.** To help meet Government targets local planning authorities should aim to determine whether minor/other applications are valid within 3 working days from the date of receipt and for small scale major applications within 5 working days (large scale major applications should be validated within 10 working days)⁶. A letter should be sent to the applicant confirming the validity of the application and confirming the start date of the statutory period for determination and the date from when an appeal can be made.
- 33.** Where an application is considered invalid the local planning authority should notify the applicant as soon as possible of its reasons. It is recommended that local planning authorities set out their reasons in writing to avoid any confusion and specify the information required in order to make the application valid. Where an application is not accompanied by information required by a planning authority, applicants should provide written justification with the application as to why it is not appropriate in the particular circumstances. In such cases planning authorities should not declare applications invalid unless they can justify the need for the information and provide their reasons to the applicant.

⁶The new definitions of large scale major and small scale major will be commenced from 1 April 2008 as part of the revised PS1/2 monitoring returns.

- 34.** In circumstances, where applicants do not agree with the requirement for information or plans set out by the local planning authority they may wish to challenge the decision not to validate an application. In such cases, applicants have the right of appeal for non-validation under section 78 of the Town and Country Planning Act 1990. The relevant ground for the appeal would be non-determination within the 8 or 13 week determination period (depending upon whether the application is minor or major). Similarly the right to complain to the Local Government Ombudsman on the grounds of maladministration also remains.

Pre-application discussions

- 35.** The Barker Review of Land Use Planning – Final Report (December 2006)⁷, acknowledged that pre-application discussions are widely recognised as enhancing the speed and quality of the planning system. Paragraph 5.16 of the review stated that: ‘By enabling early identification of relevant issues, applicants are provided with greater certainty of process and outcome.’
- 36.** Local planning authorities are therefore encouraged to facilitate the availability of pre-application advice⁸ through information and/or discussions for all types of application to guide applicants through the process and to ensure that applicants are aware of their information requirements (in accordance with advice in PPS1 paragraph 12). This is particularly useful for larger and more complex schemes and can help applicants by identifying the information and details that should be submitted with their applications. Indeed some authorities are already using a proforma of their requirements on proposed applications and agreeing their requirements for a valid application at pre-application stage. Such an approach can help to minimise delays later in processing the application, identify whether other consents may be required and identify whether any additional information will be required.

⁷ The final report can be viewed at http://www.hm-treasury.gov.uk/independent_reviews/barker_review_land_use_planning/barkerreview_land_use_planning_index.cfm

⁸ The Planning Advisory Service (PAS) has produced a practical guide on pre-application discussions ‘Constructive Talk’ which local planning authorities may find useful. The guidance can be found at: <http://www.pas.gov.uk/pas/core/page.do?pagelid=39012>

Information requirements for applications for outline planning permission

- 37.** Applications for outline planning permission generally need not give details of any proposed reserved matters (Article 4E(3) of the GDPO) unless the matters include layout, scale or access. However if a local planning authority receives an application for outline planning permission, but decides that the application ought not to be considered separately from all or any of the reserved matters, it must notify the applicant within one month from the receipt of the application that further details must be submitted. The local planning authority should also specify what further details are needed (see Article 3(2) of the GDPO). Although the GDPO allows the local planning authority one month in which to notify the applicant that further details are required, as a matter of best practice local planning authorities should aim to notify applicants within 5 working days. This situation should not be confused with applications where inadequate information is submitted.
- 38.** DCLG Circular 01/2006 sets out the scope of information to be submitted with an outline application. Even if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, applications should always include information on:
- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified.
 - **Amount of development** – the amount of development proposed for each use⁹.
 - **Indicative layout** – an indicative layout with separate development zones proposed within the site boundary where appropriate.
 - **Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary.
 - **Indicative access points** – an area or areas in which the access point or points to the site will be situated.
- 39.** In addition to the information above, applications for outline planning permission should also include a Design and Access Statement. The requirements relating to Design and Access Statements are explained on page 25.

⁹ For retail this should be the gross retail floorspace expressed as square metres

Information requirements for applications for full planning permission

National list

- 40.** Applications for full planning permission are required to be accompanied by the following:

The standard application form

From 6 April 2008, all planning applications will need to be presented on a standard application form, which will be available electronically. The Government wishes to encourage applicants to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs. However applicants will retain the option of submitting paper versions of the form. In that event, the GDPO requires three additional copies plus the original of the completed standard application form to be submitted. An applicant may be requested by the local planning authority to submit more than three copies, but three copies is the statutory requirement for a valid application.

The location plan

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. The GDPO 1995 requires three copies plus the original (unless submitted electronically). In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Site and Other Plans

Copies of the site plan should be submitted. The legislation requires three copies plus the original (unless submitted electronically). The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a) the direction of North;
- b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- c) all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) all public rights of way¹⁰ crossing or adjoining the site;
- e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- f) the extent and type of any hard surfacing; and
- g) boundary treatment including walls or fencing where this is proposed.

In addition other plans should be submitted (dependent on the type of application – refer to the relevant checklist for specific requirements attached as Appendix A) and may include:

- **Block plan of the site** (e.g. at a scale of 1:100 or 1:200) showing any site boundaries

Copies of plans should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries.

- **Existing and proposed elevations** (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

- **Existing and proposed floor plans** (e.g. at a scale of 1:50 or 1:100)

¹⁰ Footpath, bridleway, restricted byway or byway open to all traffic

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

- **Existing and proposed site sections and finished floor and site levels** (e.g. at a scale of 1:50 or 1:100)

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

- **Roof plans** (e.g. at a scale of 1:50 or 1:100)

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

Ownership Certificates

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

Notice(s)

A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

Agricultural Holdings Certificate

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

The correct fee (where one is necessary)

Design and Access Statements

A Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following:

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments.

However, statements are required for householder applications where any part of a dwellinghouse or its curtilage falls within one of the following designated areas:

- National Park
- Site of special scientific interest
- Conservation area
- Area of outstanding natural beauty
- World Heritage Site
- The Broads

A Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. What is required in a Design and Access Statement is set out in Article 4C of the GDPO and DCLG Circular 01/06 – *Guidance on Changes to the Development Control System*.

Applications for listed building consent will also be required to be accompanied by a Design and Access Statement. In particular, such a statement should address:

- (i) the special architectural or historic interest of the building;
- (ii) the particular physical features of the building that justify its designation as a listed building; and
- (iii) the building's setting.

The legislative requirements are set out in regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.

Recommended national list of local requirements that may be adopted locally

41. The list below comprises the range of additional information which local planning authorities can require before validating an application.
42. Given the generic nature of the list below, it is recommended that local planning authorities adopt specific local lists that are tailored to the types of application covered by the standard application form. Model lists by application type have been provided (attached at Appendix A) which are intended to help local planning authorities to develop their specific requirements. The model lists are indicative of the type of information that might be requested in any particular case, but not all of the information will be required in every case. Local lists should relate to the local planning authority's own context and requirements and include indicative thresholds and criteria for the submission of particular types of document in different circumstances. Local planning authorities might wish to supplement their published lists with guidance setting out their thresholds and criteria for information to help applicants to decide whether a particular document needs to be submitted with the application in their particular case.

- **Affordable housing statement**

Where local plan policies or Supplementary Planning Document guidance requires the provision of affordable housing the local planning authority may require information concerning both the affordable housing and any market housing for example, the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.

- **Air quality assessment**

Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide

an air quality assessment as part of their planning application. Further advice is available in **Planning Policy Statement 23: Planning and Pollution Control** (November 2004).

- **Biodiversity survey and report**

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in **Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)** (August 2005), PPS9 is accompanied by a Government Circular: *Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system* (ODPM Circular 06/2005, Defra Circular 01/2005 and *Planning for Biodiversity and Geological Conservation: A Guide to Good Practice*. Material produced by other organisations may also provide a useful reference resource for local planning authorities when developing local lists.¹¹

- **Daylight/Sunlight assessment**

In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, BRE guidelines on daylight assessments.¹² (Local authorities may

¹¹ The British Standards Institute has produced a Publicly Available Standard, PAS 2010 *Planning to halt the loss of Biodiversity* which takes the form of recommendations on standard procedures for taking account of biodiversity in the planning process, and the Association of Local Government Ecologists has developed a good practice template (available at <http://www.alge.org.uk>) which gives detailed validation requirements for biodiversity and geological conservation. Local authorities may wish to draw on this material when preparing their own local validation requirements.

¹² For example, Site layout planning for daylight and sunlight: a guide to good practice. BRE Report 209, 1991.

need to explain to applicants that planning permission would not confer any immunity on those whose works infringe another's property rights, and which might be subject to action under the Rights of Light Act 1959.)

- **Economic statement**

Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

- **Environmental Statement**

The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments.

Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the local planning authority decides whether to grant planning consent. It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether EIA is required) from the local planning authority before submitting a planning application. In cases, where a full EIA is not required, the local planning authority may still require environmental information to be provided.

- **Flood risk assessment**

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. **Planning Policy Statement 25: Development and Flood Risk** (December 2006) and its associated *Practice Guide* provide comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

- **Foul sewage and utilities assessment**

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers¹³.

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in **DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297**.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

¹³ It is possible that the right to connect storm water to foul sewers in areas where there are no storm drains may be withdrawn by amendment to section 106 of the Water Industry Act 1991.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

The applicant should demonstrate:

- (a) that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;
- (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

- **Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)**

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. The following is a guide to the sort of information that may be required for different types of application.

For applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. A structural survey may be required in support of an application for listed building consent.

For applications for conservation area consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

For all applications involving the disturbance of ground within an Area of Archaeological Potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

For heritage assets, advice is provided in ***Planning Policy Guidance Note 15 Planning and the Historic Environment***, (September 1994). For archaeological remains, advice is provided in ***Planning Policy Guidance Note 16: Archaeology and Planning*** (November 1990).

- **Land Contamination assessment**

Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with ***Planning Policy Statement 23: Planning and Pollution Control*** (November 2004). Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

- **Landfill applications**

Applicants should provide sufficient information to enable the waste planning authority to fulfil its requirements under the Landfill (England and Wales) Regulations 2002. This information may be provided as part of the Environmental Statement.

- **Landscaping details**

Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

- **Lighting assessment**

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. ***Lighting in the countryside: Towards good practice*** (1997)¹⁴ is a valuable guide for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.

- **Noise assessment**

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared by a suitably qualified acoustician. Further guidance is provided in ***Planning Policy Guidance 24: Planning and Noise*** (September 1994).

¹⁴ Guidance is available at <http://www.communities.gov.uk/index.asp?id=1144822>

- **Open Space assessment**

For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning consent is not normally given for development of existing open spaces which local communities need. However, in the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application. National planning policy is set out in **Planning Policy Guidance note 17: Planning for open space, sport and recreation** (July 2002).

- **Parking Provision**

Applications may be required to provide details of existing and proposed parking provision. These details could also be shown on a site layout plan.

- **Photographs and Photomontages**

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

- **Planning obligations – Draft Head(s) of Terms**

Planning obligations (or “section 106 agreements”¹⁵) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Where Development Plan Documents contain policies that give details of likely planning obligation requirements, a local planning authority may require a statement of the proposed Heads of Terms to be submitted with the application. Further advice on planning obligations is available in Circular 05/2005, **Planning Obligations** and a model section 106 agreement is available on the Communities and Local Government website.¹⁶

¹⁵ Agreements made under section 106 of the Town and Country Planning Act 1990 as substituted by section 12 of the Planning and Compensation Act 1991

¹⁶ <http://www.communities.gov.uk/index.asp?id=1500817>

- **Planning Statement**

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate.

- **Site Waste Management Plan**

Proposed new development should be supported by site waste management plans¹⁷ of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry now the Department for Business Enterprise and Regulatory Reform ***Site Waste Management Plans: guidance for construction contractors and clients***. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

- **Statement of Community Involvement**

Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. Further guidance on Statements of Community Involvement is available in Chapter 7 of ***Creating Local Development Frameworks: A Companion Guide to PPS12*** (November 2004).

- **Structural Survey**

A structural survey may be required in support of an application if the proposal involves substantial demolition, for example, barn conversion applications.

¹⁷ Defra have consulted on whether site waste management plans should become a statutory requirement. Regulations are expected to come into force in April 2008.

- **Telecommunications Development – supplementary information**

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the **Code of Practice on Mobile Network Development (2002)**.

- **Town Centre Uses – Evidence to accompany applications**

Planning Policy Statement 6: Planning for Town Centres (March 2005)¹⁸, sets out the main town centre uses to which the policy applies, in paragraph 1.8. Subject to the policies set out in the document, paragraph 3.4 lists the key considerations for which applicants should present evidence. The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.

- **Transport assessment**

Planning Policy Guidance 13 Transport (March 2001) advises that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance will be found in **Guidance on Transport Assessment, (March 2007)** published by the Department for Transport.

¹⁸ Note that under proposals set out in the Planning White Paper Planning for a Sustainable Future (May 2007), it is proposed to review Planning Policy Statement 6.

- **Travel Plan**

A travel plan should be submitted alongside planning applications which are likely to have significant transport implications, as advised by *Planning Policy Guidance Note 13: Transport* (DETR, 2001), paragraphs 87-91.

Further advice is available in *Using the planning process to secure travel Plans: Best practice guide* ODPM and DfT, 2002 (forthcoming revised guidance), also *Making residential travel plans work: Good practice guidelines for new development: DfT and A guide to development related travel plan* (Addison & Associates).

- **Tree survey/Arboricultural implications**

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

- **Ventilation/Extraction statement**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment), A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises), B1 (general business) and B2 (general industrial). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

Appendix A. Lists of information by type of application

Householder application for planning permission for works or extension to a dwelling

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required¹⁹
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

¹⁹ The requirements and exemptions relating to Design and Access Statements are explained on page 24.

LOCAL REQUIREMENTS – may include some or all of the following:

- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Flood risk assessment
- Land Contamination assessment
- Noise impact assessment
- Parking Provision
- Planning Statement
- Site Waste Management Plan
- Tree survey/Arboricultural implications

Householder Application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS – may include some or all of the following:

- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Flood risk assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landscaping details
- Noise impact assessment
- Parking Provision
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications

Householder Application for planning permission for works or extension to a dwelling and Listed Building consent

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS – may include some or all of the following:

- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Flood risk assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Foul sewage and utilities assessment
- Land Contamination assessment
- Landscaping details
- Noise impact assessment
- Parking Provision
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications

Application for Planning Permission

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

Application for Outline Planning Permission with some matters reserved

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Parking Provision
- Open Space assessment
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunications Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

Application for Outline Planning Permission with all matters reserved

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations-Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunications Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

Application for Planning Permission and Conservation Area consent for demolition

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations-Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

Application for Planning Permission and Listed Building consent

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

Application for Planning Permission and Advertisement consent

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the proposed position of the advertisement and shows the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs and Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

Conservation Area consent for demolition in a Conservation Area

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

LOCAL REQUIREMENTS – may include some or all of the following:

- Air quality assessment
- Biodiversity survey and report
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications

Listed Building consent for alterations, extension or demolition of a listed building

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and Access Statement
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

LOCAL REQUIREMENTS – may include some or all of the following:

- Air quality assessment
- Biodiversity survey and report
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications

Application for Advertisement consent

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following:

- Lighting assessment (where illuminated advertisements are proposed)
- Photographs and Photomontages
- Planning Statement

Listed Building consent for alterations, extension or demolition of a listed building and advertisement consent

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and Access Statement
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

LOCAL REQUIREMENTS – may include some or all of the following:

- Air quality assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Lighting assessment (where illuminated advertisements are proposed)
- Photographs and photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications

Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following:

- Plans (3 copies to be supplied unless the application is submitted electronically).
 - Existing elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing site survey plan (e.g. at a scale of 1:50 or 1:100)
- Lawful Development Certificate supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the existing use)
- Photographs/Photomontages
- Planning Statement

Application for a Lawful Development Certificate for a proposed use or development

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following:

- Plans (3 copies to be supplied unless the application is submitted electronically).
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Site survey plan (e.g. at a scale of 1:50 or 1:100)
- Planning Statement

Application for prior notification of proposed agricultural development – proposed building

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following:

- Landscaping details
- Plans (3 copies to be supplied unless the application is submitted electronically).
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Photographs/Photomontages
- Planning Statement

Application for prior notification of proposed agricultural development – proposed road

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following:

- Landscaping details
- Planning Statement

Application for prior notification of proposed agricultural development – proposed excavation/deposit of waste material from the farm

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following:

- Landscaping details
- Planning Statement

Application for prior notification of proposed agricultural development – proposed fish tank

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following:

- Planning Statement

Application for prior notification of proposed development in respect of permitted development by electronic communications code operators

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development
- A plan indicating the proposed location
- The appropriate fee
 - Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995
 - Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995

LOCAL REQUIREMENTS – may include some or all of the following:

- Acoustic report where relevant
- Any other relevant additional information
- Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development)

Application for Hedgerow Removal Notice

NATIONAL REQUIREMENTS

- A completed form or the form set out in Schedule 4 to the Hedgerow Regulations 1997
- A plan which clearly shows the location and length of the hedgerow(s) to be removed (if possible, please provide a plan to a scale of 1:2500. A different scale can be used so long as it shows clearly the location and length of the hedgerow or hedgerows that you wish to remove)
- Evidence of the date of planting

LOCAL REQUIREMENTS – may include some or all of the following:

- Arboricultural implications
- Biodiversity survey and report
- Landscaping details

Application for prior notification – proposed demolition

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development
- A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following:

- Biodiversity survey and report
- Landscaping details
- Photographs/Photomontages
- Planning Statement
- Structural Survey
- Tree survey/Arboricultural implications

Application for Approval of Reserved Matters following outline approval

NATIONAL REQUIREMENTS

- Completed form or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made
- Such particulars as are necessary to deal with the matters reserved in the outline planning permission
- Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- Three copies of the application and three copies of the plans and drawings submitted with it (unless the local planning authority indicate that a lesser number is required or the application is submitted electronically)
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Design and Access Statement
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications for town centre uses
- Flood risk assessment
- Foul sewage and utilities assessment

- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Photographs/Photomontages
- Planning obligations/Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)

NATIONAL REQUIREMENTS

- Completed form
- The completed Ownership Certificate (A, B, C or D – as applicable) as required under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following:

- Plans (3 copies to be supplied unless the application is submitted electronically)
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment

- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Parking Provision
- Open Space assessment
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

Useful Supporting Information – Application for Approval of Details Reserved by Condition

There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by condition except that they should be made in writing. However, you may submit the following:

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically)

LOCAL REQUIREMENTS – may include some or all of the following:

- Photographs/Photomontages
- Planning Statement

Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in Conservation Areas (CA)

Please use this checklist to ensure that the form has been completed correctly and that all relevant information is submitted.

For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you **MUST** provide the following:

- completed and dated application form, with all [mandatory] questions answered;
- sketch plan showing the location of all tree(s);
- a full and clear specification of the works to be carried out;
- statement of reasons for the proposed work; and
- evidence in support of statement of reasons, where required by the standard application form.

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

- completed and dated form, with all questions answered;
- sketch plan showing the precise location of all tree(s); and
- a full and clear specification of the works to be carried out.

Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:

- photographs.
- report by a tree professional (arboriculturist) or other.
- details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.