

## APPLICATION FOR PLANNING PERMISSION AND LISTED BUILDING CONSENT

### National Requirement - Check List

Tick:

Standard Application Form -1 original & 3 copies	
Location Plan - 1 Original and 3 Copies (1:1250 or 1:2500)	
Site Plan - 1 Original and 3 Copies (1:500 or 1:200)	
Plans & Elevations – 1 Original and 3 Copies of: <ul style="list-style-type: none"> <li>• Block Plan (1:100 or 1:200)</li> <li>• Existing &amp; Proposed Elevations (1:50 or 1:100)</li> <li>• Existing &amp; Proposed Floor Plans (1:50 or 1:100)</li> <li>• Existing &amp; Proposed Site Sections including Finished Floor and Site Levels (1:50 or 1:100)</li> <li>• Plans to Show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details (1:50 or 1:100)</li> <li>• Roof Plans (1:50 or 1:100)</li> </ul>	
Ownership Certificate	
Agricultural Holdings Certificate	
The Appropriate Fee	
Design And Access Statement (if required)	
Where Ownership Certificate B,C,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

Tick:

<b>Affordable Housing Statement</b> , where affordable Housing is proposed as part of the Development (see Local Plan Policies H9, H10 and the Housing need SPD for relevant thresholds and guidance) Statements should include: <ul style="list-style-type: none"> <li>- numbers, types, sizes and tenures of dwellings</li> <li>- details of mechanisms for ensuring houses remain affordable</li> <li>- details of occupancy restrictions and management</li> </ul>	
<b>Biodiversity Survey and Report</b> – where development takes place within a designated nature conservation site (as shown on the Development Plan Proposals Map) Development adjoining a Special protection Area, Special area of Conservation or SSSI should also be accompanied by an assessment of how the Nature Conservation site will be affected by the development. Development further afield, but potentially affecting these designations MAY be required to submit similar assessments.	
<b>Environmental Statement</b> – where a development requires and Environmental Impact Assessment under the Town & County Planning (Environmental Impact Assessment) regulations 199 (SI 1999/293) as amended	
<b>Flood Risk Assessment</b> – within Flood Zone 1, 2 or 3 – as defined	

by the Environment agency (see guidance notes)	
<b>Heritage Statement</b> (including Historical, archaeological features and Scheduled Ancient Monuments) where the development is within a Conservation Area or Scheduled Ancient Monument and / or affects the settings of a Listed Building or Scheduled. If demolition is taking place, clearly show what is being demolished	
<b>Land Contamination Assessment</b> –for any residential development on land where the previous use was Industrial (Use Class B2 or B8)	
<b>Landscaping Details</b> – on all Major Applications, an indicative landscaping scheme will be required	
<b>Lighting Assessment</b> – on all application involving floodlit sports provision	
<b>Open Space Assessment</b> – on all applications involving the loss of public and private open recreational space, such as playing fields, recreation grounds and allotments.	
<b>Parking Provision and means of vehicular access / turning</b>	
Planning Obligations – Draft Head(s) of Term – on all Major Applications and all applications involving affordable housing	
<b>Structural Survey</b> – for all applications involving the conversion of a building in the countryside for residential use and the conversion of a building in a conservation area to 5 or more dwellings	
<b>Town Centre Uses and retailing.</b> Retail proposals of 500sqm or more should be accompanied by a retail Impact assessment	
<b>Tree Survey/Arboricultural Implications</b> – for all applications affecting a Tree Preservation Order	