

APPLICATION FOR PLANNING PERMISSION AND ADVERTISEMENT 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"> • Block Plan (1:100 or 1:200) • Existing & Proposed Elevations (1:50 or 1:100) • Existing & Proposed Floor Plans (1:50 or 1:100) • Existing & Proposed Site Sections including Finished Floor and Site Levels (1:50 or 1:100) • Roof Plans (1:50 or 1:100) • Advertisement drawings showing advertisement size, siting, material and colours, height above ground, extent of projection and details of the method and colour(s) of illumination (if applicable) (1:50 or 1:100) 	
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:

Affordable Housing Statement - 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"> - numbers, types, sizes and tenures of dwellings - details of mechanisms for ensuring houses remain affordable - details of occupancy restrictions and management 	
Biodiversity Survey and Report – 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.	
Environmental Statement – where a development requires and Environmental Impact Assessment under the Town & County Planning (Environmental Impact Assessment) regulations 199 (SI 1999/293) as amended	
Flood Risk Assessment – within Flood Zone 1, 2 or 3 – as defined by the Environment agency (see guidance notes)	

Heritage Statement (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	
Land Contamination Assessment –for any residential development on land where the previous use was Industrial (Use Class B2 or B8)	
Landscaping Details – on all Major Applications, an indicative landscaping scheme will be required	
Lighting Assessment – on all application involving floodlit sports provision	
Open Space Assessment – on all applications involving the loss of public and private open recreational space, such as playing fields, recreation grounds and allotments.	
Parking Provision	
Planning Obligations – Draft Head(s) of Term – on all Major Applications and all applications involving affordable housing	
Structural Survey – 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	
Telecommunications Development – supplementary information	
Town Centre Uses and Retailing. Retail proposals of 500sqm or more should be accompanied by a retail Impact assessment	
Transport Assessment – where the proposal meets the thresholds identified in appendix B or the Department for Transport Guidance on Transport Assessments (or as amended)	
Travel Plan – where the proposal meets any of the thresholds as identified in Annex D of the Planning Policy Guidance 13 (or as amended)	
Tree Survey/Arboricultural Implications – for all applications affecting a Tree Preservation Order	
Ventilation/Extraction Statement – for all applications for Use Class A5 hot food takeaways	