

## **PLANNING APPLICATION CHECKLIST**

### **Application for Planning Permission**

This Checklist sets out the information you need to submit with your application for it to be accepted as valid and processed as quickly as possible. It lists the statutory National Planning Application Requirements which must accompany all applications and may also include additional Local Planning Application information which the Council requires for this type of application.

Local Planning Application information may only need to be submitted in particular circumstances so please ensure you read the checklist carefully and supply all the information required for your type of proposal. If you do not supply all the information the Council needs your application is likely to be declared invalid on receipt and will not be accepted. This will delay your application because we will not be able to deal with it until the missing information is provided.

Tick boxes have been provided at the side of each requirement to enable you to confirm the information you are providing with your application.

### **Notes regarding plans and drawings**

Please note that drawings, plans and some other documents submitted with applications will be published on the council's website. All plans and drawings should include a scale bar indicating a minimum of 0-10 metres and show the paper size and key dimensions.

For online applications submitted via the Planning Portal drawings should be A3 or smaller and attached as .pdf (Adobe Acrobat) Files. They should include: the print (paper) size; the relevant scale at that print size (e.g. 1:50 or 1:100); a scale bar showing the length of 1 and 10 metres and/or key dimensions.

The maximum size of all files that can be uploaded on the Planning Portal is 25Mb and no individual file can be larger than 5Mb. Please do not attach .cad or .exe files or use zip utilities to compress files because these are not accepted.

### **Planning Application Requirements**

Four copies (including the original) of all of the information on the checklist are required unless the application is submitted electronically through the Planning Portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk))

# PLANNING APPLICATION CHECKLIST

## Application for Planning Permission

### National Planning Application Requirements

#### **You must provide the following as part of your application:**

- Completed 1APP National Standard Application Form, signed and dated.
- Completed Ownership Certificate (A, B, C or D as applicable), signed and dated.
- Where Ownership Certificate B, C or D has been completed, the correct Notice under GDPO 1995 which must be given and served on the owner(s) and/or published in a local newspaper.
- Agricultural Holdings Certificate, signed and dated.
- Appropriate fee.
- Design and Access Statement, where the application is for the following:
  - Major Development<sup>1</sup>, except where:
    - for removal or variation of conditions;
    - involving change of use of land/buildings only;
    - renewal of existing permission;
    - engineering operations;
    - waste development.
  - Development within Conservation Areas involving:
    - the provision of one or more dwellinghouses;
    - the provision of building or buildings where the floor space created by the development is 100 square metres or more.
- A Site Plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North.
- A Location Plan based on an up-to-date map at a scale of 1:1250 or 1:2500. The application site should be clearly edged with a red line and a blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- Other drawings/plans:
  - At a scale of 1:100 or 1:200 - Block plan showing any site boundaries
  - At a scale of 1:50 or 1:100 - Existing and proposed elevations
  - Existing and proposed floor plans
  - Existing and proposed site section and finished floor and site levels
  - Roof plan

## Local Planning Application Requirements

<b>You may also need to provide the following as part of your application:</b>		
	<b>Requirement</b>	<b>When Required</b>
<input type="checkbox"/>	<b>Community Infrastructure Levy Information Form</b>	<b>All applications for one or more dwellings (except conversions) or where the gross internal floor area of new buildings and/or extensions exceeds 100 square metres</b>
<input type="checkbox"/>	Affordable Housing Statement	On residential or part residential development where there is capacity to provide 10 or more homes, or where the site area is greater than 0.5 hectares.
<input type="checkbox"/>	Air Quality Assessment	All development involving processes under Environmental Permitting Regulations – Regulated Facilities  Proposals for new developments with 200 parking spaces or more or an increase in existing parking provision of 200 spaces to more.  Proposals for coach and lorry parks.
<input type="checkbox"/>	Biodiversity Survey and Report	All Major Development <sup>1</sup> (except change of use).  Development (excluding change of use) on sites designated as SSSI or any part of the site is within 100 metres of SSSI.  Development (excluding change of use) on or adjacent to sites of Metropolitan, Borough or Local Importance for Nature Conservation as shown on the Council's LDF Proposals Map.  Where there is a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site: <ul style="list-style-type: none"> <li>• Protected and Priority Species</li> <li>• Designated Sites, Important Habitats or other Biodiversity Features</li> <li>• Features of Geological Conservation Importance</li> </ul> Development resulting in loss of any hedgerow or woodland or alteration to any water course.
<input type="checkbox"/>	Daylight/Sunlight Assessment	All new Major development (except change of use).
<input type="checkbox"/>	Economic Statement	All new employment related development (including change of use) where the floorspace created would be over 5000 square metres.
<input type="checkbox"/>	Energy Statement	All major development (except change of use).

	<b>Requirement</b>	<b>When Required</b>
□	Environmental Statement	<p>All development falling within Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.</p> <p><a href="http://www.legislation.gov.uk/ukxi/2011/1824/schedule/1/made">http://www.legislation.gov.uk/ukxi/2011/1824/schedule/1/made</a></p> <p>Development falling within Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011, where a Screening Opinion has confirmed the need to submit an EIA.</p> <p><a href="http://www.legislation.gov.uk/ukxi/2011/1824/schedule/2/made">http://www.legislation.gov.uk/ukxi/2011/1824/schedule/2/made</a></p>
□	Evidence to accompany applications for town centre uses	<p>All new town centre type development – e.g. retail (including warehouse clubs and factory outlet centres); leisure, entertainment facilities, and the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices, both commercial and those of public bodies; and arts, culture and tourism (theatres, museums, galleries and concert halls, hotels, and conference facilities) outside designated Town Centres and at edge of centre locations.</p>
□	Flood Risk Assessment	<p>All new development in Flood Zones 2 and 3 as designated by the Environment Agency.</p> <p>All development of 1 hectare or more in Flood Zone 1 as designated by the Environment Agency (map shown on the EA website.)</p> <p>All development of 1 hectare or more (surface flood assessment only required).</p>
□	Foul Sewerage and Utilities Assessment	<p>All development requiring or involving the installation of non-mains sewerage.</p> <p>All development involving disposal of trade waste or foul sewerage effluent other than to the public sewer.</p>
□	Heritage Statement	<p>All new development within the curtilage of a listed building or Scheduled Ancient Monument.</p> <p>All new development (except change of use) on land that is in a Conservation Area or an Archaeological Priority Area or adjoins a Listed Building or Scheduled Ancient Monument.</p> <p>All major development where any part of the site is within 50 metres of the boundary of a Conservation Area.</p>

	<b>Requirement</b>	<b>When Required</b>
<input type="checkbox"/>	Land Contamination Assessment	If the proposal involves land which is known to be contaminated or where contamination is suspected for all or part of the site or is for a proposed use that would be particularly vulnerable to the presence of contamination.
<input type="checkbox"/>	Landfill Statement	All development involving the depositing of waste (landfill).
<input type="checkbox"/>	Landscaping Details	All major development (except change of use).
<input type="checkbox"/>	Lighting Assessment	All applications for or including floodlighting.
<input type="checkbox"/>	Noise Impact Assessment	All new residential development that adjoins a trunk road, motorway or railway land.  All major residential development within designated town centres.  All new development involving the following uses: <ul style="list-style-type: none"> <li>• industrial (Class B2)</li> <li>• food and drink (Class A3, A4, A5) and nightclub</li> <li>• new recreational and sporting development</li> </ul> All major development involving the following uses: <ul style="list-style-type: none"> <li>• retail (Class A1)</li> <li>• storage and distribution (Class B8)</li> <li>• leisure development.</li> </ul> All aviation development.
<input type="checkbox"/>	Open Space Assessment	Development involving loss of park land (including greens, recreation grounds and play space), sports ground, allotment land or cemetery land.
<input type="checkbox"/>	Parking Provision	If details not previously supplied in plans or other statements - development involving either the loss or provision of new parking spaces.
<input type="checkbox"/>	Photographs/ Photomontages	All new major development in conservation areas.  All development proposing more than 20,000 square metres floorspace and/or 200 dwelling units.
<input type="checkbox"/>	Planning Statement	If details not supplied in other statements -all major development proposals (including change of use of more than 1000 square metres floorspace).
<input type="checkbox"/>	Safer Places Statement	All major development (except change of use).
<input type="checkbox"/>	Site Waste Management Plan	All major development proposals which include demolition of existing buildings.
<input type="checkbox"/>	Statement of Community Involvement	If not included in Planning Statement – all major development.
<input type="checkbox"/>	Sustainable Design and Construction Statement	All major development (except change of use).

	<b>Requirement</b>	<b>When Required</b>
<input type="checkbox"/>	Telecommunication Development – Supplementary Information	All mast and antenna development by mobile phone network operators.
<input type="checkbox"/>	Transport Assessment	All development that meets thresholds in Appendix B of DoT Guidance on Transport Assessments – <a href="http://webarchive.nationalarchives.gov.uk/+/http://www.dft.gov.uk/ado/bepdf/165237/202657/guidanceontaappendixb">http://webarchive.nationalarchives.gov.uk/+/http://www.dft.gov.uk/ado/bepdf/165237/202657/guidanceontaappendixb</a>
<input type="checkbox"/>	Travel Plan	All major retail and leisure development.  All new business and educational development (including change of use) where floorspace would be more than 2,500 square metres.  All stadia development proposing more than 1500 seats.
<input type="checkbox"/>	Tree Survey/Arboricultural Implications	Where there are trees or hedges on the proposed development site or on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character.
<input type="checkbox"/>	Ventilation/Extraction Statement	All food and drink (Class A3, A4, A5) development and change of use.

<sup>1</sup>  
**Major Development** - For dwellings, a major development is one where the number of dwellings to be created by new development and/or conversion is 10 or more. Where the number of dwellings to be constructed is not given in the application, a site area of 0.5 hectares or more should be used as the definition of a major development. For all other uses, a major development is one where the floors pace to be built or converted is 1000 square metres or more, or where the site area is 1 hectare or more.

#### **NOTE**

In specific cases the Council may use powers under Regulation 4 of the Town and Country Planning (Applications) Regulations 1988 which allows authorities to request in writing any further information required to enable it to determine an application, even where the above thresholds are not met.