

GUIDANCE CHECKLIST

APPLICATION FOR PLANNING PERMISSION

NATIONAL REQUIREMENTS

1) Completed forms (4 copies required)

2) Plans (4 copies required)

A plan which identifies the application site drawn to an identified scale and showing the direction of North. The application site should be clearly outlined, normally in red. Any other land owned by the applicant, close to or adjoining the application site, should be clearly distinguished on the plan, normally in blue.

Plans and information necessary to describe the subject of the application 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)

(Separate floor plans and elevations as existing may not be required in all cases. The test will be whether the plans as submitted clearly show what is being changed).

Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100) (Required where there is a change in ground levels or a sloping site).

Roof plans (e.g. at a scale of 1:50 or 1:100) (Required where there are significant extensions to roof forms and new buildings).

3) Ownership Certificate

The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) Order 2010.

In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Order must be given or published.

4) Agricultural Holdings Certificate

Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) Order 2010.

5) Design and Access Statement

Design and Access Statement, if required

6) The appropriate fee.

LOCAL REQUIREMENTS

The list below sets out what the council is likely to require, but there could be other information specific to the application which may be required. Any such information will be requested as early as possible during the application process. Full detailed descriptions of all possible local requirements and the circumstances under which they are required on our website.

	When required
Flood Risk Assessment	For planning applications within Environment Agency Flood Zones 2 and 3
Parking provision	Where the proposal requires an increase in the demand for parking or cycle provision.
Tree Survey - Arboricultural Statement	Where development is within the crown spread of any tree to be retained.
Affordable Housing Statement	On sites exceeding 0.5 ha. Or for 15 dwellings or more. Or for rural local needs sites.
Biodiversity survey and report	For any development likely to affect a local or national designated nature conservation habitat or one which would impact on a designated protected species.
Structural survey	Required for re-use or conversion of agricultural buildings, where the proposals involve substantial demolition or reconstruction.
Environmental Statement	EIA development: - Town & Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 All development defined in Schedule 1 Development or as defined in Schedule 2, where there will be significant environmental effects.
Travel Plan and Transport Assessment.	Where the development is likely to have significant transport implications, as advised by PPG13.
Land Contamination Assessment	Where contamination is known or suspected. Former Petrol filling station sites. Former landfill sites All brownfield sites in proximity to a river or floodplain.
Landscaping details	Where such details follow on from the design and layout concepts in a Design and Access Statement. Where existing trees, hedges and other landscape features will be affected by proposals, and where landscaping needs to be considered as an integral part of the development.
Planning Obligations – Draft Head(s) of Terms	For all planning applications for one or more dwellings, or in cases where pre-application meetings have highlighted the need for a planning agreement.
Statement of Community Involvement	Required for all major applications to show how the developer has complied with the requirements for pre-application consultation as set out in the Council's Statement of Community Involvement.