

## National Requirements for Submission Of Applications Under The Planning Acts

- **Completed Standard Application form** (original & 3 copies to be supplied unless the application is submitted electronically)
- 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. 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
- **The location plan:** This must be based on an up-to-date map and usually 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.
- **Sufficient Plans, drawings and other information necessary to describe the development the subject of the application:** The amount and nature of information required will vary with each application. You may wish to contact Planning Services to discuss the requirements for your particular application, please refer to the local requirements for details and ‘Other Plans and Drawings Necessary’ for details of what required plans should include.
- **Design and access statement** 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 dwelling house or its curtilage falls within one of the following designated areas:

- Conservation area

Further guidance on the content of Design and Access Statements will be issued.

- The appropriate **fee**

## Other Plans and Drawings Necessary

Depending on the type of application.

- **Sufficient Plans, drawings and other information necessary to describe the development the subject of the application:** The amount and nature of information required will vary with each application, but may include some or all of the plans listed below. Contact Planning Services to discuss the plans which would be required for your particular application.
  - **Site and Other Plans:** 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 way 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.
  - **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** 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** 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** 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** 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.

**The legislation requires three copies plus the original (unless submitted electronically).**

**Some examples of local requirements are listed within the next sections.**

## Local Requirements for the Submission of Applications Under the Planning Acts

### Applications for Planning Permission, Outline Applications (with all or some matters reserved), Applications for approval of Reserved Matters

#### Outline Applications: National Requirement

- **Completed Standard Application form** (original & 3 copies to be supplied unless the application is submitted electronically)
- **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. See 'Other Plans and Drawings Necessary' section for information required on such plans.
- **Sufficient Plans, drawings and other information necessary to describe the development the subject of the application:** You may wish to contact Planning Services to discuss the plans which would be required for your particular application.
- The completed **Ownership Certificate**. See 'National Requirements For Submission Of Applications Under The Planning Acts' for information required.

As a minimum, outline applications must contain the following information:

- **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 use .
- **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.

#### Applications for approval of Reserved Matters: 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

Applications for planning permission, outline applications and applications for approval of reserved matters will, where appropriate, require the information specified in the following table.

## Information required to support Planning Application – Local Requirements

Additional Information	Suggested Threshold <sup>1</sup>
Additional Plans: drawings at a scale of not less than 1:20 showing the windows, any features and position in the reveal	Applications for new windows in Conservation Areas or buildings on the Local List
Additional Plans: drawings showing a swept path analysis with access and egress movements and turning/ servicing within the site.	Applications for new commercial developments which involve servicing by HGVs.
Affordable housing statement	major residential development
Air quality assessment	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 or as set out in SPG Air Quality and New Development.
Biodiversity survey and report	in OR adjacent to Special Areas of Conservation, Special Protection Areas, Ramsar Sites, Sites of Special Scientific Interest, Local Nature Reserves or Local Sites <b>or</b> reasonable likelihood of protected species on site <sup>2</sup>
Daylight/Sunlight assessment	buildings in excess of 4 storeys
Economic Statement	major development
Environmental Impact Statement	as set out in The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293)
Flood risk assessment, Sequential & Exceptions Test	as per matrix & map in Strategic Flood Risk Assessment
Foul sewerage & Utilities assessment	major development
Heritage Statement	applications affecting site or setting of Conservation Area / Listed Building / Scheduled Ancient Monument /site of archaeological interest as defined in Local Plan or otherwise identified /building on local list/ Historic Park or Garden

<sup>1</sup> For the purposes of this checklist, major is defined in The Town and Country Planning (General Development Procedure) Order 1995 (SI 1995/419).

<sup>2</sup> English Nature have provided information to devise a checklist to assess reasonable likelihood of protected species on site which will be published with revised guidance notes.

## Information required to support Planning Application – Local Requirements

Additional Information	Suggested Threshold <sup>1</sup>
Retail/ Leisure Impact assessment and evidence to accompany town centre uses	retail/ leisure use in excess of 2500sq m or as required for departures or large schemes in smaller centres
Land Contamination assessment	sensitive end use (residential/ nursery/school etc)/ reason to suspect contamination
Landscaping Details	major developments
Lighting assessment	major development/ city centre use/ where lighting elements proposed
Noise assessment	noise sensitive uses in proximity to noisy uses/ proposed noisy use
Open Space assessment	development on urban greenspace over 0.25ha
Photographs and Photomontages	major city centre development/ where the application is within a Conservation Area or would affect the setting of a Listed Building
Planning obligations - Draft Head(s) of Terms	applications for residential new build or where a need for a s106 has been identified in pre-application discussions
Sustainability Report	Major development (to include details of how the development will secure at least 10% of its energy from renewable sources).
Planning Statement	major/ departure / as developer considers appropriate
Site Waste Management Plan	major development or demolition
Statement of Community Involvement	as per paragraph 5.5 of statement of community involvement
Structural survey	conversions/ demolitions requiring Listed Building or Conservation Area Consent
telecommunications statement	as per prior approval list
transport assessment, statement, travel plan	as per appendix B on Guidance For Transport Assessment (March 2007) published by the Department for Transport or where a significant transport implication has been identified in pre-application discussions and as advised by PPG13. All applications should contain details and supporting information of the theoretical traffic generation of the proposed use; junction details at the connection to the local highway network, details of all off-site highway works; details of existing Traffic Regulation Orders and any amendments required to facilitate the development; reinstatement of redundant vehicular accesses. This should include an appropriate quality audit or road safety audit should be required for all new residential estate roads, proposed road junctions and any off-site highway works. Major development should contain a plan showing

## Information required to support Planning Application – Local Requirements

Additional Information	Suggested Threshold <sup>1</sup>
	committed development within the area, details of any highway schemes in the forward programme and details of any Highways Agency schemes in the vicinity. Applications where there is a proposed highway closure should contain a plan showing details of any proposed highway closures associated with the application along with a plan showing the existing adopted public highway.
Tree survey/Arboricultural implications	site redevelopment, or where the site is within a Conservation Area or there are adjacent trees covered by a TPO
Ventilation/Extraction statement	A3/A4/A5; major industrial / commercial; residential homes

## Typical Applications – Information required

### Householder Applications

#### National Requirement

- **Completed Standard Application form** (original & 3 copies to be supplied unless the application is submitted electronically)
- **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. See 'Other Plans and Drawings Necessary' section for information required on such plans.
- **Sufficient Plans, drawings and other information necessary to describe the development the subject of the application:** You may wish to contact Planning Services to discuss the plans which would be required for your particular application.
- The completed **Ownership Certificate**. See 'National Requirements For Submission Of Applications Under The Planning Acts' for information required.
- **Design and access statement** – when located in a Conservation Area

#### Local Requirements

- **Site and Other Plans:** Copies of the site plan should be submitted. The site plan should be drawn at a scale of 1:500 or 1:200. See 'Other Plans and Drawings Necessary' section for information required on such plans.
- **Block plan** of the site (e.g. at a scale of 1:100, 1:200 or 1:500) showing any site boundaries etc. See 'Other Plans and Drawings Necessary' section for information required on such plans.
- **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. See 'Other Plans and Drawings Necessary' section for information required on such plans. In the cases of extensions to terraced/semi detached properties, elevations should also show part of the elevation of adjoining properties.
- **Existing and proposed floor plans** (e.g. at a scale of 1:50 or 1:100) These should be drawn to a scale of 1:50 or 1:100. See 'Other Plans and Drawings Necessary' section for information required on such plans.
- **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. See 'Other Plans and Drawings Necessary' section for information required on such plans.
- **Flood Risk Assessment**, sequential and exceptions tests as required by matrix and map in Strategic Flood Risk Assessment.
- **Tree survey/Arboricultural implications** if the site is within a Conservation Area or if there are trees within the site or adjacent to the boundary of the site.
- **Heritage Statement** if the application affects the site or setting of Conservation Area / Listed Building / Scheduled Ancient Monument /site of archaeological interest as defined in Local Plan or otherwise identified /building on local list/ scheduled park or garden. It may be possible to incorporate this into the Design and Access Statement.
- **Drawings** at a scale of not less than 1:20 showing the windows, any features and position in the reveal if the application relates to replacement windows in the Avenues Conservation Area

## Advertisement Consent

### National Requirements

- **Completed Standard Application form** (original & 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) this normally includes:
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100). In the cases of terraced/semi detached properties, elevations should also show part of the elevation of adjoining properties (position of windows and other signs for example).
  - 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

- If the advertisement is to be sited on a building, **section** through the building including the proposed advertisement (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- **Lighting assessment** (where illuminated advertisements are proposed)
- **Photographs** and photomontages

## Listed Building Consent for alterations, extension or demolition of a Listed Building

### National Requirement

- **Completed Standard Application form** (original & 3 copies to be supplied unless the application is submitted electronically)
- **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. See 'Other Plans and Drawings Necessary' section for information required on such plans.
- **Sufficient Plans, drawings and other information necessary to describe the development the subject of the application:** You may wish to contact Planning Services to discuss the plans which would be required for your particular application.
- The completed **Ownership Certificate**. See 'National Requirements For Submission Of Applications Under The Planning Acts' for information required.
- **Design and access statement**

### Local Requirements

- **Heritage Statement** (including historical, archaeological features and Scheduled Ancient Monuments)
- **Assessment** of the building in relation to the tests for carrying out demolition as set out in the Local Plan and PPG15 where demolition is proposed
- **Other plans** (original & 3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
  - any other proposed internal or external alterations which would require Listed Building Consent
- **Photographs/photomontages** showing the whole building and its setting and/or the particular section of the building affected by the proposals
- **Structural Survey** of the building if demolition or significant structural alterations proposed
- **Site waste management plan** where demolition is proposed
- **Tree survey/Arboricultural implications** if there are trees within the site or adjacent to the boundary
- **Biodiversity Survey and Report** where reasonable likelihood of protected species on site

## Conservation Area Consent for Demolition In A Conservation Area

### National Requirement

- **Completed Standard Application form** (original & 3 copies to be supplied unless the application is submitted electronically)
- **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. See 'Other Plans and Drawings Necessary' section for information required on such plans.
- **Sufficient Plans, drawings and other information necessary to describe the development the subject of the application:** You may wish to contact Planning Services to discuss the plans which would be required for your particular application.
- The completed **Ownership Certificate**. See 'National Requirements For Submission Of Applications Under The Planning Acts' for information required.

### Local Requirements

- **Heritage Statement** (including historical, archaeological features and Scheduled Ancient Monuments)
- **Photographs/photomontages** showing the whole building and its setting and/or the particular section of the building affected by the proposals
- **Assessment** of the building in relation to the tests for carrying out demolition as set out in the Local Plan and PPG15
- **Structural Survey** of the building
- **Tree survey/Arboricultural** implications if there are trees within the site or adjacent to the boundary
- **Biodiversity Survey and Report** where there is a reasonable likelihood of a protected species within the building or structure

## Typical Applications – Information required

### 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

- **Plans** (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres):
  - Existing elevations (e.g. at a scale of 1:50 or 1:100) if application relates to external alterations
  - Existing floor plans (e.g. at a scale of 1:50 or 1:100) if application relates to uses
  - 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)

## 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

- **Plans** (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres):
  - **Existing and proposed elevations** (e.g. at a scale of 1:50 or 1:100) if application relates to external alterations
  - **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)

## Typical Applications – Information required

### **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)**

For works to trees protected by a Tree Preservation Order, you must provide the following:

- **Completed Standard Application form** (original & 3 copies to be supplied unless the application is submitted electronically)
- **Sketch plan** showing the location of all tree(s);
- A full and clear **specification** of the works to be carried out specifying the species of tree;
- Statement of **reasons** for the proposed work; and
- **Evidence** in support of statement of reasons.
- **Biodiversity Survey and Report** where there is a reasonable likelihood of a protected species within the building or structure

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal.

- **Completed Standard Application form** (original & 3 copies to be supplied unless the application is submitted electronically)
- **Sketch plan** showing the precise location of all tree(s); and
- A full and clear **specification** of the works to be carried out specifying the species of tree; and
- Statement of **reasons** for the proposed work
- **Biodiversity Survey and Report** where there is a reasonable likelihood of a protected species within the building or structure

Whether the trees are protected by a TPO or in a conservation area, it may help your application if you include the following:

- **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.

## 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

- Any other relevant additional information
- Area of search
- Statement of community involvement
- Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development)
- Visual impact assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)

## Typical Applications – Information required

### Application for prior approval – 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

- Biodiversity Survey and Report where reasonable likelihood of protected species on site
- Tree survey/Arboricultural implications if trees on or adjacent to the site
- Site Waste Management Plan
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
-