

## **Appendix 2**

### **Development Management Local Validation Checklists**

#### **Application for prior notification of proposed agricultural development - proposed fish tank**

##### **NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

##### **LOCAL REQUIREMENTS**

- None
- 

#### **Application for prior notification of proposed agricultural development - proposed building**

##### **NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

##### **LOCAL REQUIREMENTS**

- None
- 

#### **Application for prior notification of proposed agricultural development - proposed road**

##### **NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site
- The appropriate fee

## **LOCAL REQUIREMENTS**

- None
- 

## **Application for Advertisement consent**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A site/location plan scale 1: 1250 or a: 1:2500 which identifies the land to which the application relates drawn to an identified scale, identifies the proposed position of the advertisement and shows the direction of North (3
- 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) including:
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - 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**

- None
- 

## **Conservation Area consent for demolition in a Conservation Area**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A site/location plan scale 1: 1250 or a: 1:2500 which identifies 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) showing access to/from highway
- 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) including:

- Block plan of the site (e.g. at a scale of 1:100 or 1:200 showing any site boundaries and the proposed works clearly shown)
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D - as applicable) as required by Article 11 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- In addition where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation.

## LOCAL REQUIREMENTS

- **Biodiversity Checklist/Report** – Completion of the Natural England checklist is required **FOR ALL** applications with an accompanying report if required as indicated on the checklist.  
Reports are also required if the site is within any international, national, regional or locally designated area for nature conservation. In the case of major applications a report is also required if the site is within 200m of any of the above.

**More Information at:**

<http://www.naturalengland.org.uk/>

(Search for: 'Standing Advice')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 9)

- **Photographs:** Showing the whole building and its setting and/or the particular section of the building affected by the proposals.

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 5)

- **Justification statement:** identifying the context and need for the demolition.

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 5)

- **Structural survey** – a recent survey (not more than 12 months old) is required for all proposals for conversions of barns, chapels, churches and replacement dwellings and any application relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building.

- A Structural Survey report should be prepared by an expert about the condition of a building.

**Policy Driver:** National Planning Policy Framework (Formally Planning Policy Statement 7)

- **Tree Report/Arboricultural Implications** – A detailed survey of existing trees within the site (or/and any trees adjoining the site which are likely to be affected by the works/development) is required for trees with Tree Preservation Orders or Trees within a Conservation Area.

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 1)

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## **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 site/location plan scale 1:1250 or 1:2500 identifying the land (outlined in red and any other land owned by the applicant outlined in blue) 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) showing access to/from highway
- Such evidence verifying the information included in the application as can be provided for example:
  - Sworn affidavits
  - Receipts
  - Accounts
- Such other information as is considered to be relevant to the application
  - The appropriate fee

### **LOCAL REQUIREMENTS**

- None
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## **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 site/location plan scale 1: 1250 or a: 1:2500 which identifies 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) showing access to/from highway
- 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). **NB:** Full plans are not necessary for applications which relate to non compliance with a condition.
    - 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)
    - Block plan (e.g. at a scale of 1:500 or 1:200) showing any site boundaries and the proposed works clearly shown
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## Application for Approval of Reserved Matters following outline approval

### 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 1:200 or 1:500 showing any site boundaries and the proposed works clearly shown)
  - 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**

- A site/location plan scale 1:1250 or 1:2500 identifying the land (outlined in red and any other land owned by the applicant outlined in blue) 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)
- **Please see below:**

***NB***

***The application should comply with the requirements of any Section 106 Agreement and any conditions imposed on the outline planning permission.***

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## **Application for Discharge of Conditions**

### **NATIONAL REQUIREMENTS**

- **None**

### **LOCAL REQUIREMENTS**

- **Application form:** – Completed application form
  - **Relevant Information:** - Pertaining to the Condition/s to be discharged
  - **Fee:**
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## **Application for Planning Permission and Listed Building Consent**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A site/location plan scale 1: 1250 or a 1:2500 which identifies 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) showing access to/from highway
- 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) including:
  - Block plan of the site (e.g. at a scale of 1:200 or 1:500 showing any site boundaries and the proposed work clearly shown.
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) (Also required for Change of use applications where the proposal affects the elevation/s)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) (Annotated plans also required for all Change of use applications)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- 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) (England) Order 2010 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Design and access statement
- The appropriate fee
- In addition where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulation 1990 must be given and/or published in accordance with this Article and this Regulation.

## **LOCAL REQUIREMENTS**

- **Affordable housing statement** – required for all housing sites proposing 15 or more houses or on housing sites above 0.5ha. A statement will also be required for Rural Exemption Housing Sites.

**More information at:**

<http://www.communities.gov.uk/>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 3)

- **Biodiversity Checklist/Report** – Completion of the Natural England checklist is required **FOR ALL** applications with an accompanying report if required as indicated on the checklist. Reports are also required if the site is within any international, national, regional or locally designated area for nature conservation. In the case of major applications a report is also required if the site is within 200m of any of the above.

**More Information at:**

<http://www.naturalengland.org.uk/>

(Search for: 'Standing Advice')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 9)

- **Contamination Report** – required where contamination is known or suspected or the proposed use is especially vulnerable, as indicated on the application form. Report should comprise at least a desk study and site reconnaissance (walk over).

**More information at:**

<http://www.communities.gov.uk/>

(Search for: National Planning Policy Framework))

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 23)

- **Flood risk assessment** – required where indicated on the Environment Agency flood risk matrix, as indicated on the application form.

**More Information at:**

<http://www.environment-agency.gov.uk/>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 25.)

- **Structural survey** – a recent survey (not more than 12 months old) is required for all proposals for conversions of barns, chapels, churches



and replacement dwellings and any application relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building.

- A Structural Survey report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.

**Policy Driver:** National Planning Policy Framework (Formally Planning Policy Statement 7)

- **Schedule of Works:** A schedule of works should show clearly what changes are proposed in each room affecting the layout, or any feature, including method of undertaking repairs

**More information at:**

<http://www.communities.gov.uk/>

(Search for National Planning Policy Framework)

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 5)

- **Photographs:** Photographs should show the whole building and its setting and/or the particular section of the building affected by the proposals.

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 5)

- **Telecommunications Development – supplementary information** – required for all applications for mast and antenna development in accordance with the Code of Practice on Mobile Network Development (2002).

**More information at:**

<http://www.communities.gov.uk/>

(Search for 'Code of Best Practice on Mobile Phone Network development')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Guidance 8)

- **Transport assessment/statement** - required for major applications that fall within the guidance to transport assessments DoT March 2005

**More information at:**

<http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Guidance 13)

- **Tree Report/Arboricultural Implications** – A detailed survey of existing trees within the site (or/and any trees adjoining the site which are likely to be affected by the works/development) is required for trees with Tree Preservation Orders or Trees within a Conservation Area.

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 1)

- **Windows/doors** - Plans to a scale of not less than 1:20 to show cross sections of all new doors and windows.

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 5)

- **Informative/Advice Notes –**

It is important to ensure that new developments do not lead to a breach of environmental legislation. This includes the Water Framework Directive and the objectives of 'No Deterioration' and achieving Good Status. Housing developments, particularly large-scale developments, have the potential to impact on water quality.

Developers should consider the method of foul water disposal as early as possible as this is linked to water quality. The potential impact to the water environment can vary depending upon the proposed method for disposing of foul waters (e.g. mains sewer or non-mains drainage). Disposal of foul water to the main sewer network is the Environment Agency's preferred method for disposal however, the available capacity of the sewer network and receiving waste water treatment works should be considered. Early discussions should take place between the developer and the sewerage provider to ensure that water quality is adequately protected.

Where a Town/Parish has an adopted Plan/Design Statement please 'Verify that any Village Design Statement or Village Plan has been considered as part of the planning application process and stating any divergences made'

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# Application for planning permission and Advertisement consent

## NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A site/location plan scale 1: 1250 or a: 1:2500 which identifies 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)
- 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) including:
  - Block plan of the site (e.g. at a scale of 1:200 or 1:500 showing any site boundaries and the proposed works clearly shown)
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) (Also required for Change of use applications where the proposal affects the elevation/s)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) (Annotate plans also required for all Change of use applications)
  - 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)
  - 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 completed Ownership Certificate (A, B, C or D - as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Design and access statement, if required
- The appropriate fee
- In addition where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be given and/or published in accordance with this Article.

## LOCAL REQUIREMENTS

- **Affordable housing statement** – required for all housing sites proposing 15 or more houses or on housing sites above 0.5ha. A statement will also be required for Rural Exemption Housing Sites.

**More information at:**

<http://www.communities.gov.uk/>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 3)

- **Biodiversity Checklist/Report** – Completion of the Natural England checklist is required **FOR ALL** applications with an accompanying report if required as indicated on the checklist. Reports are also required if the site is within any international, national, regional or locally designated area for nature conservation. In the case of major applications a report is also required if the site is within 200m of any of the above.

**More Information at:**

<http://www.naturalengland.org.uk/>

(Search for: 'Standing Advice')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 9)

- **Contamination Report** – required where contamination is known or suspected or the proposed use is especially vulnerable, as indicated on the application form. Report should comprise at least a desk study and site reconnaissance (walk over).

**More information at:**

<http://www.communities.gov.uk/>

(Search for: National Planning Policy Framework)

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 23)

- **Flood risk assessment** – required where indicated on the Environment Agency flood risk matrix, as indicated on the application form.

**More Information at:**

<http://www.environment-agency.gov.uk/>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 25.)

- **Structural survey** – a recent survey (not more than 12 months old) is required for all proposals for conversions of barns, chapels, churches and replacement dwellings and any application relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building.
- A Structural Survey report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.

**Policy Driver:** National Planning Policy Framework (Formally Planning Policy Statement 7)

- **Telecommunications Development – supplementary information** – required for all applications for mast and antenna development in accordance with the Code of Practice on Mobile Network Development (2002).

**More information at:**

<http://www.communities.gov.uk/>

(Search for ‘Code of Best Practice on Mobile Phone Network development’)

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Guidance 8)

- **Transport assessment/statement** - required for major applications that fall within the guidance to transport assessments DoT March 2005

**More information at:**

<http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Guidance 13)

- **Tree Report/Arboricultural Implications** – A detailed survey of existing trees within the site (or/and any trees adjoining the site which are likely to be affected by the works/development) is required for trees with Tree Preservation Orders or Trees within a Conservation Area.

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 1)

- **Informative/Advice Notes** – It is important to ensure that new developments do not lead to a breach of environmental legislation. This includes the Water Framework Directive and the objectives of ‘No Deterioration’ and achieving Good

Status. Housing developments, particularly large-scale developments, have the potential to impact on water quality.

Developers should consider the method of foul water disposal as early as possible as this is linked to water quality. The potential impact to the water environment can vary depending upon the proposed method for disposing of foul waters (e.g. mains sewer or non-mains drainage). Disposal of foul water to the main sewer network is the Environment Agency's preferred method for disposal however, the available capacity of the sewer network and receiving waste water treatment works should be considered. Early discussions should take place between the developer and the sewerage provider to ensure that water quality is adequately protected.

Where a Town/Parish has an adopted Plan/Design Statement please 'Verify that any Village Design Statement or Village Plan has been considered as part of the planning application process and stating any divergences made'

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## **Application for planning permission and Conservation Area consent for demolition**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A site/location plan scale 1: 1250 or a: 1:2500 which identifies 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) showing access to/from highway
- 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) including:
  - Block plan of the site (e.g. at a scale of 1:200 or 1:500 showing any site boundaries and the proposed works clearly shown)
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) (Also required for Change of use applications where the proposal affects the elevation/s)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) (Annotate plans also required for all Change of use applications)
  - 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)

- 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) (England) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Design and access statement, if required
- The appropriate fee
- In addition where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be given and/or published in accordance with this Article.

## LOCAL REQUIREMENTS

- **Affordable housing statement** – required for all housing sites proposing 15 or more houses or on housing sites above 0.5ha. A statement will also be required for Rural Exemption Housing Sites.

### More information at:

<http://www.communities.gov.uk/>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 3)

- **Biodiversity Checklist/Report** – Completion of the Natural England checklist is required **FOR ALL** applications with an accompanying report if required as indicated on the checklist.

Reports are also required if the site is within any international, national, regional or locally designated area for nature conservation. In the case of major applications a report is also required if the site is within 200m of any of the above.

### More Information at:

<http://www.naturalengland.org.uk/>

(Search for: 'Standing Advice')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 9)

- **Contamination Report** – required where contamination is known or suspected or the proposed use is especially vulnerable, as indicated on the application form. Report should comprise at least a desk study and site reconnaissance (walk over).

**More information at:**

<http://www.communities.gov.uk/>

(Search for: National Planning Policy Framework)

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 23)

- **Flood risk assessment** – required where indicated on the Environment Agency flood risk matrix, as indicated on the application form.

**More Information at:**

<http://www.environment-agency.gov.uk/>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 25.)

- **Justification statement:** identifying the context and need for the demolition. This may include a structural survey (not more than 12 months old).

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 5)

- **Photographs:** required of any buildings to be demolished. Photographs should show the whole building and its setting and/or the particular section of the building affected by the proposals.

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 5)

- **Structural survey** – a recent survey (not more than 12 months old) is required for all proposals for conversions of barns, chapels, churches and replacement dwellings and any application relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building.
- A Structural Survey report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.

**Policy Driver:** National Planning Policy Framework (Formally Planning Policy Statement 7)

- **Telecommunications Development – supplementary information** – required for all applications for mast and antenna development in



accordance with the Code of Practice on Mobile Network Development (2002).

**More information at:**

<http://www.communities.gov.uk/>

(Search for 'Code of Best Practice on Mobile Phone Network development')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Guidance 8)

- **Transport assessment/statement** - required for major applications that fall within the guidance to transport assessments DoT March 2005

**More information at:**

<http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Guidance 13)

- **Tree Report/Arboricultural Implications** – A detailed survey of existing trees within the site (or/and any trees adjoining the site which are likely to be affected by the works/development) is required for trees with Tree Preservation Orders or Trees within a Conservation Area.

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 1)

- **Informative/Advice Notes** –

It is important to ensure that new developments do not lead to a breach of environmental legislation. This includes the Water Framework Directive and the objectives of 'No Deterioration' and achieving Good Status. Housing developments, particularly large-scale developments, have the potential to impact on water quality.

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Where a Town/Parish has an adopted Plan/Design Statement please 'Verify that any Village Design Statement or Village Plan has been considered as part of the planning application process and stating any divergences made'

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## **Application for planning permission**

### **NATIONAL REQUIREMENTS**

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  - Block plan of the site (e.g. at a scale of 1:200 or 1:500 showing any site boundaries and the proposed works clearly shown)
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) (Also required for Change of use applications where the proposal affects the elevation/s)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) (Annotate plans also required for all Change of use applications)
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- 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) (England) Order 2010
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- **Affordable housing statement** – required for all housing sites proposing 15 or more houses or on housing sites above 0.5ha. A statement will also be required for Rural Exemption Housing Sites.

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**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 9)

- **Contamination Report** – required where contamination is known or suspected or the proposed use is especially vulnerable, as indicated on the application form. Report should comprise at least a desk study and site reconnaissance (walk over).

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(Search for ‘Code of Best Practice on Mobile Phone Network development’)

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Guidance 8)

- **Transport assessment/statement** - required for major applications that fall within the guidance to transport assessments DoT March 2005

**More information at:**

<http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Guidance 13)

- **Tree Report/Arboricultural Implications** – A detailed survey of existing trees within the site (or/and any trees adjoining the site which are likely to be affected by the works/development) is required for trees with Tree Preservation Orders or Trees within a Conservation Area.

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 1)

- **Informative/Advice Notes** –

It is important to ensure that new developments do not lead to a breach of environmental legislation. This includes the Water Framework Directive and the objectives of 'No Deterioration' and achieving Good Status. Housing developments, particularly large-scale developments, have the potential to impact on water quality.

Developers should consider the method of foul water disposal as early as possible as this is linked to water quality. The potential impact to the water environment can vary depending upon the proposed method for disposing of foul waters (e.g. mains sewer or non-mains drainage). Disposal of foul water to the main sewer network is the Environment Agency's preferred method for disposal however, the available capacity of the sewer network and receiving waste water treatment works should be considered. Early discussions should take place between the developer and the sewerage provider to ensure that water quality is adequately protected.

Where a Town/Parish has an adopted Plan/Design Statement please 'Verify that any Village Design Statement or Village Plan has been considered as part of the planning application process and stating any divergences made'

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## Application for Hedgerow Removal Notice

### NATIONAL REQUIREMENTS

- A completed form or the form set out in Schedule 4 to the Hedgerow Regulations 1997
- A plan which clearly shows the location and length of the hedgerow(s) to be removed (if possible, please provide a plan to a scale of 1:2500. A different scale can be used so long as it shows clearly the location and length of the hedgerow or hedgerows that you wish to remove)
- Evidence of the date of planting

### LOCAL REQUIREMENTS

- **Aboricultural Statement:** A statement outlining the reasons for the proposed work  
**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 1)
- **Biodiversity Checklist/Report** – Completion of the Natural England checklist is required **FOR ALL** applications with an accompanying report if required as indicated on the checklist.

Reports are also required if the site is within any international, national, regional or locally designated area for nature conservation.

**More Information at:**

<http://www.naturalengland.org.uk/>

(Search for: 'Standing Advice')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 9)

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## **Householder Application for planning permission for works or extension to a dwelling and Listed Building consent**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A site/location plan scale 1: 1250 or a 1:2500 which identifies 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) showing access to/from highway
- 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) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200 showing any site boundaries and the proposed work clearly shown.
  - 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)
- 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) (England) Order 2010 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulation 1990
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Design and access statement, if required
- The appropriate fee
- In addition where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of Town and Country Planning (Development Management Procedure) (England) Order 2010 and by

Regulation 6 of the Planning Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

## LOCAL REQUIREMENTS

- **Biodiversity Checklist/Report** – Completion of the Natural England checklist is required **FOR ALL** applications with an accompanying report if required as indicated on the checklist.  
Reports are also required if the site is within any international, national, regional or locally designated area for nature conservation.

**More Information at:**

<http://www.naturalengland.org.uk/>

(Search for: 'Standing Advice')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 9)

- **Flood risk assessment** – required where indicated on the Environment Agency flood risk matrix, as indicated on the application form.

**More Information at:**

<http://www.environment-agency.gov.uk/>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 25.)

- **Photographs:** Photographs should show the whole building and its setting and/or the particular section of the building affected by the proposals.

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 5)

- **Schedule of Works:** A schedule of works should show clearly what changes are proposed in each room affecting the layout, or any feature, including method of undertaking repairs

**More Information at:**

<http://www.communities.gov.uk/>

(Search for National Planning Policy Framework)

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 5)

- **Tree Report/Arboricultural Implications** – A report is required for trees with Tree Preservation Orders or Trees within a Conservation Area either on or within 5.0 metres of the site

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 1)

- **Informative/Advice Notes** –

It is important to ensure that new developments do not lead to a breach of environmental legislation. This includes the Water Framework Directive and the objectives of ‘No Deterioration’ and achieving Good Status. Housing developments, particularly large-scale developments, have the potential to impact on water quality.

Developers should consider the method of foul water disposal as early as possible as this is linked to water quality. The potential impact to the water environment can vary depending upon the proposed method for disposing of foul waters (e.g. mains sewer or non-mains drainage). Disposal of foul water to the main sewer network is the Environment Agency’s preferred method for disposal however, the available capacity of the sewer network and receiving waste water treatment works should be considered. Early discussions should take place between the developer and the sewerage provider to ensure that water quality is adequately protected.

Where a Town/Parish has an adopted Plan/Design Statement please ‘Verify that any Village Design Statement or Village Plan has been considered as part of the planning application process and stating any divergences made’

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## **Householder application for planning permission for works or extension to a dwelling and Conservation Area Consent for demolition in a Conservation Area**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A site/location plan scale 1:1250 or 1:2500 which identifies 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) showing access to/from highway.



- 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) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200 showing any site boundaries and the proposed work clearly shown)
  - 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)
- 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) (England) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Design and access statement, if required
- The appropriate fee
- In addition where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be given and/or published in accordance with this Article.

## **LOCAL REQUIREMENTS**

- **Biodiversity Checklist/Report** – Completion of the Natural England checklist is required **FOR ALL** applications with an accompanying report if required as indicated on the checklist.  
Reports are also required if the site is within any international, national, regional or locally designated area for nature conservation.

**More Information at:**

<http://www.naturalengland.org.uk/>

(Search for: 'Standing Advice')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 9)

- **Flood risk assessment** – required where indicated on the Environment Agency flood risk matrix, as indicated on the application form.

**More Information at:**

<http://www.environment-agency.gov.uk/>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 25).

- **Justification statement:** identifying the context and need for the demolition. This may include a structural survey (not more than 12 months old)

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 5)

- **Photographs:** required of any buildings to be demolished. Photographs should show the whole building and its setting and/or the particular section of the building affected by the proposals.

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 5)

- **Tree Report/Arboricultural Implications** – A report is required for trees with Tree Preservation Orders or Trees within a Conservation Area either on or within 5.0 metres of the site

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 1)

**Informative/Advice Notes:**

Where a Town/Parish has an adopted Plan/Design Statement please ‘Verify that any Village Design Statement or Village Plan has been considered as part of the planning application process and stating any divergences made’

## **Householder application for planning permission for works or extension to a dwelling**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A site/location plan scale 1: 1250 or a: 1:2500 which identifies 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)
- 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) including:
  - Block plan of the site (e.g. at a scale of 1:200 or 1:500 showing any site boundaries and the proposed works clearly shown)
  - 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) – for new buildings within the curtilage
- Roof plans (e.g. at a scale of 1:50 or 1:100)
- 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) (England) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Design and access statement, if required
- The appropriate fee
- In addition where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be given and/or published in accordance with this Article.

## **LOCAL REQUIREMENTS**

- **Biodiversity Checklist/Report** – Completion of the Natural England checklist is required **FOR ALL** applications with an accompanying report if required as indicated on the checklist. Reports are also required if the site is within any international, national, regional or locally designated area for nature conservation.

**More Information at:**

<http://www.naturalengland.org.uk/>

(Search for: 'Standing Advice')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 9)

- **Flood risk assessment** – required where indicated on the Environment Agency flood risk matrix, as indicated on the application form.

**More Information at:**

<http://www.environment-agency.gov.uk/>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 25.)

- **Tree Report/Arboricultural Implications** – A report is required for trees with Tree Preservation Orders or Trees within a Conservation Area either on or within 5.0 metres of the site

## **Listed Building consent for alterations, extension or demolition of a listed building**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A site/location plan scale 1: 1250 or a: 1:2500 which identifies 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) showing access to/from highway.
- 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) including:
  - Block plan of the site (e.g. at a scale of 1:200 or 1:500 showing any site boundaries and the proposed works clearly shown)
  - 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)
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D - as applicable) as required by Regulation 6 of the Town and Country Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and access statement
- In addition where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulation 1990 must be given and/or published in accordance with this Regulation.

### **LOCAL REQUIREMENTS**

- **Biodiversity Checklist/Report** – Completion of the Natural England checklist is required **FOR ALL** applications with an accompanying report if required as indicated on the checklist.  
Reports are also required if the site is within any international, national, regional or locally designated area for nature conservation.

**More Information at:**

<http://www.naturalengland.org.uk/>

(Search for: 'Standing Advice')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 9)

- **Photographs:** Photographs should show the whole building and its setting and/or the particular section of the building affected by the proposals.

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 5)

- **Structural survey** – a recent survey (not more than 12 months old) is required for all proposals for conversions of barns and any application relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building.
- A Structural Survey report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 7)

- **Detailed description of works and method statement:** A description of proposed works should show clearly what changes are proposed in each room affecting the layout, or any feature, including method of undertaking repairs.
- If the Officer does not have sufficient information on which to base their recommendation the application may be refused.

**More information at:**

<http://www.communities.gov.uk/>

(Search for 'National Planning Policy Framework')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 5)

- **Heritage Statement**

Required in the case of development proposals which affect or may affect listed buildings, conservation areas, historic parks and gardens, and sites subject archaeological remains. The scope and degree of detail necessary

in the statement will vary according to particular circumstances of each application.

- **Tree Report/Arboricultural Implications** – A report is required for trees with Tree Preservation Orders or Trees within a Conservation Area either on or within 5.0 metres of the site

**Policy Driver** National Planning Policy Framework (Formerly Planning Policy Statement 1)

- **Windows/doors** - Plans to a scale of not less than 1:20 to show cross sections of all new doors and windows.

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 5)

- **Informative/Advice Notes –**

It is important to ensure that new developments do not lead to a breach of environmental legislation. This includes the Water Framework Directive and the objectives of ‘No Deterioration’ and achieving Good Status. Housing developments, particularly large-scale developments, have the potential to impact on water quality.

Developers should consider the method of foul water disposal as early as possible as this is linked to water quality. The potential impact to the water environment can vary depending upon the proposed method for disposing of foul waters (e.g. mains sewer or non-mains drainage). Disposal of foul water to the main sewer network is the Environment Agency’s preferred method for disposal however, the available capacity of the sewer network and receiving waste water treatment works should be considered. Early discussions should take place between the developer and the sewerage provider to ensure that water quality is adequately protected.

Where a Town/Parish has an adopted Plan/Design Statement please ‘Verify that any Village Design Statement or Village Plan has been considered as part of the planning application process and stating any divergences made’

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## **Application for a Non material Amendment following a grant of planning permission**

### **NATIONAL REQUIREMENTS**

- **Application form:** – Completed application form
- The appropriate fee

## **LOCAL REQUIREMENTS**

- **Scaled Plans** – As necessary to show the proposed amendment
- 

## **Application for outline planning permission with some matters reserved**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A site/location plan scale 1:1250 or 1:2500 which identifies 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)
- 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) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200 showing any site boundaries and the proposed works)
- 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) (England) Order 2010
- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Design and access statement, if required
- The appropriate fee
- In addition where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be given and/or published in accordance with this Article.
- Where **layout** is a reserved matter, the application for outline planning permission shall state the approximate location of buildings, routes and open spaces included in the development proposed.
- Where **scale** is a reserved matter, the application for outline planning permission shall state the upper and lower limit for the height, width and length of each building included in the development proposed.

- Where **access** is a reserved matter, the application for outline planning permission shall state the area or areas where access points to the development proposed will be situated.

## **LOCAL REQUIREMENTS**

- **Affordable housing statement** – required for all housing sites proposing 15 or more houses or on housing sites above 0.5ha. A statement will also be required for Rural Exemption Housing Sites.

**More information at:**

<http://www.communities.gov.uk/>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 3)

- **Biodiversity Checklist/Report** – Completion of the Natural England checklist is required **FOR ALL** applications with an accompanying report if required as indicated on the checklist. Reports are also required if the site is within any international, national, regional or locally designated area for nature conservation. In the case of major applications a report is also required if the site is within 200m of any of the above.

**More Information at:**

<http://www.naturalengland.org.uk/>

(Search for: 'Standing Advice')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 9)

- **Contamination Report** – required where contamination is known or suspected or the proposed use is especially vulnerable, as indicated on the application form. Report should comprise at least a desk study and site reconnaissance (walk over).

**More information at:**

<http://www.communities.gov.uk/>

(Search for: National Planning Policy Framework)

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 23)

- **Flood risk assessment** – required where indicated on the Environment Agency flood risk matrix, as indicated on the application form.



**More Information at:**

<http://www.environment-agency.gov.uk/>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 25.)

- **Telecommunications Development – supplementary information** – required for all applications for mast and antenna development in accordance with the Code of Practice on Mobile Network Development (2002).

**More information at:**

<http://www.communities.gov.uk/>

(Search for 'Code of Best Practice on Mobile Phone Network development')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Guidance 8)

- **Transport assessment/statement** - required for major applications that fall within the guidance to transport assessments DoT March 2005

**More information at:**

<http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Guidance 13)

- **Tree Report/Arboricultural Implications** - A report is required for trees with Tree Preservation Orders or Trees within a Conservation Area either on or within 5.0 metres of the site

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 1)

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- **Parameters etc:** Where **layout** is a reserved matter, the application for outline planning permission shall state the approximate location of buildings, routes and open spaces included in the development proposed.
    - Where **scale** is a reserved matter, the application for outline planning permission shall state the upper and lower limit for the height, width and length of each building included in the development proposed.
    - Where **access** is a reserved matter, the application for outline planning permission shall state the area or areas where access points to the development proposed will be situated.

- **Informative/Advice Note –**

It is important to ensure that new developments do not lead to a breach of environmental legislation. This includes the Water Framework Directive and the objectives of 'No Deterioration' and achieving Good Status. Housing developments, particularly large-scale developments, have the potential to impact on water quality.

Developers should consider the method of foul water disposal as early as possible as this is linked to water quality. The potential impact to the water environment can vary depending upon the proposed method for disposing of foul waters (e.g. mains sewer or non-mains drainage). Disposal of foul water to the main sewer network is the Environment Agency's preferred method for disposal however, the available capacity of the sewer network and receiving waste water treatment works should be considered. Early discussions should take place between the developer and the sewerage provider to ensure that water quality is adequately protected.

Where a Town/Parish has an adopted Plan/Design Statement please 'Verify that any Village Design Statement or Village Plan has been considered as part of the planning application process and stating any divergences made'

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## **Application for outline planning permission with all matters reserved**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A site/location plan scale 1: 1250 or a: 1:2500 which identifies 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) showing access to/from highway
- 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) including:
  - Block plan of the site (e.g. at a scale of 1:200 or 1:500 showing any site boundaries and the proposed works clearly shown)
- 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) (England) Order 2010

- Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- Design and access statement
- The appropriate fee
- In addition where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be given and/or published in accordance with this Article.

## **LOCAL REQUIREMENTS**

- **Affordable housing statement** – required for all housing sites proposing 15 or more houses or on housing sites above 0.5ha. A statement will also be required for Rural Exemption Housing Sites.

**More information at:**

<http://www.communities.gov.uk/>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 3)

- **Biodiversity Checklist/Report** – Completion of the Natural England checklist is required **FOR ALL** applications with an accompanying report if required as indicated on the checklist. Reports are also required if the site is within any international, national, regional or locally designated area for nature conservation. In the case of major applications a report is also required if the site is within 200m of any of the above.

**More Information at:**

<http://www.naturalengland.org.uk/>

(Search for: 'Standing Advice')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 9)

- **Contamination Report** – required where contamination is known or suspected or the proposed use is especially vulnerable, as indicated on the application form. Report should comprise at least a desk study and site reconnaissance (walk over).

**More information at:**

<http://www.communities.gov.uk/>

(Search for: National Planning Policy Framework)

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 23)

- **Flood risk assessment** – required where indicated on the Environment Agency flood risk matrix, as indicated on the application form.

**More Information at:**

<http://www.environment-agency.gov.uk/>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 25.)

- **Telecommunications Development – supplementary information** – required for all applications for mast and antenna development in accordance with the Code of Practice on Mobile Network Development (2002).

**More information at:**

<http://www.communities.gov.uk/>

(Search for 'Code of Best Practice on Mobile Phone Network development')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Guidance 8)

- **Transport assessment/statement** - required for major applications that fall within the guidance to transport assessments DoT March 2005

**More information at:**

<http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta>

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Guidance 13)

- **Tree Report/Arboricultural Implications** –A report is required for trees with Tree Preservation Orders or Trees within a Conservation Area either on or within 5.0 metres of the site

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 1)

- **Parameters etc:**

- Where **layout** is a reserved matter, the application for outline planning permission shall state the approximate location of

buildings, routes and open spaces included in the development proposed.

- Where **scale** is a reserved matter, the application for outline planning permission shall state the upper and lower limit for the height, width and length of each building included in the development proposed.
- Where **access** is a reserved matter, the application for outline planning permission shall state the area or areas where access points to the development proposed will be situated.

- **Informative/Advice Note –**

It is important to ensure that new developments do not lead to a breach of environmental legislation. This includes the Water Framework Directive and the objectives of ‘No Deterioration’ and achieving Good Status. Housing developments, particularly large-scale developments, have the potential to impact on water quality.

Developers should consider the method of foul water disposal as early as possible as this is linked to water quality. The potential impact to the water environment can vary depending upon the proposed method for disposing of foul waters (e.g. mains sewer or non-mains drainage). Disposal of foul water to the main sewer network is the Environment Agency’s preferred method for disposal however, the available capacity of the sewer network and receiving waste water treatment works should be considered. Early discussions should take place between the developer and the sewerage provider to ensure that water quality is adequately protected.

Where a Town/Parish has an adopted Plan/Design Statement please ‘Verify that any Village Design Statement or Village Plan has been considered as part of the planning application process and stating any divergences made’

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## **Application for prior notification - 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**

- A site/location plan scale 1:1250 or 1:2500 which identifies 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) showing access to/from highway
- **Structural survey** – a recent survey (not more than 12 months old) is required.

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Statement 7)

## **Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)**

### **NATIONAL REQUIREMENTS**

- Completed form
  - 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) (England) Order 2010
  - In addition where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be given and/or published in accordance with this Article.
  - Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
- The appropriate fee

### **LOCAL REQUIREMENTS**

- Following validation an Officer may require additional information. The Officer will request the information be supplied by the applicant/agent. If the information is not received the application may be refused due to insufficient information.

## **Application for prior notification of proposed development in respect of permitted development by electronic communication 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

- Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development)

<http://www.communities.gov.uk/>

(Search for 'Code of Best Practice on Mobile Phone Network development')

**Policy Driver:** National Planning Policy Framework (Formerly Planning Policy Guidance 8)

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**Application for a new planning permission to replace an extant planning permission, in order to extend the time limit for implementation – Application for replacement of associated listed building and/or conservation area consents in order to extend the time limit for implementation**

## NATIONAL REQUIREMENTS

- Application form: – Completed application form
- The appropriate fee

## LOCAL REQUIREMENTS

- None

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## **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)**

### **NATIONAL REQUIREMENTS**

Please use this checklist to ensure that the form has been completed correctly and that all relevant information is submitted.

For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you **MUST** provide the following:

- completed and dated application form, with all [mandatory] questions answered;
- sketch plan showing the location of all tree(s);
- a full and clear specification of the works to be carried out;
- statement of reasons for the proposed work; and
- evidence in support of statement of reasons, where required by the standard application form.

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

- completed and dated form, with all questions answered;
- sketch plan showing the precise location of all tree(s); and
- a full and clear specification of the works to be carried out.

Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:

- 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.

### **LOCAL REQUIREMENTS**

- None