

Application for planning permission and Listed Building consent

NATIONAL REQUIREMENTS

- Completed form (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 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) 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)
 - The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015
 - Agricultural Holdings Certificate as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015
 - Design and Access Statement in certain circumstances (see National Requirements)
 - The appropriate fee
 - In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Building for Life Standard assessment
- Energy Efficiency/Sustainability Assessment

- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses including impact assessment
- Existing and proposed car parking and access arrangements
- Flood risk assessment
- Foul sewerage assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Land contamination assessment
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Other plans
- Photographs and photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement/Business Case
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- (Draft) Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/extraction statement

In addition:

Critical Dimensions and a recognised metric scale

All plans and drawings submitted are required to have critical dimensions and a recognised metric scale marked on them.

If plans are received without critical dimensions no further checks will be made until they are received. Critical dimensions include heights (including from ground level to eaves and to roof ridges), width and length of buildings and extensions, and distances to site boundaries. These are necessary to ensure the plans are readable on our web site and to ensure that it is clear what you are applying for and what the Council are granting permission for.

Revised September 2019