

Application for Planning Permission and Advertisement Consent

NATIONAL REQUIREMENTS

- Completed form
- 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
- A copy of other plans and drawings or information necessary to describe the subject of the application including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - 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 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, if required
 - 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:

- Air Quality Assessment
- Biodiversity Survey and report / protected species report and Biodiversity Net Gain (BNG). The BNG metric will need to be submitted in the form of both an Excel document and a PDF
- Energy Efficiency / Sustainability appraisal
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses including impact assessment

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- Existing and proposed car parking and access arrangements
- Flood Risk Assessment
- Drainage Strategy
- Heritage Impact Assessment (including historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination Assessment
- Noise Impact Assessment – for major planning applications, but recommended for minor applications where there are obvious external noise sources
- Open Space Assessment
- Other plans
- Photographs and photomontages
- Planning obligations/draft Head(s) of Terms which should include details of the applicant's solicitor
- Planning Statement/Business Case
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan (Draft)
- Tree survey/Arboricultural implications

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 as well as to nearest built structure and / or the public highway. 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 February 2024