



Planning

Validation Checklist

(Last update: November 2018)

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Make a planning application: forms and submission requirements

The validation checklists (updated November 2018)

The Council has updated the validation checklists for applications having regard to [Article 11\(3\)\(c\) of the Town and Country Planning \(Development Management Procedure\) \(England\)\(Order\) \(2015\)](#) and Paragraph 44 of the [National Planning Policy Framework](#).

The guidance outlines the benefits of a validation checklist in helping authorities to achieve good standards of performance and providing applicants with greater certainty as to the nature and extent of information required in order to validate applications.

There are two levels of mandatory documents: national and local. The national checklist sets out the essential requirements for validating all applications. The local list is prepared by the local planning authority and provides a list of additional local requirements which will need to be met in certain circumstances, dependent on factors such as the location or characteristics of the site and the scale and nature of the development. Where appropriate, notes are provided to clarify and indicate thresholds when requirements are likely to apply.

The Council seeks to take a proportionate approach to the information requested in support of planning applications. However, if the information required by either the national or local checklist is not included with an application, the authority will declare the application invalid and not register or process it.

Applications which are validated are likely to contain sufficient information for a decision to be made and this should enable the Council to achieve a greater percentage of decisions within government timescales. However, there may still be occasions where the information submitted with a validated application is insufficient to show that a proposal complies with policy and the authority reserves the right to ask for additional information.

The Council's expectation is that applicants will seek to take advantage of our pre-application advice service (for which there is a scale of charges). This is available on the [Council's website](#). Additional information requirements falling within the local list will be identified through this service.

Plans and elevations will be checked for consistency. Any significant discrepancies will result in the application being invalid. Plans that are marked 'do not scale' or with similar disclaimers will not be accepted and will result in the application being invalid and returned to the applicant or agent.

If the Council declares an application invalid, it will normally set out its reasons in writing to the applicant's agent. An application which has been declared invalid will be returned if all the items and/or information which it is lacking have not been provided within 28 days of the notification of invalidity. If all of the required information has been received the application will be validated.

Electronic submissions

The submission of planning applications via the [Planning Portal](#) is strongly recommended.

Sustainable Urban Drainage Systems (SuDS)

Since April 2015 all major planning applications (developments of 10 or more dwellings or equivalent non-residential or mixed development) are required to expect to have sustainable drainage systems for the management of surface water run-off, unless demonstrated to be inappropriate. Further information is [available here](#).

Our local validation requirements have been revised to include information required for SuDS.

Community Infrastructure Levy (CIL)

The CIL tariff came into effect on 1 April 2015. It is to be charged on the 'gross internal floor space' of the proposed development. However, some developments can be exempted, including minor development of less than 100 sqm of net internal floor space unless it will comprise of one or more dwellings, new affordable housing and development for charitable purposes.

Further information is [available here](#).

Our local validation requirements have been revised to include information required for CIL.

Permission in principle and technical details consent

All land in the Borough is within 5km of the Thames Basin Heaths special protection area (SPA). Therefore, all-housing led development is considered 'habitats development'. This means that the Council cannot approve applications for 'permissions in principle' which were introduced in June 2018. You can find out more in [National Planning Policy Guidance paragraph ID: 58-005-20180615](#).

Advertisement consent

Important notes

This form should be used for proposals to display an advertisement or sign which requires planning permission. The term advertisement covers a very wide range of advertisements and signs including: posters and notices; placards and boards; fascia signs and projecting signs; pole signs and canopy signs; models and devices; advance signs and directional signs; estate agents' boards; captive balloon advertising (not balloons in flight); flag advertisements; price markers and price displays; traffic signs; town and village name signs.

Applications for advertisement consent should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but two copies (one original and one copy) will be required if the application is submitted in paper form. If samples of materials are submitted, only one sample of each of the materials will be required.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 meters. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- Completed application form.
- A plan which is drawn to an identified scale which shows the direction of north and identifies the location of the site by reference to at least two named roads and identifies the proposed position of the advertisement
- The correct fee.

Local requirements

- A plan showing the site, the proposal, the site boundaries and the position of neighbouring buildings at a scale of 1:200 or less (i.e. 1:100).
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Advertisement drawing(s) (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).
- Lighting assessment (if application includes proposals for illuminated signage or the installation of lighting).
- Streetscene, photos and photomontages. At applicant's discretion but will be required if the proposal is within a conservation area or affects a listed building. ([Core Strategy Policies CS20, CS21 and CS24](#)).

To apply

[Apply online](#)

[Printable application form](#)

[Guidance on completing application form](#)

[Fees](#)

Amendment (non-material)

Important notes

Applications for non-material amendment following a grant of planning permission should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

Requirements

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy will be required if the application is submitted in paper form. If samples of materials are submitted, only one sample of each of the materials will be required.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

- Completed application form.
- The correct fee.
- The applicant will need to provide sufficient information to enable the Local Planning Authority to identify the previous grant of planning permission and the associated condition(s) which the applicant is seeking to vary. The applicant will not be required to provide copies of the application but it will assist the LPA's consultation and determination procedures if they provide copies of the original drawings. When developers are applying to vary the approved plans they should clearly indicate the full extent of the proposed changes across the site.
- Supporting information required in relation to the changes sought. In most cases it will be appropriate to submit a supplementary statement to be read in conjunction with the documents that supported the original application.

Note: for 'minor material amendments' see conditions removal or variation (Section 73 applications).

To apply

[Apply online](#)

[Printable application form](#)

[Guidance on completing application forms](#)

[Further information on this application type](#)

[Fees](#)

Conditions approval

Important notes

This type of application will be necessary where a condition in a planning permission or a listed building consent requires details of a specified aspect of the development which was not fully described in the original application. These details need to be submitted for approval before the development can begin.

[Find out more about the conditions approval form](#)

Applications for approval of details reserved by condition should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form. If samples of materials are submitted, only one sample of each of the materials will be required.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

Requirements

- The appropriate fee.
- Completed application form.
- Details and plans required by the condition, it is advisable to contact the case officer directly prior to submitting the application who will be able to confirm the exact requirements.

To apply

[Apply online](#)

[Printable application form](#)

[Guidance on completing application form](#)

[Fees](#)

Conditions removal or variation ('Section 73 application') including minor material amendments

Important notes

This form should be used to make an application for the removal or variation of a condition following the grant of planning permission or listed building consent. [Find out more about conditions removal or variation](#)

Applications for removal or variation of condition should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy will be required if the application is submitted in paper form).

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- Completed application form.
- Location plan based on an up to date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following unless these would not influence or be affected by the proposed development:
 - all the buildings, road and a footpath on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - the position of all trees on the site and those on adjacent land
 - the extent and type of any hard surfacing and
 - boundary treatment including walls or fencing where this is proposed.
- Appropriate ownership certificate and agricultural land declaration.
- The correct fee.
- Design and access statement, if [appropriate](#).

Local requirements

- Site plan (see national requirements) at a scale of 1:200 or less (i.e. 1:100).
- The applicant will need to provide sufficient information to enable the local planning authority (LPA) to identify the previous grant of planning permission and the associated condition(s) which the applicant is seeking to vary. The applicant will not be required to provide copies of the application but it will assist the LPA's consultation and determination procedures if they provide copies of the original drawings. When developers are applying to vary the approved plans they should clearly indicate the full extent of the proposed changes across the site.
- Supporting information required in relation to the changes sought, in most cases it will be appropriate to submit a supplementary statement to be read in conjunction with the documents that supported the original application.
- Please refer to the appropriate checklist for the type of development proposed.

Notices to be served on landowners

For applications where ownership certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

[Notice 1 form for this application type.](#)

To apply

[Apply online](#)

[Printable application form](#)

[Guidance on completing application form](#)

[Fees](#)

Full planning application

Important notes

You should use this application form to make a detailed planning application for development, or consent for demolition in a conservation area, excluding householder developments or works. For the purposes of this form, development includes: building, engineering or other works, in, on, over or under land, or the making of any material change in the use of any buildings or other land. As such it should be used for: any works relating to a flat; applications to change the number of dwellings (flat conversions, building a separate house in the garden); changes of use to part or all of the property to non-residential (including business) uses; anything outside the garden of the property (including stables if in a separate paddock).

[Find out more about full planning consent.](#)

Applications for planning permission should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- Completed application form.
- Location plan based on an up to date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following **unless these would not influence or be affected by the proposed development:**
 - all the buildings, road and a footpath on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - the position of all trees on the site and those on adjacent land
 - the extent and type of any hard surfacing and
 - boundary treatment including walls or fencing where this is proposed.
- Appropriate ownership certificate and agricultural land declaration.
- The correct fee.
- Design and access statement, [if appropriate.](#)

Local requirements

- Site plan (see national requirements) at a scale of 1:200 or less (i.e. 1:100).
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans 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 at a scale of 1:50 or 1:100.
- [CIL additional information form.](#)
- [CIL assumption of liability form.](#)
- [Validation checklist](#) to support surface water drainage strategy. Required for major developments.

- [Surface water drainage statement](#). Required for major developments.
- Affordable housing statement. Required if proposal is likely to require the provision of affordable housing. ([Core Strategy Policy CS12](#),) [Affordable Housing Delivery SPD](#).
- Ancillary structure plans such as bin store, cycle store, CHP unit.
- Air quality assessment. Required if proposal is likely to have an adverse effect on the quality of the air. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Biodiversity/ecology/wildlife survey including bat and badger surveys and mitigation. Required if proposal is likely to have an impact on wildlife and biodiversity. ([National Planning Policy Framework Section 15](#), [Core Strategy Policies CS7 and CS8](#)).
- Daylight/sunlight assessment. Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses. ([Core Strategy Policy CS21](#)).
- Environmental statement/environmental impact assessment (EIA) required in circumstances set out in the [Environmental Impact Assessment Regulations](#) as amended (note 8).
- Engineering works, banks and bunds and sections drawings and details where appropriate.
- Flood risk assessment/completion and demonstration of compliancy with the [Environment Agency's standing advice](#) and the National Planning Policy Framework (Section 14 Meeting the challenge of climate change, flooding and coastal change).
- Green belt very special circumstances case/argument where inappropriate development in the green belt is proposed. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Green belt percentage footprint, floor space and volume increase calculations of the original, existing and proposed works, if they are to result in an increase in the size of the development. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Landscaping proposals. Required if hard/ soft landscaping works are involved. ([National Planning Policy Framework Sections 8 and 12](#), [Core Strategy Policies CS21 and CS24](#)).
- Parking and servicing proposals plan.
- Retail assessment. Where it is required to demonstrate that proposal meets the requirements of the [National Planning Policy Framework \(Section 7 Ensuring the vitality of town centres\)](#).
- Heritage statement in accordance with the provisions of the National Planning Policy Framework (Section 12 Conserving and enhancing the historic environment) will be required where the proposal is in a conservation area or affects a local or statutory listed building.
- Contaminated land assessment/desk top study. Required if the application site is known to be or is suspected of being contaminated, further advice should be sought from the Council's Scientific Officer. ([National Planning Policy Framework Section 15](#)).
- Lighting assessment. Required if proposal includes the installation of external lighting or will make external lighting necessary. ([Core Strategy Policy CS21](#)).
- Noise impact assessment. Required if the proposal is likely to have a noise impact such as the installation of plant equipment. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Photographs/photomontages. At applicant's discretion but will be required if the proposal is in a conservation area or affects a listed building.
- Streetscene drawing. Where appropriate, will be required to demonstrate how the proposal relates to adjacent buildings and the street scene as a whole.
- Planning statement. Required for all major applications (i.e. ten dwellings or more or where the floor space to be built is 1000m or more or where the site is one hectare or more) for all other types of application, at applicant's discretion.
- Site waste management plan. For proposals with significant demolition, excavation or engineering work, required to indicate the type and volume of materials to be demolished/excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
- Statement of community involvement. Required where community involvement has been arranged prior to making an application.

- Structural survey. Required where substantial demolition or excavation works are proposed.

Sustainability:

- [Climate neutral development checklist](#). Required for all applications with the exception of very minor development such as minor exterior alterations.
- Combined heat and power (CHP) feasibility study. Required if proposal site is located in proximity of an existing or proposed CHP station, as illustrated in Climate Change SPD.
- Electric vehicle charging infrastructure proposals as per standards in Climate Change SPD.
- A statement setting out the sustainable design and construction measures to be implemented within the development, including the use of any low/zero carbon technologies. Required for new residential development (to include how the development will meet the water and energy efficiency standards set out in the Council's guidance note on housing standards); or new non-residential development of 1,000 sqm or more (gross) floor space meeting BREEAM standards; including applications for developments with exceptionally high total energy consumption. (Core [Strategy Policy CS22](#), as updated by the Council's [guidance note](#) on housing standards).
- A pre-assessment to demonstrate compliance with BREEAM very good standards will be required for all new non-residential development of 1,000 sqm or more (gross) floor space. Applications for developments with exceptionally high total energy consumption such as large leisure facilities or data storage centres are required to demonstrate how the overall carbon emissions of the development will be reduced through the use of renewable energy measures on site. ([Core Strategy Policy CS22](#)).
- Telecommunication development. Supplementary information required in accordance with the provisions of the National Planning Policy Framework (Section 5 Supporting high quality communications infrastructure).
- TV/radio implications assessment. Required for proposals involving tall buildings.
- Transport survey and assessment. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Travel plan. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Tree survey/arboricultural implications assessment /method statement. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees. ([National Planning Policy Framework Section 12](#), [Core Strategy Policies CS7 and CS21](#)).
- Ventilation/extraction details and statement. Required to accompany all applications for the use of premises for purposes within Use Classes:
 - A3 (Restaurants and cafes)
 - A4 (Drinking establishments)
 - A5 (Hot food takeaways)
 - B1 (Business) where necessary
 - B2 (General industrial)
 - B8 (Storage and distribution).

Also required for significant retail, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

- Special protection area (SPA) statement. Required for all new residential development detailing how SPA avoidance measures will be met i.e. by S106 agreement, SANG and SAMM tariff or SANG provision. ([Core Strategy Policy CS8](#)).
- Archaeological desk-based assessment or, where research is insufficient to make an assessment, a field evaluation. Likely to be required if the site has archaeological interest or is over 0.4ha in area. ([Core Strategy Policy CS20](#)).
- Accessibility statement. Required for specialist accommodation proposals to show how accessibility and wheelchair housing standards are met. This can be submitted as part of any Design and Access Statement. ([Core Strategy Policy CS13](#), as updated by the Council's [guidance note](#) on housing standards).

Notices to be served on landowners

For applications where ownership certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

[Notice 1 form](#)

To apply

[Apply online](#)

[Printable application form](#)

[Guidance on completing application form](#)

[Fees](#)

Full planning application and advertising consent

Important notes

Applications for works requiring full planning permission and the display of signs or advertisements.

Applications for planning permission should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically, one copy of the form and each of the drawings, plans and documentation will be required. Two copies (one original and one copy) will be required if the application is submitted in paper form.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- Completed application form.
- Location plan based on an up to date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500, but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following **unless these would not influence or be affected by the proposed development:**
 - all buildings, roads and footpaths on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - position of all trees on the site and those on adjacent land
 - extent and type of any hard surfacing
 - boundary treatment including walls or fencing where this is proposed.
- Appropriate ownership certificate and agricultural land declaration.
- The correct fee.
- Design and access statement, [if appropriate](#).

Local requirements

- Site plan (see national requirements) at a scale of 1:200 or less (i.e. 1:100).
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans 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 at a scale of 1:50 or 1:100.
- Advertisement drawing(s) (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).
- [CIL additional information form](#).
- [CIL assumption of liability form](#).
- [Validation checklist](#) to support surface water drainage strategy. Required for major developments.
- [Surface water drainage statement](#). Required for major developments.
- Affordable housing statement. Required if proposal is likely to require the provision of affordable housing. ([Core Strategy Policy CS12](#), [Affordable Housing Delivery SPD](#)).

- Ancillary structure plans such as bin store, cycle store, CHP unit.
- Air quality assessment. Required if proposal is likely to have an adverse effect on the quality of air. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Biodiversity/ecology/wildlife survey including bat and badger surveys and mitigation. Required if proposal is likely to have an impact on wildlife and biodiversity. ([National Planning Policy Framework Section 15](#), [Core Strategy Policies CS7 and CS8](#)).
- Daylight/sunlight assessment. Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses. ([Core Strategy Policy CS21](#)).
- Environmental Statement/Environmental Impact Assessment (EIA) required in circumstances set out in the [Environmental Impact Assessment Regulations](#) as amended (note 8).
- Engineering works, banks and bunds and sections drawings and details where appropriate.
- Flood risk assessment/completion and demonstration of compliancy with the [Environment Agency's standing advice](#) and the [National Planning Policy Framework](#) (Section 14 Meeting the challenge of climate change, flooding and coastal change).
- Green belt very special circumstances case/argument where inappropriate development in the green belt is proposed. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Green belt percentage footprint, floor space and volume increase calculations of the original, existing and proposed works, if they are to result in an increase in the size of the development. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Landscaping proposals. Required if hard/soft landscaping works are involved. ([National Planning Policy Framework Sections 8 and 15](#), [Core Strategy Policies CS21 and CS24](#)).
- Parking and servicing proposals plan.
- Retail assessment. Where it is required to demonstrate that proposal meets the requirements of the [National Planning Policy Framework](#) (Section 7 Ensuring the vitality of town centres).
- Heritage statement in accordance with the provisions of the [National Planning Policy Framework](#) (Section 16 Conserving and enhancing the historic environment) will be required if the proposal is in a conservation area or affects a local or statutory listed building.
- Contaminated land assessment/desk top study. Required if the application site is known to be or, is suspected of being, contaminated. Further advice should be sought from the Council's Scientific Officer. ([National Planning Policy Framework Section 15](#)).
- Lighting assessment. Required if proposal includes the installation of external lighting or will make external lighting necessary; or if application includes proposals for illuminated signage or the installation of lighting. ([Core Strategy Policy CS21](#)).
- Noise impact assessment. Required if the proposal is likely to have a noise impact such as the installation of plant equipment. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Photographs/photomontages. At applicants discretion but will be required if the proposal is in a conservation area or affects a listed building.
- Streetscene drawing. Where appropriate, will be required to demonstrate how the proposal relates to adjacent buildings and the street scene as a whole.
- Planning statement. Required for all major applications (i.e. 10 dwellings or more; floor space to be built is 1,000sqm or more; where the site is one hectare or more) for all other types of application, at applicant's discretion.
- Site waste management plan. For proposals with significant demolition, excavation or engineering work, required to indicate the type and volume of materials to be demolished/excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
- Statement of community involvement. Required where community involvement has been arranged prior to making an application.
- Structural survey. Required where substantial demolition or excavation works are proposed.

Sustainability

- [Climate neutral development checklist](#). Required for all applications with the exception of very minor development such as minor exterior alterations.
- Combined heat and power (CHP) feasibility study. Required if proposal site is located in proximity of an existing or proposed CHP station, as illustrated in Climate Change SPD.
- Electric vehicle charging infrastructure proposals as per standards in Climate Change SPD.
- A statement setting out the sustainable design and construction measures to be implemented within the development, including the use of any low/zero carbon technologies. Required for new residential development (to include how development resulting in the addition of a new dwelling/dwellings will meet water and energy efficiency standards set out in the Council's [guidance note](#) on housing standards); or new non-residential development of 1,000 sqm or more (gross) floor space meeting BREEAM standards; including applications for developments with exceptionally high total energy consumption. ([Core Strategy Policy CS22](#), as updated by the Council's [guidance note](#) on housing standards).
- A pre-assessment to demonstrate compliance with BREEAM very good standards will be required for all new non-residential development of 1,000 sqm or more (gross) floor space. Applications for developments with exceptionally high total energy consumption such as large leisure facilities or data storage centres are required to demonstrate how the overall carbon emissions of the development will be reduced through the use of renewable energy measures on site. ([Core Strategy Policy CS22](#)).
- Telecommunication development. Supplementary information required in accordance with the provisions of the [National Planning Policy Framework](#) (Section 10 Supporting high quality communications infrastructure).
- TV/radio implications assessment. Required for proposals involving tall buildings.
- Transport survey and assessment. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Travel plan. Required if proposal is likely to have significant transport implications. ([National Planning Policy Section 9](#)).
- Tree survey/arboricultural implications assessment/method statement. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees. ([National Planning Policy Framework Sections 12 and 15](#), [Core Strategy Policies CS7 and CS21](#)).
- Ventilation/extraction details and statement. Required to accompany all applications for the use of premises for purposes within Use Classes:
 - A3 (restaurants and cafes)
 - A4 (drinking establishments)
 - A5 (hot food takeaways)
 - B1 (business) where necessary
 - B2 (general industrial)
 - B8 (storage and distribution).

Also required for significant retail, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

- Special protection area (SPA) statement. Required for all new residential development detailing how SPA avoidance measures will be met i.e. by S106 agreement, SANG and SAMM tariff or SANG provision. ([Core Strategy Policy CS8](#))
- Archaeological desk-based assessment or, where research is insufficient to make an assessment, a field evaluation. Likely to be required if the site has archaeological interest or is over 0.4ha in area. ([Core Strategy Policy CS20](#))
- Accessibility Statement. Required for specialist accommodation proposals to show how accessibility and wheelchair housing standards are met. This can be submitted as part of any Design and Access Statement. ([Core Strategy Policy CS13](#), as updated by the Council's [guidance note](#) on housing standards).

Notices to be served on landowners

For applications where ownership certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

[Notice 1 form.](#)

To apply

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Full planning application and listed building consent

Important notes

Applications for works requiring full planning permission and works to a listed building.

Applications for planning permission should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- Completed application form
- Location plan based on an up to date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following **unless these would not influence or be affected by the proposed development:**
 - all buildings, roads and footpaths on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - position of all trees on the site and those on adjacent land
 - extent and type of any hard surfacing
 - boundary treatment including walls or fencing where this is proposed.
- Appropriate ownership certificate and agricultural land declaration.
- The correct fee.
- Design and access statement, [if appropriate](#).

Local requirements

- Site plan (see national requirements) at a scale of 1:200 or less (i.e. 1:100).
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans 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 at a scale of 1:50 or 1:100.
- [CIL additional information form](#).
- [CIL assumption of liability form](#).
- [Validation checklist](#) to support surface water drainage strategy. Required for major developments.
- [Surface water drainage statement](#). Required for major developments.
- Affordable housing statement. Required if proposal is likely to require the provision of affordable housing. ([Core Strategy Policy CS12](#), [Affordable Housing Delivery SPD](#)).
- Ancillary structure plans such as bin store, cycle store, CHP unit.
- Air quality assessment. Required if proposal is likely to have an adverse effect on the quality of the air. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).

- Biodiversity/ecology/wildlife survey including bat and badger surveys and mitigation. Required if proposal is likely to have an impact on wildlife and biodiversity. ([National Planning Policy Framework Section 11, Core Strategy Policies CS7 and CS8](#)).
- Daylight/sunlight assessment. Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses. ([Core Strategy Policy CS21](#)).
- Environmental statement/environmental impact assessment (EIA) required in circumstances set out in the [Environmental Impact Assessment Regulations](#) as amended (note 8).
- Engineering works, banks and bunds and sections drawings and details.
- Flood risk assessment/completion and demonstration of compliancy with the [Environment Agency's standing advice](#) and the National Planning Policy Framework (Section 10 Meeting the challenge of climate change, flooding and coastal change).
- Green belt very special circumstances case/argument. ([National Planning Policy Framework Section 13, Core Strategy Policy CS6](#)).
- Green belt percentage footprint, floor space and volume increase calculations of the original, existing and proposed works, if they are to result in an increase in the size of the development. ([National Planning Policy Framework Section 13, Core Strategy Policy CS6](#)).
- Landscaping proposals. Required if hard/ soft landscaping works are involved. ([National Planning Policy Framework Sections 12 and 15, Core Strategy Policies CS21 and CS24](#)).
- Parking and servicing proposals plan.
- Retail assessment. Required to demonstrate that proposal meets the requirements of the National Planning Policy Framework (Section 7 Ensuring the vitality of town centres).
- Heritage statement in accordance with the provisions of the National Planning Policy Framework (Section 15 Conserving and enhancing the historic environment).
- Contaminated land assessment/desk top study. Required if the application site is known to be or is suspected of being contaminated, further advice should be sought from the Council's Scientific Officer. ([National Planning Policy Framework Section 15](#)).
- Lighting assessment. Required if proposal includes the installation of external lighting or will make external lighting necessary. ([Core Strategy Policy CS21](#)).
- Noise impact assessment. Required if the proposal is likely to have a noise impact such as the installation of plant equipment. ([National Planning Policy Framework Section 15, Core Strategy Policy CS21](#)).
- Photographs/photomontages. At applicants discretion but will be required if the proposal is in a conservation area or affects a listed building.
- Streetscene drawing. Required to demonstrate how the proposal relates to adjacent buildings and the street scene as a whole.
- Planning statement. Required for all major applications (i.e. ten dwellings or more or where the floor space to be built is 1000sqm or more or where the site is one hectare or more) for all other types of application, at applicant's discretion.
- Site waste management plan. For proposals with significant demolition, excavation or engineering work, required to indicate the type and volume of materials to be demolished/excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
- Statement of community involvement. Required where community involvement has been arranged prior to making an application.
- Structural survey. Required where substantial demolition or excavation works are proposed.

Sustainability

- [Climate neutral development checklist](#). Required for all applications with the exception of very minor development such as minor exterior alterations.
- Combined heat and power (CHP) feasibility study. Required if proposal site is located in proximity of an existing or proposed CHP station, as illustrated in Climate Change SPD.
- Electric vehicle charging infrastructure proposals as per standards in Climate Change SPD.

- A statement setting out the sustainable design and construction measures to be implemented within the development, including the use of any low/zero carbon technologies. Required for new residential development (to include how development resulting in the addition of a new dwelling/dwellings will meet water and energy efficiency standards set out in the Council's [guidance note](#) on housing standards); or new non-residential development of 1,000 sqm or more (gross) floor space meeting BREEAM standards; including applications for developments with exceptionally high total energy consumption. ([Core Strategy Policy CS22](#), as updated by the Council's [guidance note](#) on housing standards).
- A pre-assessment to demonstrate compliance with BREEAM very good standards will be required for all new non-residential development of 1,000 sqm or more (gross) floor space. Applications for developments with exceptionally high total energy consumption such as large leisure facilities or data storage centres are required to demonstrate how the overall carbon emissions of the development will be reduced through the use of renewable energy measures on site. ([Core Strategy Policy CS22](#))
- Telecommunication development. Supplementary information required in accordance with the provisions of the National Planning Policy Framework (Section 5 Supporting high quality communications infrastructure).
- TV/radio implications assessment. Required for proposals involving tall buildings.
- Transport survey and assessment. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Travel plan. Required if proposal is likely to have significant transport implications. ([National Planning Policy Section 9](#)).
- Tree survey/arboricultural implications assessment /method statement. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees. ([National Planning Policy Framework Sections 12 and 15](#), [Core Strategy Policies CS7 and CS21](#)).
- Ventilation/extraction details and statement. Required to accompany all applications for the use of premises for purposes within Use Classes:
 - A3 (Restaurants and cafes)
 - A4 (Drinking establishments)
 - A5 (Hot food takeaways)
 - B1 (Business) where necessary
 - B2 (General industrial)
 - B8 (Storage and distribution).

Also required for significant retail, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

- Special protection area (SPA) statement. Required for all new residential development detailing how SPA avoidance measures will be met i.e. by S106 agreement, SANG and SAMM tariff or SANG provision. ([Core Strategy Policy CS8](#)).
- Archaeological desk-based assessment or, where research is insufficient to make an assessment, a field evaluation. Likely to be required if the site has archaeological interest or is over 0.4ha in area. ([Core Strategy Policy CS20](#)).
- Accessibility Statement. Required for specialist accommodation proposals to show how accessibility and wheelchair housing standards are met. This can be submitted as part of any Design and Access Statement. ([Core Strategy Policy CS13](#), as updated by the Council's [guidance note](#) on housing standards).

Notices to be served on landowners

For applications where ownership certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

[Notice 1 form](#)

To apply

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Hedgerow removal notice

Application to notify the Council of proposed works to a preserved hedgerow.

To apply

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Householder application

Important notes

Application for works to houses which require planning permission, including demolition in a conservation area. It should be used for projects such as: extensions; conservatories; loft conversions; dormer windows; garages, car ports and outbuildings. Please note that planning permission is not needed for all household building work. Under permitted development rules you can carry out a number of household building work projects, provided they meet certain limits and conditions, and the permitted development rights are not restricted for your property. You can find out whether you need planning permission for your building project by viewing the [Planning Portal's interactive house](#).

[Find out more about Householder planning consent.](#)

Householder applications should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- Completed application form.
- Location plan based on an up to date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following **unless these would not influence or be affected by the proposed development:**
 - all the buildings, road and a footpath on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - the position of all trees on the site and those on adjacent land
 - the extent and type of any hard surfacing and
 - boundary treatment including walls or fencing where this is proposed.
- Appropriate ownership certificate and agricultural land declaration.
- The correct fee.
- Design and access statement, [if appropriate](#).

Local requirements

- Site plan (see national requirements) at a scale of 1:200 or less (i.e. 1:100).
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans 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.
- [CIL additional information form \(where applicable\)](#).
- [CIL assumption of liability form \(where applicable\)](#).

- Flood risk assessment/completion and demonstration of compliancy with the [Environment Agency's standing advice](#) and the National Planning Policy Framework (Section 10 Meeting the challenge of climate change, flooding and coastal change).
- Green belt very special circumstances case/argument where inappropriate development in the green belt is proposed. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Green belt percentage footprint, floor space and volume increase calculations of the original, existing and proposed works, if they are to result in an increase in the size of the development. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Landscaping proposals. Required if hard/ soft landscaping works are involved. ([National Planning Policy Framework Sections 12 and 15](#), [Core Strategy Policies CS21 and CS24](#)).
- Parking provision. Details of existing and proposed parking required if proposal affects existing parking spaces including on-street parking bays and/or is likely to create changes in the demand for parking on site or on surrounding streets.
- Photographs/photomontages. At applicant's discretion but will be required if the proposal is in a conservation area or affects a listed building.
- Tree survey/method statement/arboricultural implications assessment. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees. ([National Planning Policy Framework Sections 12 and 15](#), [Core Strategy Policies CS7 and CS21](#)).
- Technical brochure and specifications required for applications for solar panels, sun pipes etc.
- Heritage statement in accordance with the provisions of the National Planning Policy Framework (Section 12 Conserving and enhancing the historic environment) will be required if the proposal is in a conservation area or affects a local or statutory listed building.
- Sustainability statement setting out how any residential extensions incorporate energy and water efficiency measures ([Core Strategy Policy CS22](#)). If the proposed development results in the creation of one or more new dwellings, the statement should set out how water and energy efficiency standards in the Council's [guidance note](#) will be met.

Notices to be served on landowners

For applications where ownership certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

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To apply

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Householder application and listed building consent

Important notes

Application for works to houses which require planning permission, and listed building consent.

Householder applications should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- Completed application form.
- Location plan based on an up to date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following **unless these would not influence or be affected by the proposed development:**
 - all the buildings, road and a footpath on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - the position of all trees on the site and those on adjacent land
 - the extent and type of any hard surfacing and
 - boundary treatment including walls or fencing where this is proposed.
- Appropriate ownership certificate and agricultural land declaration.
- The correct fee.
- Design and access statement, [if appropriate](#).

Local requirements

- Site plan (see national requirements) at a scale of 1:200 or less (i.e. 1:100).
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans 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.
- [CIL additional information form \(where applicable\)](#).
- [CIL assumption of liability form \(where applicable\)](#).
- Air quality assessment. Required if proposal is likely to have an adverse effect on the quality of the air. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Archaeological desk-based assessment or, where research is insufficient to make an assessment, a field evaluation. Likely to be required if the site has archaeological interest or is over 0.4ha in area. ([Core Strategy Policy CS20](#)).
- Flood risk assessment/completion and demonstration of compliancy with the [Environment Agency's standing advice](#) and the National Planning Policy Framework (Section 10 Meeting the challenge of climate change, flooding and coastal change).

- Green belt very special circumstances case/argument where inappropriate development in the green belt is proposed. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Green belt percentage footprint, floor space and volume increase calculations of the original, existing and proposed works, if they are to result in an increase in the size of the development. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Heritage statement in accordance with the provisions of the National Planning Policy Framework (Section 15 Conserving and enhancing the historic environment).
- Contaminated land assessment/desk top study. Required if the application site is known to be or, is suspected of being, contaminated. Further advice should be sought from the Council's Scientific Officer. ([National Planning Policy Framework Section 15](#)).
- Landscaping proposals. Required if hard/ soft landscaping works are involved. ([National Planning Policy Framework Sections 12 and 15](#), [Core Strategy Policies CS21 and CS24](#)).
- Parking provision. Details of existing and proposed parking required if proposal affects existing parking spaces including on-street parking bays and/or is likely to create changes in the demand for parking on site or on surrounding streets.
- Planning statement. To support the proposal. Optional.
- Photographs/photomontages. At the applicant's discretion but will be required if the proposal is in a conservation area or affects a listed building.
- Site waste management plan. Required to indicate the type and volume of materials to be demolished or excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
- Structural survey. Required where substantial demolition or excavation works are proposed.
- Tree survey/method statement/arboricultural implications assessment. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees. ([National Planning Policy Framework Section 12 and 15](#), [Core Strategy Policies CS7 and CS21](#)).
- Technical brochure and specifications required for applications for solar panels, sun pipes etc.
- Heritage statement in accordance with the provisions of the National Planning Policy Framework (Section 12 Conserving and enhancing the historic environment).
- Sustainability statement setting out how any residential extensions incorporate energy and water efficiency measures ([Core Strategy Policy CS22](#)). If the proposed development results in the creation of one or more new dwellings, the statement should set out how water and energy efficiency standards in the Council's [guidance note](#) will be met.

Notices to be served on landowners

For applications where ownership certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

[Householder notice 1 form.](#)

To apply

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Lawful development certificate: existing

Important notes

An application to certify that an existing use or development is lawful. For peace of mind that an existing use of a building is lawful or that the proposal doesn't require planning permission, you can apply for a lawful development certificate (LDC). [Find out more about LDCs](#).

Applications for a lawful development certificate should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- Completed application form.
- Plan identifying the land to which the application relates at a scale of 1:1250 or 1:2500 and showing the direction of north.
- Evidence to verify the information included in the application. Detailed documentation required to help substantiate that the use or operational development is sufficiently long established to be lawful.
- The appropriate fee.

Local requirements

- Site plan at a scale of 1:200 or less (i.e. 1:100) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following unless these would not influence or be affected by the proposed development:
 - all the buildings, road and a footpath on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - the position of all trees on the site and those on adjacent land
 - the extent and type of any hard surfacing and
 - boundary treatment including walls or fencing where this is proposed.
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans 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.
- [CIL additional information form \(where applicable\)](#).
- [CIL assumption of liability form \(where applicable\)](#).
- Information to support the lawful development certificate application e.g. statutory declarations and/or sworn affidavits signed by individuals with personal knowledge of the premises to confirm the longevity of the use or when the operational development was completed.
- Photographs/photomontages to support the application, at the applicant's discretion.
- Planning statement. To support the case for the existing use or operation, at the applicant's discretion.

To apply

[Apply online](#)

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[Fees](#)

Lawful development certificate: proposed

Important notes

An application to certify that a proposed use or development is lawful. For peace of mind that a proposed use of a building is lawful or that the proposal doesn't require planning permission, you can apply for a lawful development certificate (LDC). [Find out more about LDCs.](#)

Applications for a lawful development certificate should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with "do not scale" or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- Completed application form.
- Plan identifying the land to which the application relates at a scale of 1:1250 or 1:2500 and showing the direction of north.
- Evidence to verify the information included in the application and other information relevant to the application. Detailed documentation required to help substantiate that the proposed use or operational development is lawful. If application seeks to confirm that a proposed use will not be materially different to an existing use or will be within the same use class, then first need to establish that the existing use is lawful.
- The appropriate fee.

Local requirements

- Planning statement. To support the case for the proposed use or development, at the applicant's discretion.
- Site plan at a scale of 1:200 or less (i.e. 1:100) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following **unless these would not influence or be affected by the proposed development:**
 - all the buildings, road and a footpath on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - the position of all trees on the site and those on adjacent land
 - the extent and type of any hard surfacing and
 - boundary treatment including walls or fencing where this is proposed.
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans 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.
- [CIL additional information form \(where applicable\).](#)
- [CIL assumption of liability form \(where applicable\).](#)

To apply

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Listed building consent

Important notes

You will need to apply for listed building consent if either of the following cases apply; you want to demolish a listed building; you want to alter or extend a listed building in a manner which would affect its character as a building of special architectural or historic interest; you may also need listed building consent for any works to separate buildings within the grounds of a listed building. Check the position with the Council - it is a criminal offence to carry out work which needs listed building consent without obtaining it beforehand.

[Find out more about listed building consent.](#)

Applications for listed building consent should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but if the application is submitted in paper form 2 copies (1 original and 1 copy) of the form, drawings, plans and documentation are required. If samples of materials are submitted, only one sample of each of the materials will be required.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with "do not scale" or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- Completed application form.
- Location plan based on an up-to-date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following **unless these would not influence or be affected by the proposed development:**
 - all the buildings, road and a footpath on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - the position of all trees on the site and those on adjacent land
 - the extent and type of any hard surfacing and
 - boundary treatment including walls or fencing where this is proposed.
- Appropriate ownership certificate and agricultural land declaration.
- The correct fee.
- Design and access statement, [if appropriate.](#)

Local requirements

- Site plan (see national requirements) at a scale of 1:200 or less (i.e. 1:100).
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans 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.
- Heritage statement in accordance with the provisions of the National Planning Policy Framework (Section 12 Conserving and enhancing the historic environment).
- Air quality assessment. Required if proposal is likely to have an adverse effect on the quality of the air. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).

- Biodiversity survey and report. Required if proposal is likely to have an impact on wildlife and biodiversity. ([National Planning Policy Framework Section 15](#), [Core Strategy Policies CS7 and CS8](#)).
- Land contamination assessment. Required if application site is known to be or is suspected of being contaminated. Further advice should be sought from the Council's Scientific Officer. ([National Planning Policy Framework Section 15](#)).
- Photographs/photomontages.
- Site waste management plan. For proposals with significant demolition, excavation or engineering work, required to indicate the type and volume of materials to be demolished/excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
- Structural survey. Required where substantial demolition or excavation works are proposed.
- Tree survey/arboricultural implications assessment/method statement. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees. ([National Planning Policy Framework Section 12 and 15](#), [Core Strategy Policies CS7 and CS21](#)).
- Archaeological desk-based assessment or, where research is insufficient to make an assessment, a field evaluation. Likely to be required if the site has archaeological interest or is over 0.4ha in area. ([Core Strategy Policy CS20](#)).
- Sustainability statement setting out how any residential extensions incorporate energy and water efficiency measures ([Core Strategy Policy CS22](#)). If the proposed development results in the creation of one or more new dwellings, the statement should set out how water and energy efficiency standards in the Council's [guidance note](#) will be met.

Notices to be served on landowners

For applications where ownership certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

[Notice 1 form for this application type.](#)

To apply

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[Fees](#)

Outline with all matters reserved

Important notes

Applications for outline planning permission with details of appearance, means of access, landscaping, layout, and scale, reserved for later consideration. Applications for outline planning permission seek to establish whether the scale and nature of a proposed development would be acceptable to the local planning authority, before a fully detailed proposal is put forward.

This type of planning application allows fewer details about the proposal to be submitted. Once outline permission has been granted, you will need to ask for approval of the details (reserved matters) before work can start. These details will be the subject of a reserved matters application at a later stage. You can make an application for reserved matters online via the Planning Portal.

[Learn more about reserved matters here.](#)

[Find out more about outline planning consent.](#)

Outline applications cannot be accepted for changes of use or for development in conservation areas. Outline applications are also unlikely to be appropriate for telecommunications proposals or for schemes that could have an impact on the setting of listed buildings or other heritage assets. In exceptional circumstances an outline application may be appropriate if the proposal is to erect a new building outside a conservation area. As much detail as possible should be provided.

[The Planning Practice Guidance \(Ref ID: 14-034-20140306\)](#) sets out the scope of information to be submitted with an outline application. Even if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, applications should include information on proposed use(s), the amount of development proposed for each use, an indicative layout, an indication of the upper and lower limits for each building and the area where the access point(s) will be situated.

Applications for outline planning permission with all matters reserved should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- Completed application form.
- Location plan based on an up to date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following **unless these would not influence or be affected by the proposed development:**
 - all the buildings, road and a footpath on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - the position of all trees on the site and those on adjacent land
 - the extent and type of any hard surfacing and
 - boundary treatment including walls or fencing where this is proposed.
- Appropriate ownership certificate and agricultural land declaration.
- The correct fee.

- Design and access statement. Design and access statements play a particular role in linking general development principles to final detailed designs. A statement accompanying an outline application must explain how the applicant has considered the proposal, and understands what is appropriate and feasible for the site in its context. It should clearly explain and justify the design and access principles that will be used to develop future details of the scheme. Such information will help community involvement and informed decision making. The design and access statement will form a link between the outline permission and the consideration of reserved matters.

Local requirements

Full details showing and outlining the following:

- Site plan (see national requirements) at a scale of 1:200 or less (i.e. 1:100).
- [CIL additional information form.](#)
- [CIL assumption of liability form.](#)
- [Validation checklist](#) to support surface water drainage strategy. Required for major developments.
- [Surface water drainage statement.](#) Required for major developments.
- 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.

In addition the following information may also be requested:

- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans 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 at a scale of 1:50 or 1:100.
- Affordable housing statement. Required if proposal is likely to require the provision of affordable housing. ([Core Strategy Policy CS12](#), [Affordable Housing Delivery SPD](#)).
- Ancillary structure plans such as bin store, cycle store, CHP unit.
- Air quality assessment. Required if proposal is likely to have an adverse effect on the quality of the air. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Biodiversity/ecology/wildlife survey including bat and badger surveys and mitigation. Required if proposal is likely to have an impact on wildlife and biodiversity. ([National Planning Policy Framework Section 15](#), [Core Strategy Policies CS7 and CS8](#)).
- Daylight/sunlight assessment. Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses. ([Core Strategy Policy CS21](#)).
- Environmental statement/environmental impact assessment (EIA). Required in circumstances set out in the [Environmental Impact Assessment Regulations](#) as amended (note 8).
- Engineering works, banks and bunds and sections drawings and details where appropriate.
- Flood risk assessment/completion and demonstration of compliancy with the [Environment Agency's standing advice](#) and the National Planning Policy Framework (Section 10 Meeting the challenge of climate change, flooding and coastal change).
- Green belt very special circumstances case/argument where inappropriate development in the green belt is proposed. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).

- Green belt percentage footprint, floor space and volume increase calculations of the original, existing and proposed works, if they are to result in an increase in the size of the development. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Landscaping proposals. Required if hard/soft landscaping works are involved. ([National Planning Policy Framework Sections 12 and 15](#), [Core Strategy Policies CS21 and CS24](#)).
- Parking and servicing proposals plan.
- Retail assessment. Where it is required to demonstrate that proposal meets the requirements of the [National Planning Policy Framework](#) (Section 7 Ensuring the vitality of town centres).
- Heritage statement in accordance with the provisions of the National Planning Policy Framework (Section 12 Conserving and enhancing the historic environment).
- Contaminated land assessment/desk top study. Required if the application site is known to be or is suspected of being contaminated, further advice should be sought from the Council's Scientific Officer. ([National Planning Policy Framework Section 11](#)).
- Lighting assessment. Required if proposal includes the installation of external lighting or will make external lighting necessary. ([Core Strategy Policy CS21](#)).
- Noise impact assessment. Required if the proposal is likely to have a noise impact such as the installation of plant equipment. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Photographs/photomontages. At applicant's discretion but will be required if the proposal is in a conservation area or affects a listed building.
- Streetscene drawing. Where appropriate, will be required to demonstrate how the proposal relates to adjacent buildings and the street scene as a whole.
- Planning statement. Required for all major applications (i.e. ten dwellings or more or where the floor space to be built is 1000sqm or more or where the site is one hectare or more) for all other types of application, at applicant's discretion.
- Site waste management plan. For proposals with significant demolition, excavation or engineering works required to indicate the type and volume of materials to be demolished or excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
- Statement of community involvement. Required where community involvement has been arranged prior to making an application.
- Structural survey. Required where substantial demolition or excavation works are proposed.

Sustainability

- [Climate neutral development checklist](#). Required for all applications with the exception of very minor development such as minor exterior alterations.
- Combined heat and power (CHP) feasibility study. Required if proposal site is located in proximity of an existing or proposed CHP station, as illustrated in Climate Change SPD.
- Electric vehicle charging infrastructure proposals as per standards in Climate Change SPD.
- A statement setting out the sustainable design and construction measures to be implemented within the development, including the use of any low/zero carbon technologies. Required for new residential development (to include how development resulting in the addition of a new dwelling/dwellings will meet water and energy efficiency standards set out in the Council's [guidance note](#) on housing standards); or new non-residential development of 1,000 sqm or more (gross) floor space meeting BREEAM standards; including applications for developments with exceptionally high total energy consumption. ([Core Strategy Policy CS22](#), as updated by the Council's [guidance note](#) on housing standards).
- A pre-assessment to demonstrate compliance with BREEAM very good standards will be required for all new non-residential development of 1,000 sqm or more (gross) floor space. Applications for developments with exceptionally high total energy consumption such as large leisure facilities or data storage centres are required to demonstrate how the overall carbon emissions of the development will be reduced through the use of renewable energy measures on site. ([Core Strategy Policy CS22](#))

- Telecommunication development. Supplementary information required in accordance with the provisions of the National Planning Policy Framework (Section 5 Supporting high quality communications infrastructure).
- TV/radio implications assessment. Required for proposals involving tall buildings.
- Transport survey and assessment. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Travel plan. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Tree survey/arboricultural implications assessment /method statement. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees. ([National Planning Policy Framework Section 12 and 15, Core Strategy Policies CS7 and CS21](#)).
- Ventilation/extraction details and statement. Required to accompany all applications for the use of premises for purposes within Use Classes:
 - A3 (Restaurants and cafes)
 - A4 (Drinking establishments)
 - A5 (Hot food takeaways)
 - B1 (Business) where necessary
 - B2 (General industrial)
 - B8 (Storage and distribution)

Also required for significant retail, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

- Special protection area (SPA) statement. Required for all new residential development detailing how SPA avoidance measures will be met i.e. by S106 agreement, SANG and SAMM tariff or SANG provision. ([Core Strategy Policy CS8](#)).
- Archaeological desk-based assessment or, where research is insufficient to make an assessment, a field evaluation. Likely to be required if the site has archaeological interest or is over 0.4ha in area. ([Core Strategy Policy CS20](#)).
- Accessibility Statement. Required for specialist accommodation proposals to show how accessibility and wheelchair housing standards are met. This can be submitted as part of any Design and Access Statement. ([Core Strategy Policy CS13](#), as updated by the Council's [guidance note](#) on housing standards).

Notices to be served on landowners

For applications where ownership certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

[Notice 1 form.](#)

To apply

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Outline with some matters reserved

Important notes

Applications for outline planning permission with some matters reserved; details of appearance, means of access, landscaping, layout, and scale, reserved for later consideration.

Outline applications cannot be accepted for changes of use or for development in conservation areas. Outline applications are also unlikely to be appropriate for telecommunications proposals or for schemes that could have an impact on the setting of listed buildings or other heritage assets. In exceptional circumstances an outline application may be appropriate if the proposal is to erect a new building outside a conservation area. As much detail as possible should be provided.

[The Planning Practice Guidance \(Ref ID: 14-034-20140306\)](#) sets out the scope of information to be submitted with an outline application. Even if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, applications should include information on proposed use(s), the amount of development proposed for each use, an indicative layout, an indication of the upper and lower limits for each building and the area where the access point(s) will be situated.

Applications for outline planning permission with some matters reserved should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- Completed application form.
- Location plan based on an up to date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following **unless these would not influence or be affected by the proposed development:**
 - all the buildings, road and a footpath on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - the position of all trees on the site and those on adjacent land
 - the extent and type of any hard surfacing and
 - boundary treatment including walls or fencing where this is proposed.
- Appropriate ownership certificate and agricultural land declaration.
- The correct fee.
- Design and access statement. Design and access statements play a particular role in linking general development principles to final detailed designs. A statement accompanying an outline application must explain how the applicant has considered the proposal, and understands what is appropriate and feasible for the site in its context. It should clearly explain and justify the design and access principles that will be used to develop future details of the scheme. Such information will help community involvement and informed decision making. The design and access statement will form a link between the outline permission and the consideration of reserved matters.

Local requirements

Full details showing and outlining the following:

- Site plan (see national requirements) at a scale of 1:200 or less (i.e. 1:100).
- [CIL additional information form](#).
- [CIL assumption of liability form](#).
- [Validation checklist](#) to support surface water drainage strategy. Required for major developments.
- [Surface water drainage statement](#). Required for major developments.
- 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.

In addition the following information may also be requested:

- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans 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 at a scale of 1:50 or 1:100.
- Affordable housing statement. Required if proposal is likely to require the provision of affordable housing. ([Core Strategy Policy CS12](#), [Affordable Housing Delivery SPD](#)).
- Ancillary structure plans such as bin store, cycle store, CHP unit.
- Air quality assessment. Required if proposal is likely to have an adverse effect on the quality of the air. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Biodiversity/ecology/wildlife survey including bat and badger surveys and mitigation. Required if proposal is likely to have an impact on wildlife and biodiversity. ([National Planning Policy Framework Section 15](#), [Core Strategy Policies CS7 and CS8](#)).
- Daylight/sunlight assessment. Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses. ([Core Strategy Policy CS21](#)).
- Environmental statement/environmental impact assessment (EIA). Required in circumstances set out in the [Environmental Impact Assessment Regulations](#) as amended (note 8).
- Engineering works, banks and bunds and sections drawings and details where appropriate.
- Flood risk assessment/completion and demonstration of compliancy with the [Environment Agency's standing advice](#) and the National Planning Policy Framework (Section 10 Meeting the challenge of climate change, flooding and coastal change).
- Green belt very special circumstances case/argument where inappropriate development in the green belt is proposed. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Green belt percentage footprint, floor space and volume increase calculations of the original, existing and proposed works, if they are to result in an increase in the size of the development. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Landscaping proposals. Required if hard/soft landscaping works are involved. ([National Planning Policy Framework Sections 12 and 15](#), [Core Strategy Policies CS21 and CS24](#)).
- Parking and servicing proposals plan.
- Retail assessment. Where it is required to demonstrate that proposal meets the requirements of the [National Planning Policy Framework](#) (Section 7 Ensuring the vitality of town centres).

- Heritage statement in accordance with the provisions of the National Planning Policy Framework (Section 12 Conserving and enhancing the historic environment) will be required if the proposal is in a conservation area or affects a local or statutory listed building.
- Contaminated land assessment/desk top study. Required if the application site is known to be or is suspected of being contaminated, further advice should be sought from the Council's Scientific Officer. ([National Planning Policy Framework Section 15](#)).
- Lighting assessment. Required if proposal includes the installation of external lighting or will make external lighting necessary. ([Core Strategy Policy CS21](#)).
- Noise impact assessment. Required if the proposal is likely to have a noise impact such as the installation of plant equipment. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Photographs/photomontages. At applicant's discretion but will be required if the proposal is in a conservation area or affects a listed building.
- Streetscene drawing. Where appropriate, will be required to demonstrate how the proposal relates to adjacent buildings and the street scene as a whole.
- Planning statement. Required for all major applications (i.e. ten dwellings or more or where the floor space to be built is 1000sqm or more or where the site is one hectare or more) for all other types of application, at applicant's discretion.
- Site waste management plan. For proposals with significant demolition, excavation or engineering works required to indicate the type and volume of materials to be demolished or excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
- Statement of community involvement. Required where community involvement has been arranged prior to making an application.
- Structural survey. Required where substantial demolition or excavation works are proposed.

Sustainability

- [Climate neutral development checklist](#). Required for all applications with the exception of very minor development such as minor exterior alterations.
- Combined heat and power (CHP) feasibility study. Required if proposal site is located in proximity of an existing or proposed CHP station, as illustrated in Climate Change SPD.
- Electric vehicle charging infrastructure proposals as per standards in Climate Change SPD.
- A statement setting out the sustainable design and construction measures to be implemented within the development, including the use of any low/zero carbon technologies. Required for new residential development (to include how development resulting in the addition of a new dwelling/dwellings will meet water and energy efficiency standards set out in the Council's [guidance note](#) on housing standards); or new non-residential development of 1,000 sqm or more (gross) floor space meeting BREEAM standards; including applications for developments with exceptionally high total energy consumption. ([Core Strategy Policy CS22](#), as updated by the Council's [guidance note](#) on housing standards).
- A pre-assessment to demonstrate compliance with BREEAM very good standards will be required for all new non-residential development of 1,000 sqm or more (gross) floor space. Applications for developments with exceptionally high total energy consumption such as large leisure facilities or data storage centres are required to demonstrate how the overall carbon emissions of the development will be reduced through the use of renewable energy measures on site. ([Core Strategy Policy CS22](#)).
- Telecommunication development. Supplementary information required in accordance with the provisions of the National Planning Policy Framework (Section 5 Supporting high quality communications infrastructure).
- TV/radio implications assessment. Required for proposals involving tall buildings.
- Transport survey and assessment. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Travel plan. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).

- Tree survey/arboricultural implications assessment /method statement. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees. ([National Planning Policy Framework Section 12 and 15](#), [Core Strategy Policies CS7 and CS21](#)).
- Ventilation/extraction details and statement. Required to accompany all applications for the use of premises for purposes within Use Classes:
 - A3 (Restaurants and cafes)
 - A4 (Drinking establishments)
 - A5 (Hot food takeaways)
 - B1 (Business) where necessary
 - B2 (General industrial)
 - B8 (Storage and distribution)

Also required for significant retail, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

- Special protection area (SPA) statement. Required for all new residential development detailing how SPA avoidance measures will be met i.e. by S106 agreement, SANG and SAMM tariff or SANG provision. ([Core Strategy Policy CS8](#)).
- Archaeological desk-based assessment or, where research is insufficient to make an assessment, a field evaluation. Likely to be required if the site has archaeological interest or is over 0.4ha in area. ([Core Strategy Policy CS20](#)).
- Accessibility statement. Required for specialist accommodation proposals to show how accessibility and wheelchair housing standards are met. This can be submitted as part of any Design and Access Statement. ([Core Strategy Policy CS13](#), as updated by the Council's [guidance note](#) on housing standards).

Notices to be served on landowners

For applications where ownership certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

[Notice 1 form.](#)

To apply

[Apply online](#)

[Printable application form](#)

[Guidance on completing application form](#)

[Fees](#)

Prior approval of a proposed larger home extension (part 1, class A)

Important notes

This template can be used by a householder to notify the local planning authority of the intention to build a larger single storey rear extension as described on the [Extensions common project page](#). Please read the [guidance note](#) for help completing the notification.

Applications for prior approval of a proposed larger home extension should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but two copies (one original and one copy) will be required if the application is submitted in paper form. If samples of materials are submitted, only one sample of each of the materials will be required.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with "do not scale" or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

[Legislation](#) allowing larger single storey rear extensions to be built under permitted development rules came in to force on 30 May 2013, and was subsequently updated by new [legislation](#) which came into effect on 6 April 2016. The new size limits will be subject to a neighbour consultation scheme.

There is a requirement to notify the local planning authority if you wish to build a larger single storey rear extension under these new rules. The Council has provided a form designed to ensure that you provide the information required by the legislation.

Please note that for the larger single storey rear extensions no work should commence until you have received notification from the Council that prior approval has been granted.

To benefit from these new permitted development rights the extension must be completed on or before 30 May 2019. The local planning authority must be notified in writing of the date of completion. The Council has provided a form designed to ensure that you provide the information required by the legislation.

[Notification form for completion of larger rear extensions.](#)

[Find out more about the new size limits and the neighbour consultation scheme.](#)

Note: Definition of 'original house'. The term 'original house' as mentioned in the guidance on permitted development means the house as it was first built or as it stood on 1 July 1948 (if it was built before that date).

National requirements

Before beginning the development the developer shall provide the following information to the local planning authority. A written description of the proposed development including:

- how far the enlarged part of the dwelling house extends beyond the rear wall of the original dwelling house;
- the maximum height of the enlarged part of the dwelling house;
- and the height of the eaves of the enlarged part of the dwelling house;
- a plan indicating the site and showing the proposed development;
- the addresses of any adjoining premises;
- the developers contact address;
- the developers email address if the developer is content to receive communications electronically.

Local requirements

- [CIL additional information form.](#)
- [CIL assumption of liability form.](#)

The application form below can be used to notify the local planning authority of the intention to build a larger single storey rear extension as described [here](#). Please read the guidance note for help completing the notification.

To apply

[Printable application form](#)

[Guidance on completing application form](#)

[Fees](#)

Prior approval for change of use from agricultural building to commercial use (part 3, class R)

Important notes

Prior approval of proposed change of use of agricultural building to a flexible use within shops, financial and professional services, restaurants and cafes, business, storage or distribution, hotels, or assembly or leisure. (Classes: A1, A2, A3, B1, B8, C1 or D2)

National requirements

Where the cumulative floor space of the building or buildings which are to change use, does not exceed 150 sqm you must provide the following information:

- Date the site will begin to be used for any of the flexible use.
- Nature of the use or uses.
- Plan indicating the site and which buildings have changed use.

Where the cumulative floor space exceeds 150sq.m but does not exceed 500sq.m:

- Written description of the proposed development.
- Plan indicating the site and showing the proposed development.
- Developer's contact address.
- Developer's email address where appropriate.
- Fee.
- Local requirements stipulated below.

Local requirements

Where the floor space exceeds 150sqm but does not exceed 500sqm such information as may be necessary to enable the local planning authority to determine:

- Transport and highways impacts of the development.
- Noise impacts of the development.
- Contamination implications.
- Flood risk.

To apply

[Apply online](#)

[Printable application form](#)

Note: Development is not permitted where the building exceeds 500 square metres or is a listed building or scheduled ancient monument or is or forms part of a safety hazard area or military explosives storage area.

[Fees](#)

Prior approval for change of use from offices to dwelling(s) (part 3, class O)

Important notes

Even if the local planning authority grants prior approval, you may need other consents, such as permission under the habitats regulations before you carry out the works.

An Amendment Order to the Town and Country Planning (General Permitted Development) (England) Order 2015 (GPDO) came into force on 6 April 2016, making the existing temporary permitted development right to change buildings in office use to dwelling houses a permanent right, with an extra condition allowing the Local Planning Authority to consider certain noise impacts. Where permitted, development under Class O will be subject to the condition that it must be completed within a period of 3 years starting with the prior approval date.

National requirements

- A written description of the proposed development.
- A plan indicating the site and showing the proposed development.
- The developer's contact address.
- The developer's email address, where appropriate.
- The required fee see link below.

Local requirements

- [CIL additional information form.](#)
- [CIL assumption of liability form.](#)

Such information as may be necessary to enable the local planning authority to determine the:

- transport and highways impacts of the proposal;
- contamination risks on the site;
- flood risks on the site; and
- impacts of noise from commercial premises on the intended occupiers of the development.

To apply

[Apply online](#)

[Printable application form.](#)

This template can be used by a developer to notify the local planning authority of the intention to the use of Offices (class B1(a)) to dwelling houses (class C3).

[Fees](#)

Prior approval for change of use to a state-funded school or registered nursery (part 3, class K)

National requirements

- A written description of the proposed development.
- A plan indicating the site and showing the proposed development.
- The developer's contact address.
- The developer's email address, where appropriate.
- The required fee.

Local requirements

Such information as may be necessary to enable the local planning authority to determine the:

- transport and highways impacts of the proposal
- noise impacts of the proposal
- contamination implications.

To apply

[Apply online](#)

[Printable application form](#)

[Fees](#)

Prior notification of agricultural or forestry development: proposed road (part 6)

Important notes

This application for prior notification should be used for proposals to carry out certain agricultural and forestry developments permitted under Parts 6 of the Town and Country Planning General Development Order 2015. [Find out more](#).

Applications for prior notification of a proposed agricultural or forestry development should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

Local requirements

- For agricultural or forestry notifications, a statement as to why the works are considered to be reasonably necessary should be provided.

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Prior notification of proposed demolition (part 11, class B)

Important notes

Applications for prior approval for demolition should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- The correct fee.
- A written description of the proposed development
- A copy of a site notice which is signed and dated by or on behalf of the applicant to be displayed on the site containing the following information:
 - the name of the applicant
 - a description, including the address, of the building or buildings which it is proposed be demolished
 - a statement that the applicant has applied to the local planning authority for a determination as to whether the prior approval of the authority will be required to the method of demolition and any proposed restoration of the site
 - the date on which the applicant proposes to carry out the demolition and
 - the name and address of the local planning authority.

Local requirements

- Tree survey/arboricultural implications assessment/method statement. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees.
- Biodiversity/ecology/wildlife survey including bat and badger surveys and mitigation. Required if proposal is likely to have an impact on wildlife and biodiversity.
- Landscaping proposals.
- Structural survey. Required where substantial demolition or excavation works are proposed.

Important note: The application will not be made invalid for lack of this information, but failure to provide it, may be likely to lead to the refusal of the application.

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Prior notification: excavation/waste material – agricultural (part 6)

Important notes

Prior notification of a proposed agricultural or forestry development should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- Completed application form and description of the proposed development and the materials used.
- The correct fee.
- Location plan based on an up to date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly indicated.
- A copy of a site notice to be displayed on the site (for a minimum of 21 days), which must contain:
 - details of the address of the site
 - a description of the proposed development
 - materials to be used.

Local requirements

- For agricultural or forestry notifications, a statement as to why the works are considered to be reasonably necessary should be provided.

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Prior notification: proposed fish tank/cage – agricultural (part 6)

Important notes

This application for prior notification should be used for proposals to carry out certain agricultural and forestry developments permitted under Part 6 of the Town and Country Planning General Development Order 2015. [Find out more.](#)

Applications for prior notification of a proposed agricultural or forestry development should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- Completed application form and description of the proposed development and the materials used.
- The correct fee.
- Location plan based on an up-to-date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly indicated.
- A copy of a site notice to be displayed on the site (for a minimum of 21 days), which must contain:
 - details of the address of the site
 - a description of the proposed development
 - materials to be used.

Local requirements

- A plan showing the site, the proposal, the site boundaries and the position of neighbouring buildings at a scale of 1:200 or less (i.e. 1:100).
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans 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.
- Landscaping details.
- Photographs/photomontages.
- For agricultural or forestry notifications, a statement as to why the works are considered to be reasonably necessary should be provided.

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Prior notification: proposed building – agricultural (part 6)

Important notes

This application for prior notification should be used for proposals to carry out certain agricultural and forestry developments permitted under Part 6 of the Town and Country Planning General Development Order 2015. [Find out more.](#)

Applications for prior notification of a proposed agricultural development should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- Completed application form and description of the proposed development and the materials used.
- The correct fee.
- Location plan based on an up-to-date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly indicated.
- A copy of a site notice to be displayed on the site (for a minimum of 21 days), which must contain:
 - details of the address of the site
 - a description of the proposed development
 - materials to be used.

Local requirements

- A plan showing the site, the proposal, the site boundaries and the position of neighbouring buildings at a scale of 1:200 or less (i.e. 1:100).
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans 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.
- Landscaping details.
- Photographs/photomontages.
- For agricultural notifications, a statement as to why the works are considered to be reasonably necessary should be provided.

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Prior notification: telecommunications (part 16)

Important notes

Prior notification of proposed development by telecommunications code systems operators should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- The correct fee.
- Location plan indicating the proposal based on an up to date map.
- A written description of the proposed development, including the developer's contact address and, if they have one, email address.
- Evidence that notice has been given to any person who is an owner or tenant of the land by serving of a notice, or evidence that reasonable steps have been taken to ascertain the names and addresses by local advertisement.
- Where the development consists of installation of a mast within 3km of the perimeter of an aerodrome, evidence that the Civil Aviation Authority, Secretary of State for Defence or aerodrome operator, as appropriate, has been notified.

Local requirements

- A signed ICNIRP declaration.
- Streetscene, photos and photomontages. At applicant's discretion.

Important Note: The application will not be made invalid for lack of this information, but failure to provide it, may be likely to lead to the refusal of the application.

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Reserved matters approval

Important notes

Where outline permission has been granted, you may, within three years of the outline approval, make an application for the outstanding reserved matters, i.e. the information excluded from the initial outline planning application. This will typically include information about the layout, access, scale and appearance of the development.

Applications for approval of reserved matters should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form. If samples of materials are submitted, only one sample of each of the materials will be required.

Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

National requirements

- Completed form or application in writing containing sufficient information to enable identification of the outline permission in respect of which it is made.
- Plans and drawings including:
- Plan identifying the land to which the application relates at a scale of 1:1250 or 1:2500 and showing the direction of north.
- Other plans and drawings necessary to deal with matters reserved in the outline planning permission.
- The appropriate fee.

Local requirements

- A plan showing the site, the proposal, the site boundaries and the position of neighbouring buildings at a scale of 1:200 or less (i.e. 1:100).
- [CIL additional information form](#).
- [CIL assumption of liability form](#).
- [Validation checklist](#) to support surface water drainage strategy. Required for major developments.
- [Surface water drainage statement](#). Required for major developments.
- Affordable housing statement. Required if the proposal is likely to require the provision of affordable housing. ([Core Strategy Policy CS12](#), [Affordable Housing Delivery SPD](#)).
- Ancillary structure plans such as bin store, cycle store, CHP unit.
- Air quality assessment. Required if proposal is likely to have an adverse effect on the quality of the air. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Biodiversity/ecology/wildlife survey including bat and badger surveys and mitigation. Required if proposal is likely to have an impact on wildlife and biodiversity. ([National Planning Policy Framework Section 15](#), [Core Strategy Policies CS7 and CS8](#)).
- Daylight/sunlight assessment. Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses. ([Core Strategy Policy CS21](#)).
- Environmental statement/environmental impact assessment (EIA) required in circumstances set out in the [Environmental Impact Assessment Regulations](#) as amended (note 8).
- Engineering works, banks and bunds and sections drawings and details where appropriate.

- Flood risk assessment/completion and demonstration of compliancy with the [Environment Agency's standing advice](#) and the National Planning Policy Framework (Section 10 Meeting the challenge of climate change, flooding and coastal change).
- Green belt very special circumstances case/argument where inappropriate development in the green belt is proposed. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Green belt percentage volume increase calculations if development is to result in an increase in the size of the development. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Landscaping proposals. Required if hard/ soft landscaping works are involved. ([National Planning Policy Framework Sections 12 and 151](#), [Core Strategy Policies CS21 and CS24](#)).
- Parking and servicing proposals plan.
- Retail assessment. Where it is required to demonstrate that proposal meets the requirements of the National Planning Policy Framework (Section 7 Ensuring the vitality of town centres).
- Heritage statement in accordance with the provisions of the National Planning Policy Framework (Section 12 Conserving and enhancing the historic environment) will be required if the proposal is in a conservation area or affects a local or statutory listed building.
- Contaminated land assessment/desk top study. Required if the application site is known to be or is suspected of being contaminated, further advice should be sought from the Council's Scientific Officer. ([National Planning Policy Framework Section 15](#)).
- Lighting assessment. Required if proposal includes the installation of external lighting or will make external lighting necessary. ([Core Strategy Policy CS21](#)).
- Noise impact assessment. Required if the proposal is likely to have a noise impact such as the installation of plant equipment. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Photographs/photomontages. At applicant's discretion but will be required if the proposal is in a conservation area or affects a listed building.
- Streetscene drawing. Where appropriate, will be required to demonstrate how the proposal relates to adjacent buildings and the street scene as a whole.
- Planning statement. Required for all major applications (i.e. ten dwellings or more or where the floor space to be built is 1000m or more or where the site is one hectare or more) for all other types of application, at applicant's discretion.
- Site waste management plan. For proposals with significant demolition, excavation or engineering work, required to indicate the type and volume of materials to be demolished/excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
- Statement of community involvement. Required where community involvement has been arranged prior to making an application.
- Structural survey. Required where substantial demolition or excavation works are proposed.

Sustainability

- [Climate neutral development checklist](#). Required for all applications with the exception of very minor development such as minor exterior alterations.
- Combined heat and power (CHP) feasibility study. Required if proposal site is located in proximity of an existing or proposed CHP station, as illustrated in Climate Change SPD.
- Electric vehicle charging infrastructure proposals as per standards in Climate Change SPD.
- A statement setting out the sustainable design and construction measures to be implemented within the development, including the use of any low/zero carbon technologies. Required for new residential development (to include how development resulting in the addition of a new dwelling/dwellings will meet water and energy efficiency standards set out in the Council's [guidance note](#) on housing standards); or new non-residential development of 1,000 sqm or more (gross) floor space meeting BREEAM standards; including applications for developments with exceptionally high total energy consumption. ([Core Strategy Policy CS22](#), as updated by the Council's [guidance note](#) on housing standards).
- A pre-assessment to demonstrate compliance with BREEAM very good standards will be required for all new non-residential development of 1,000 sqm or more (gross) floor space. Applications for

developments with exceptionally high total energy consumption such as large leisure facilities or data storage centres are required to demonstrate how the overall carbon emissions of the development will be reduced through the use of renewable energy measures on site. ([Core Strategy Policy CS22](#)).

- Telecommunication development. Supplementary information required in accordance with the provisions of the National Planning Policy Framework (Section 5 Supporting high quality communications infrastructure).
- TV/radio implications assessment. Required for proposals involving tall buildings.
- Transport survey and assessment. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Travel plan. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Tree survey/arboricultural implications assessment /method statement. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees. ([National Planning Policy Framework Section 112 and 15](#), [Core Strategy Policies CS7 and CS21](#)).
- Ventilation/extraction details and statement. Required to accompany all applications for the use of premises for purposes within Use Classes:
 - A3 (Restaurants and cafes)
 - A4 (Drinking establishments)
 - A5 (Hot food takeaways)
 - B1 (Business) where necessary
 - B2 (General industrial)
 - B8 (Storage and distribution).

Also required for significant retail, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

- Special protection area (SPA) statement. Required for all new residential development detailing how SPA avoidance measures will be met i.e. by S106 agreement, SANG and SAMM tariff or SANG provision. ([Core Strategy Policy CS8](#)).
- Archaeological desk-based assessment or, where research is insufficient to make an assessment, a field evaluation. Required if the site has archaeological interest or is over 0.4ha in area. ([Core Strategy Policy CS20](#)).
- Accessibility Statement. Required for specialist accommodation proposals to show how accessibility and wheelchair housing standards are met. This can be part of any Design and Access Statement. ([Core Strategy Policy CS13](#), as updated by the Council's [guidance note](#) on housing standards).

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Tree works

Important notes

[Find out more about applying for tree works.](#)

The following lists show the requirements for submitting an application/notification for tree works. If the necessary information is not provided, the application may be declared invalid and not determined, or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form.

No fee is required for either an application for consent for trees subject to a tree preservation order (TPO), or for a notification of intent to carry out works in a conservation area.

National requirements

- Completed and dated application form with all mandatory questions answered.
- Sketch plan showing the location of tree(s). Your sketch plan should be clear and simple, showing the tree positions and number and/or name, in relation to buildings, roads and site boundaries.
- A full and clear specification of the works to be carried out. You should identify each tree species and provide a full and clear specification of the work you want to carry out. A proposal simply to 'cut back' or 'lop' a tree is too vague, because it fails to identify the extent of the works. Instead, try to use descriptions such as crown thinning, crown reduction or crown lifting, and specify how much pruning you have in mind, e.g. crown thinning by 15%.
- A statement of reasons for the proposed work. You must provide a clear statement of reasons for the proposed work to each of the trees in your application. Statements such as 'good arboricultural practice' or 'maintenance' are too vague. Instead try to address the specific issues with each tree.
- Evidence in support of statement of reasons, where required by the standard application form. You must provide additional evidence from an arboriculturist and/or other appropriate expert to support your proposals if your reasons for carrying out tree works are because of the condition of the tree or alleged damage to property.

Notification of proposed works to trees in conservation areas

National requirements

- Completed and dated application form with all questions answered.
- Sketch plan showing the precise location of all trees.
- A full and clear specification of the works to be carried out.

Additional information (TPO applications and conservation area notifications)

- Photographs.
- Report by a tree professional (arboriculturist) or other appropriate expert.
- Details of any assistance or advice sought from a local planning authority office prior to submitting this form.
- Details of replacement trees. If you are felling a tree, details of replacements should be provided.

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