

Application for Planning Permission

National Requirements

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

Local Requirements

The following items are the various elements which should be submitted in support of proposals for this application type. **It should be made clear that not all the requirements listed will apply in all circumstances but that it will be for the applicant to demonstrate that they have had clear regard to those matters which are applicable.** For example, if the proposal falls below the affordable housing threshold in force at the time then it will not be necessary for the applicant to state such in their submission. On the other hand however, and for example, if the development proposed is located close to any trees, either on or off site, then it will be necessary for the submission to show that regard has been had to this fact. Consideration of the required points should be made under separate headings within the Design and Access Statement, or within a separate document if appropriate. The accuracy of any submission, and the completeness of the relevant information, will be assessed by our Validation Officers. A failure to accurately and robustly consider all of the relevant points will mean that the application is held as invalid pending satisfactory receipt of the necessary information.

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Conservation Area appraisal/ Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Daylight/sunlight assessment
- Environmental Impact Statement
- Flood risk assessment – Circular 3/99
- Foul sewerage assessment
- Horse Racing Impact Statement
- Land contamination assessment
- Lighting assessment
- Noise assessment
- Open space assessment
- Other plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages

- Planning obligations/draft Head(s) of Terms
 - Planning Statement
 - Proximity or within Air Base
 - Retail/Leisure Impact Assessment
 - Site waste management plan (including relevant refuse disposal details)
 - Statement of Community Involvement
 - Structural Survey
 - Town Centre uses – evidence to accompany applications
 - Transport assessment / Statement
 - Travel plan
 - Tree survey/Arboricultural implications
 - Ventilation/extraction statement
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