



Weymouth & Portland  
Borough Council

# **PLANNING APPLICATION REQUIREMENTS**

**West Dorset District Council  
Weymouth and Portland Borough Council**

Adopted October 2014  
Amended February 2016

# Planning Application Requirements

## Introduction

This document contains details of the statutory national requirements and local level requirements for planning applications.

The National Planning Application Requirements is a core and mandatory list of the minimum requirements for all applications, as detailed in **Section A**. In addition Local Planning Application Requirements are included in **Section B**, which is a comprehensive list of all possible requirements. Most applications are likely to require only some of the supporting information required, depending on the nature and location of the application.

**Section C** contains checklists for different types of application, and identifies information that may be required to be submitted with an application.

These checklists and information requirements are designed to aid the proper preparation of an application to ensure it can be formally registered when submitted to the Council. Applicants/agents will need to establish what information will be required to be submitted with an application by reference to the Council's Adopted Local Plan, Local Development Framework documents and Supplementary Planning Guidance, planning constraint information and by a comprehensive site evaluation.

Provided an application is supported by all the appropriate National and Local Planning Application Requirements, it will be registered as a valid application. If an application does not comply with these requirements, the application will be considered invalid and the applicant/agent will be notified of what is needed to validate the application. In some cases all the submitted documents will be returned to the applicant/agent. Following registration the case officer will assess the application and responses from consultees and may request further information in order to determine the application.

## **Section A – National Requirements**

The Development Management Procedure Order 2015 (Art 7) requires, as a minimum, that an application for planning permission shall:

- a) be made in writing to the local planning authority on a form published by the Secretary of State (or a form to substantially the like effect);
- b) Include the particulars specified or referred to in the form;
- c) a plan which identifies the land to which the application relates;
- d) any other plans, drawings and information necessary to describe the development which is the subject of the application;
- e) except where the application is made by electronic communications or the local authority indicate that a lesser number is required, 3 copies of the form; and
- f) except where the application is made by electronic communications or the local authority indicate that a lesser number is required, 3 copies of any plans, drawings and information accompanying the application;
- g) any plans or drawings required to be provided shall be drawn to an identified scale, and in the case of plans, shall show the direction of North;
- h) be accompanied by the Certificate of Ownership;
- i) be accompanied by a Design and Access statement, if required.
- j) the fee required to be paid in respect of the application.

The following provides additional detail and explanation of these requirements with regard to plans, certificates and Design and Access Statements.

## The location plan

All applications must include copies of a location plan based on an up to date map. This must be at a scale of 1:1250 or 1:2500. Three copies are required (unless submitted electronically). In exceptional circumstances plans of other scales may also be required.

Plans must wherever possible show at least two named roads and surrounding buildings. The properties shown must be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a **red line**. It must include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A **blue line** should be drawn around any other land owned by or within the control of the applicant, close to or adjoining the application site.

## Site and Other Plans

The legislation requires three copies plus the original (unless submitted electronically).

- **The site plan** should be drawn at a scale of 1:500 or 1:200 and should accurately show:
  - a) the direction of North;
  - b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
  - c) all the buildings, roads and footpaths on land adjoining the site including access arrangements;
  - d) all public rights of way crossing or adjoining the site (footpath, bridleway, restricted byway or byway open to all traffic);
  - e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
  - f) the extent and type of any hard surfacing; and
  - g) boundary treatment including walls or fencing where this is proposed.

In addition other plans should be submitted (dependent on the type of application – refer to the relevant checklist for specific requirements attached as Appendix C) and may include:

- **Block plan of the site** (e.g. at a scale of 1:100 or 1:200) showing any site boundaries. Copies of plans should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries.
- **Existing and proposed elevations** (e.g. at a scale of 1:50 or 1:100). These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

- **Existing and proposed floor plans** (e.g. at a scale of 1:50 or 1:100). These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).
- **Existing and proposed site sections and finished floor and site levels** (e.g. at a scale of 1:50 or 1:100). Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation

to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

- **Roof plans** (e.g. at a scale of 1:50 or 1:100). A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

*Please note: The Local Planning Authority may accept plans drawn to scales other than those indicated above (e.g. 1:200), provided they accurately, and clearly describe the development proposed and if the scale of plan identified elsewhere would not show the development in context.*

### **Ownership Certificates**

The local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

### **Notice(s)**

A notice to owners of the application site must be completed and served.

### **Design and Access Statement**

The requirement for a Design and Access Statement applies to applications for planning permission which is for:

- a) development which is major development;

- b) where any part of the development is in a designated area, development consisting of –
  - i. the provision of one or more dwellinghouses;
  - ii. the provision of a building or buildings where the floor space created by the development is 100 square metres or more.

The statement shall include the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. A design and access statement shall –

- a) explain the design principles and concepts that have been applied to the development;
- b) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- c) explain the policy adopted as to access, and how policies relating to access in the relevant local development documents have been taken into account;
- d) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- e) explain how any specific issues which might affect access to the development have been addressed.

## **Section B – Local Requirements**

The list below comprises the range of additional information that can be required before validating an application.

### **Affordable Housing Statement**

Where Local Plan policies or Supplementary Planning Document guidance requires the provision of affordable housing, the LPA will require information concerning both the affordable housing and any market housing, e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. Further details about the related Local Plan Policy HOUS1 Affordable Housing via this link:

<https://www.dorsetforyou.com/planningobligations/west>

### **Air Quality Assessment**

Where the proposal involves the creation of one or more dwellings (new build and conversion/change of use) inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA, or where the grant of planning permission would conflict with, or render unworkable, elements of a Local Planning Authority's air quality action plan; applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an Air Quality Assessment as part of their planning application. Further guidance on AQMAs is available online [www.dorsetforyou.com/384716](http://www.dorsetforyou.com/384716)

### **Biodiversity Survey and Report**

A Biodiversity Appraisal accompanied by a standardised [Biodiversity Mitigation Plan](#) (BMP) is required for all greenfield or brownfield development sites over 0.1ha in size, where not currently used as existing residential or business premises. A BMP covers habitat as well as protected species matters. A Biodiversity Mitigation Plan will also be



required for any sized site affecting a rural barn where the BMP should be used to secure nesting or roosting opportunities for nationally protected species.

A bat survey may be required if a development involves the following:

- Any building or structure with an existing bat record or subject to a report of bat activity
- Demolition of an existing house
- Conversion of house attic space - includes installation of roof lights or dormer windows
- House extensions that tie-in to an existing enclosed roof space
- Renovation or conversion of derelict building (structures with roofs)
- Conversion or demolition of agricultural barns / farm buildings (structures with roofs)

If evidence of bats is discovered a standardised BMP will need to be completed, and submitted with a planning application. Please note that bat surveys and biodiversity mitigation plans are valid for 3 years. Please refer to guidance below.

Please refer to the guidance at

<https://www.dorsetforyou.com/article/401489/Biodiversity-Appraisal-in-Dorset> for further information. The [Bat Protocol](#) and [Biodiversity](#) flow charts may help in assessing whether a Bat Survey or Biodiversity Survey is required for your application.

All appraisals for wildlife interests should be undertaken by a suitably qualified person. A list of environmental consultants is available from one of the published directories of environmental consultants such as [Environmental Consultants Directory](#) , or the [CIEEM](#) but other suitably qualified consultants may be used. Biodiversity Appraisal in Dorset is designed to meet the requirements of the Natural England Protected Species Standing Advice found at: [www.naturalengland.org.uk](http://www.naturalengland.org.uk)

Development requiring Environmental Impact Assessment (EIA), or development affecting recognised wildlife sites – European / international sites (SAC, SPA, Ramsar), Site of Special Scientific Interest (SSSI), Sites of Nature Conservation Interest (SNCI) and Local Nature Reserves (LNR) – is outside the scope of this Biodiversity Appraisal process. In these circumstances, the Dorset planning authorities will consult conservation organisations after submission of an application. The planning authority may condition a BMP as a means of clearly identifying and securing mitigation and enhancement measures for developments affecting recognised wildlife sites.

## **DCLG Technical Housing Standards - nationally described space standards**

For applications involving proposed new build dwellings, you should confirm in writing that your proposed residential development meets the **minimum technical standards** required by Building Regulations in respect of access and water.

You should also confirm in writing whether your proposed residential development **does or does not** meet the nationally described space standard. If your proposal does not meet with the standards it is recommended that you explain the justification for this approach within the Design and Access statement or covering letter.

You may find more information about Technical Housing Standards here:

[DCLG Technical Housing Standards – nationally described space standards \(March 2015\)](#)

## **Flood Risk Assessment**

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency. For further guidance on whether an FRA is required is available online [www.dorsetforyou.com/planning/validation-checklist](http://www.dorsetforyou.com/planning/validation-checklist). To check whether the application site lies within a Flood Zone, you can use the Environment Agency's interactive [Flood Map](#). Further guidance and standing advice can be found via this link: <https://www.gov.uk/guidance/flood-risk-assessment-standing-advice>.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. For major developments, the FRA must include the design of surface water management systems including, where practical, Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

## **Heritage Statement**

A Heritage Statement is required for Listed Building applications, Planning applications in Conservation Areas and those affecting the setting of a Listed Building or Conservation Area (i.e. the application site adjoins the boundary of a Listed Building or Conservation Area). The minimum requirement in the preparation of a Statement is to consult the Dorset Historic Environment Record (HER). However, information contained in the HER may not in itself be sufficient and this is particularly the case with historic buildings. It may be necessary for further information (either through desk-based assessment/archaeological evaluation or building examination/survey and analysis), before the impact of the proposed work can be adequately understood.

Desk Based Archaeological Assessment (study of maps and other documentary sources together with a site visit) or Archaeological Evaluation (often follows on from an Assessment, involving fieldwork) may be required in the case of applications for development in areas of archaeological potential. Indicators of archaeological potential include a location within the historic centre of a town or village and the known presence of other archaeological remains in the area. Developments that affect historic fabric in buildings are likely to have implications. Archaeology requires some level of consideration in any development, causing major ground disturbance, which includes most residential development. Further advice is available online at <http://www.dorsetforyou.gov.uk/planning/validation-checklist>, and you may find paragraph 128 of the National Planning Policy Framework (NPPF) in this regard: <https://www.gov.uk/government/publications/national-planning-policy-framework--2>.

## **Land Contamination Assessment**

Applications where the proposal includes ground works and/or change of use, where the site is on contaminated land may need to be accompanied by a land contamination assessment, which should include an extended assessment of contamination. Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected, the site is within 50m of a known area of landfill, or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

Where it is anticipated that contamination may be present near or on a proposed development area, a contaminated land assessment will need to be submitted. This should establish the likely sources, pathways (such as seepage or air-borne transmission) and risks (including cumulative risks) posed to possible receptors (such as humans, wildlife and public water supplies). In assessing the level of risk, the councils will take into account any remedial works or mitigation included as part of the application.

Please note, the requirement of a land contamination will be assessed at validation stage when full details of the application are available to the Local Planning Authority. If you are unsure as to whether a land contamination assessment is required for your application, please contact the Planning Support Team. Further guidance can be found via these links:

<https://www.dorsetforyou.com/article/402351/Contaminated-Land---Weymouth-and-Portland>

<https://www.dorsetforyou.com/article/418719/Contaminated-Land---West-Dorset>

### **Land/Ground Stability Report**

A ground stability report will be required for application sites within Land Instability Zones 2, 3 and 4. A report may not be necessary if the development is unlikely to have the potential to trigger the occurrence of subsidence or land instability either by significantly altering groundwater conditions or by way of a significant change in magnitude of loads applied to the ground (as can reasonably be assessed). The proposed development would also need to meet the following tests:

- i. Surface water run-off is accommodated within existing, fully functioning, piped water disposal systems.
- ii. The combined dead, imposed and wind loads are sustained and transmitted by the development to the ground by use of suitably designed foundations (without requiring adaptation, underpinning, extension or replacement of these foundations at a later stage).
- iii. There is no significant filling or excavation of the ground.

If these tests are not met then the developer will be required to submit to a ground stability or coastal erosion vulnerability report. The report should be prepared by a suitably qualified and experienced geotechnical specialist, to provide sufficient evidence to demonstrate that the proposed development will not unacceptably adversely affect ground stability or that ground instability can be satisfactorily

mitigated in the design of the development. The report should show whether the land / site is stable or could be made stable to support the loads imposed over the expected lifetime of the development, whether the development would threaten land stability in the wider local area, and whether any instability could be reduced to an acceptable level by mitigation and stabilisation measures. Any potential impacts on the character of the area, environmental designations, and public rights of way should also be highlighted.

Please note that if the Land Stability Report is over 6 months old, it will need to be accompanied by a letter from a qualified geotechnical specialist confirming that the report is still valid. If the report is over 12 months old, it will be automatically deemed invalid and a new report will be required.

### **Landscape and Visual Impact Assessment**

Any scale of development that is likely to have a significant impact on the surrounding landscape and/or townscape character will need supporting information to show how these impacts have been assessed and how the development has been designed to address or mitigate these impacts. For further guidance on which types of development require an assessment please refer to the Landscape and Visual Impact Assessment Matrix which is available online at [www.dorsetforyou.com/planning/validation-checklist](http://www.dorsetforyou.com/planning/validation-checklist)

Where development would be prominent in the wider landscape, a visual envelope study and photomontages should be included in the application, and reference should also be made to the impact of the development on the local character, as defined in <http://www.dorsetforyou.com/media.jsp?mediaid=136430&filetype=pdf>.

Applications should be accompanied by landscaping details and include proposals for long term maintenance and landscape management where appropriate.

### **Lighting Assessment**

Proposals involving the provision of new developments or other schemes involving external lighting, such as sports grounds or secure yards, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours

when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. *Lighting in the countryside: Towards good practice* (1997) is a useful guide in that it demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.

## **Planning Obligations Statement**

A development proposal may give rise to a requirement to provide supporting infrastructure either directly or by means of a financial contribution, which may be secured by a Section 106 Agreement. Further guidance is available online [www.dorsetforyou.com/planningobligations/west](http://www.dorsetforyou.com/planningobligations/west) (for applications within West Dorset) and [www.dorsetforyou.com/planning/weymouth-and-portland/planning-application-guidance](http://www.dorsetforyou.com/planning/weymouth-and-portland/planning-application-guidance) (for applications in Weymouth and Portland)

Applicants should clarify the requirements in pre-application discussions and confirm any planning obligations that they agree to provide using standard pro formas or templates where available.

## **Retail Impact Assessment and Sequential Test**

Existing town centres should be the first priority when locations are being considered for new retail development (or for other town centre uses such as hotels, leisure, offices, and the arts). Planning applications for main town centre uses will be considered through the sequential approach and applicants will be expected to carry out a thorough assessment to explore alternative options. Please see paragraph 24 of the NPPF: <https://www.gov.uk/government/publications/national-planning-policy-framework--2>.

As part of the sequential assessment applicants will need to consider the extent of the catchment area likely to be served by the proposal and identify nearby centres that may represent suitable locations to accommodate the scale and form of development proposed. The appropriate area of search will vary and should be agreed by the council.

Proposals for retail or other town centre uses exceeding 1,000m<sup>2</sup> floor space in locations outside of the town centre areas, and proposals for smaller-scale retail

developments in locations outside of any existing centres, will be required to submit an impact assessment including the following information:

- a) the availability, suitability and viability of potential alternative town centre sites, and where appropriate, edge of centre sites
- b) the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to 5 years from the time the application is made. For major schemes where the full impact will not be realised in 5 years, the impact should also be assessed up to 10 years from the time the application is made
- c) the impact of the proposal on existing, committed and planned public and private investments in the town centres within the catchment area of the proposal

Impact assessments may also be required for extensions, redevelopment or the variation of conditions where this would alter the effects of a development.

### **Technical Appraisal for Essential Rural Workers Dwelling(s)**

Sometimes the viability of an agricultural, forestry or other enterprise, for which a rural location is essential, depends upon a worker being resident on site to oversee the essential operation of the enterprise 24 hours a day. New housing for rural workers located outside the defined development boundaries, will be permitted provided that it can be demonstrated that:

- the dwelling is essential to the requirements of the business
- the business is financially sound
- there is no alternative accommodation on the holding or nearby that exists or could be made available
- a dwelling on the holding has not recently been sold on the open market without an agricultural or other occupancy condition
- the scale of the proposed dwelling is modest, and appropriate to the established need of the business, scale in keeping with the business and is, wherever possible, close to the existing buildings to meet the functional needs of the business
- the dwelling is of an appearance that is in keeping with its rural surroundings and is, where necessary, supported by an appropriate landscaping scheme well landscaped

- In the case of new businesses that cannot yet show they are financially sound a temporary dwelling may be acceptable provided that the other criteria are met.

Planning applications for rural workers dwellings require a report to be submitted which addresses the issues set out above.

### **Telecommunications Development – Supplementary Information**

Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the Code of Practice on Mobile Network Development (2002) – as updated in July 2013:

<https://www.gov.uk/government/publications/code-of-best-practice-on-mobile-phone-network-development>.

### **Transport Assessment**

A Transport Assessment should be submitted as part of any major planning application. The coverage and detail of this assessment should reflect the scale of the development and the extent of the transport implications of the proposal. It should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.

All developments that generate significant amounts of movement should be supported by a Transport Statement or Transport Assessment. Plans and decisions should take account of whether:

- the opportunities for sustainable transport modes have been taken up depending on the nature and location of the site, to reduce the need for major transport infrastructure;
- safe and suitable access to the site can be achieved for all people; and
- improvements can be undertaken within the transport network that cost effectively limit the significant impacts of the development.



## **Travel Plan**

A Travel Plan should be submitted alongside planning applications which are likely to have significant transport implications including Major residential and commercial developments.

## **Tree Survey/Arboricultural Implications**

Where there are trees within the application site or on land adjacent to it, which are within a canopy or root protection zone, a tree survey will be required. This information should be prepared by a qualified arboriculturist. If the development is outside of these areas written confirmation of this will be required as part of any planning application. The Arboricultural Association's website provides information and guidance: <http://www.trees.org.uk/>.

Full guidance on the arboricultural information that should be provided with an application is set out in the current *BS5837 'Trees in relation to construction - recommendations'*. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

## **Ventilation/Extraction Statement**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, may be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments - use as a public house, wine-bar or other drinking establishment), A5 (i.e. Hot food takeaways - use for the sale of hot food for consumption off the premises), and B2 (general industrial). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

**All drawings must be to a recognised metric scale, and include either a scale bar or annotated metric dimensions.**

All dimensions must be provided in metric and show principal measurements including width, depth, and height (to ridge and eaves for new buildings), plus the distance from any existing structures/features on site and from any boundaries of the application site. All drawings must be to a recognised metric scale (for example 1:10, 1:20, 1:50, 1:100, 1:200, 1:500 etc.) and include either a scale bar or annotated metric dimensions. References must be clearly made to the drawings being to scale and there should be no references to 'do not scale' or 'not to scale'. Please refer to Section A for further guidance on the suggested scales for each drawing type.

## **Section C – Requirement checklists by type of application**

### **List of Applications (based on 1APP application form type)**

The following list of applications is based on the use of the 1APP standard application form. The Planning Application Requirements (both National and Local) for each application type are set out in Sections A and B of this document.

#### **Householder Applications**

- Householder Application for Planning Permission for works or extension to a dwelling
- Householder Application for Planning Permission for works or extension to a dwelling and for relevant demolition of an unlisted building in a conservation area
- Householder Application for Planning Permission for works or extension to a dwelling and Listed Building Consent

#### **Full Applications**

- Application for Planning Permission
- Application for Planning Permission and for relevant demolition of an unlisted building in a conservation area
- Application for Planning Permission and Listed Building Consent for alterations, extension or demolition of a listed building

- Application for Planning Permission and Consent to display advertisement(s)

### **Outline Applications**

- Application for Outline Permission with Some Matters Reserved
- Application for Outline Permission with All Matters Reserved
- Application for Approval of Reserved Matters following Outline Approval

### **Prior Approval Applications**

- Application for Prior Approval of Agricultural or forestry development - proposed building
- Application for Prior Approval of Agricultural or forestry development - proposed road
- Application for Prior Approval of Agricultural or forestry development - proposed excavation / waste material
- Application for Prior Approval of Agricultural or forestry development - fish tank (cage)
- Application for Prior Approval of Proposed development by Telecommunications code systems operators
- Application for Prior Approval of Proposed demolition
- Prior Approval of a Proposed Larger Home Extension
- Prior Approval of a Proposed Change of Use of a building from Office (B1) Use to a use falling within Use Class C3 (dwellinghouses)
- Prior Approval of Proposed Change of Use to State-Funded School or Registered Nursery
- 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 and Leisure)
- Prior Approval of Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and for Associated Operational Development
- Prior Approval of Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery

- Prior Approval of Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and for Associated Operational Development
- Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3)
- Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)
- Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)
- Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)
- Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop
- Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use
- Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt

### **Lawful Development Certificate Applications**

- Application for Lawful Development Certificate for an Existing use or operation or activity including those in breach of a planning condition
- Application for Lawful Development Certificate for a Proposed use or development
- Application for a Certificate of Lawfulness of Proposed Works to a listed building

### **Miscellaneous applications**

- Application for Listed Building Consent for alterations, extension or demolition of a listed building
- Application for Consent to display an advertisement(s)
- Application for Planning permission for relevant demolition in a conservation area
- Application for new planning permission to replace an extant planning permission, in order to extend the time for implementation. Application for replacement of associated listed building and/or conservation are consents in order to extend the time limit for implementation
- Application for removal or variation of condition following grant of planning permission
- Application for approval of details reserved by condition
- Application for non-material amendment following a grant of planning permission
- Application for tree works: works to Trees subject to a Tree Preservation Order (TPO) and / or notification of Proposed works to trees in Conservation Area
- Application for hedgerow removal notice

Householder Application for Planning Permission for works or extension to a dwelling

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
Include the particulars specified or referred to in the form	
A location plan (based on an up-to-date map) which identifies the land to which the application relates. This should be drawn to an identified scale of 1:1250 or 1:2500 and show the direction of North. The site must be edged clearly with a red line and a blue line around any other land owned by the applicant close by (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) . Any plans or drawings required to be provided shall be drawn to an identified scale and, in the case of plans, shall show the direction of North.	
The completed Ownership Certificate (A, B, C or D - as applicable) Where Ownership Certificates B, C or D have been completed, notice(s) need to be served as required.	
The appropriate fee	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
Biodiversity Survey and Report	
Flood Risk Assessment	
Heritage Statement	
Land/Ground Stability Report	
Tree Survey/Arboricultural Implications	
All drawings must be to a recognised metric scale, and include either a scale bar or annotated metric dimensions.	

Householder Application for Planning Permission for works or extension to a dwelling and for relevant demolition of an unlisted building in a conservation area

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
Include the particulars specified or referred to in the form	
A location plan (based on an up-to-date map) which identifies the land to which the application relates. This should be drawn to an identified scale of 1:1250 or 1:2500 and show the direction of North. The site must be edged clearly with a red line and a blue line around any other land owned by the applicant close by (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) . Any plans or drawings required to be provided shall be drawn to an identified scale and, in the case of plans, shall show the direction of North.	
The completed Ownership Certificate (A, B, C or D - as applicable). Where Ownership Certificates B, C or D have been completed, notice(s) need to be served as required.	
The appropriate fee	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
Biodiversity Survey and Report	
Flood Risk Assessment	
Heritage Statement	
Land/Ground Stability Report	
Tree Survey/Arboricultural Implications	
All drawings must be to a recognised metric scale, and include either a scale bar or annotated metric dimensions.	

Householder Application for Planning Permission for works or extension to a dwelling and Listed Building Consent

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
Include the particulars specified or referred to in the form	
A location plan (based on an up-to-date map) which identifies the land to which the application relates. This should be drawn to an identified scale of 1:1250 or 1:2500 and show the direction of North. The site must be edged clearly with a red line and a blue line around any other land owned by the applicant close by (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). Any plans or drawings required to be provided shall be drawn to an identified scale and, in the case of plans, shall show the direction of North.	
The completed Ownership Certificate (A, B, C or D - as applicable) Where Ownership Certificates B, C or D have been completed, notice(s) need to be served as required.	
The appropriate fee	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
Biodiversity Survey and Report	
Flood Risk Assessment	
Heritage Statement	
Land/Ground Stability Report	
Tree Survey/Arboricultural Implications	
All drawings must be to a recognised metric scale, and include either a scale bar or annotated metric dimensions.	



## Application for Planning Permission

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
Include the particulars specified or referred to in the form	
A location plan (based on an up-to-date map) which identifies the land to which the application relates. This should be drawn to an identified scale of 1:1250 or 1:2500 and show the direction of North. The site must be edged clearly with a red line and a blue line around any other land owned by the applicant close by (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) Any plans or drawings required to be provided shall be drawn to an identified scale and, in the case of plans, shall show the direction of North.	
The completed Ownership Certificate (A, B, C or D - as applicable) Where Ownership Certificates B, C or D have been completed, notice(s) need to be served as required.	
Design and Access Statement	
The appropriate fee	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
Affordable Housing Statement	
Air Quality Assessment	
Biodiversity Survey and Report	
Flood Risk Assessment	
Heritage Statement	
Land Contamination Assessment	
Land/Ground Stability Report	

Landscape and Visual Impact Assessment	
Lighting Assessment	
Planning Obligations Statement	
Retail Impact Assessment and Sequential Test	
Statement of Compliance with DCLG Technical Housing Standards - nationally described space standards	
Technical Appraisal for Essential Rural Workers Dwelling(s)	
Telecommunications	
Transport Assessment	
Travel Plan	
Tree Survey/Arboricultural Implications	
Ventilation/Extraction Statement	
All drawings must be to a recognised metric scale, and include either a scale bar or annotated metric dimensions.	

Application for Planning Permission and for relevant demolition of an unlisted building in a conservation area

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
Include the particulars specified or referred to in the form	
A location plan (based on an up-to-date map) which identifies the land to which the application relates. This should be drawn to an identified scale of 1:1250 or 1:2500 and show the direction of North. The site must be edged clearly with a red line and a blue line around any other land owned by the applicant close by (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) . Any plans or drawings required to be provided shall be drawn to an identified scale and, in the case of plans, shall show the direction of North.	
The completed Ownership Certificate (A, B, C or D - as applicable) Where Ownership Certificates B, C or D have been completed, notice(s) need to be served as required.	
Design and Access Statement	
The appropriate fee	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
Affordable Housing Statement	
Air Quality Assessment	
Biodiversity Survey and Report	
Flood Risk Assessment	
Heritage Statement	
Land Contamination Assessment	

Land/Ground Stability Report	
Landscape and Visual Impact Assessment	
Lighting Assessment	
Planning Obligations Statement	
Retail Impact Assessment and Sequential Test	
Statement of Compliance with DCLG Technical Housing Standards - nationally described space standards	
Technical Appraisal for Essential Rural Workers Dwelling(s)	
Telecommunications	
Transport Assessment	
Travel Plan	
Tree Survey/Arboricultural Implications	
Ventilation/Extraction Statement	
All drawings must be to a recognised metric scale, and include either a scale bar or annotated metric dimensions.	

Application for Planning Permission and Listed Building Consent for alterations, extension or demolition of a listed building

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
Include the particulars specified or referred to in the form	
A location plan (based on an up-to-date map) which identifies the land to which the application relates. This should be drawn to an identified scale of 1:1250 or 1:2500 and show the direction of North. The site must be edged clearly with a red line and a blue line around any other land owned by the applicant close by (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) . Any plans or drawings required to be provided shall be drawn to an identified scale and, in the case of plans, shall show the direction of North.	
The completed Ownership Certificate (A, B, C or D - as applicable) Where Ownership Certificates B, C or D have been completed, notice(s) need to be served as required.	
Design and Access Statement (if required)	
The appropriate fee	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
Affordable Housing Statement	
Air Quality Assessment	
Biodiversity Survey and Report	
Flood Risk Assessment	
Heritage Statement	
Land Contamination Assessment	

Land/Ground Stability Report	
Landscape and Visual Impact Assessment	
Lighting Assessment	
Planning Obligations Statement	
Photographs of relevant areas of the building (LBC only)	
Retail Impact Assessment and Sequential Test	
Statement of Compliance with DCLG Technical Housing Standards - nationally described space standards	
Technical Appraisal for Essential Rural Workers Dwelling(s)	
Telecommunications	
Transport Assessment	
Travel Plan	
Tree Survey/Arboricultural Implications	
Ventilation/Extraction Statement	
All drawings must be to a recognised metric scale, and include either a scale bar or annotated metric dimensions.	

Application for Planning Permission and Consent to display advertisement(s)

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
Include the particulars specified or referred to in the form	
A location plan (based on an up-to-date map) which identifies the land to which the application relates. This should be drawn to an identified scale of 1:1250 or 1:2500 and show the direction of North. The site must be edged clearly with a red line and a blue line around any other land owned by the applicant close by (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) . Any plans or drawings required to be provided shall be drawn to an identified scale and, in the case of plans, shall show the direction of North.	
The completed Ownership Certificate (A, B, C or D – as applicable) Where Ownership Certificates B, C or D have been completed, notice(s) need to be served as required.	
The appropriate fee	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
Affordable Housing Statement	
Air Quality Assessment	
Biodiversity Survey and Report	
Flood Risk Assessment	
Heritage Statement	
Land Contamination Assessment	

Land/Ground Stability Report	
Landscape and Visual Impact Assessment	
Lighting Assessment	
Planning Obligations Statement	
Retail Impact Assessment and Sequential Test	
Statement of Compliance with DCLG Technical Housing Standards - nationally described space standards	
Technical Appraisal for Essential Rural Workers Dwelling(s)	
Telecommunications	
Transport Assessment	
Travel Plan	
Tree Survey/Arboricultural Implications	
Ventilation/Extraction Statement	
All drawings must be to a recognised metric scale, and include either a scale bar or annotated metric dimensions.	



## Application for Outline Permission with Some Matters Reserved

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
Include the particulars specified or referred to in the form	
A location plan (based on an up-to-date map) which identifies the land to which the application relates. This should be drawn to an identified scale of 1:1250 or 1:2500 and show the direction of North. The site must be edged clearly with a red line and a blue line around any other land owned by the applicant close by (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) . Any plans or drawings required to be provided shall be drawn to an identified scale and, in the case of plans, shall show the direction of North.	
Where access is a reserved matter, the application shall state the area or areas where access points to the development proposal will be situated.	
The completed Ownership Certificate (A, B, C or D – as applicable). Where Ownership Certificates B, C or D have been completed, notice(s) need to be served as required.	
Design and Access Statement (if required)	
The appropriate fee	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
Affordable Housing Statement	
Air Quality Assessment	
Biodiversity Survey and Report	
Flood Risk Assessment	
Heritage Statement	

Land Contamination Assessment	
Land/Ground Stability Report	
Landscape and Visual Impact Assessment	
Lighting Assessment	
Planning Obligations Statement	
Retail Impact Assessment and Sequential Test	
Statement of Compliance with DCLG Technical Housing Standards - nationally described space standards	
Technical Appraisal for Essential Rural Workers Dwelling(s)	
Telecommunications	
Transport Assessment	
Travel Plan	
Tree Survey/Arboricultural Implications	
Ventilation/Extraction Statement	
All drawings must be to a recognised metric scale, and include either a scale bar or annotated metric dimensions.	
Detailed drawings relating to any reserved matters must be marked as 'illustrative'	

## Application for Outline Permission with All Matters Reserved

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
Include the particulars specified or referred to in the form	
A location plan (based on an up-to-date map) which identifies the land to which the application relates. This should be drawn to an identified scale of 1:1250 or 1:2500 and show the direction of North. The site must be edged clearly with a red line and a blue line around any other land owned by the applicant close by (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) . Any plans or drawings required to be provided shall be drawn to an identified scale and, in the case of plans, shall show the direction of North.	
Where access is a reserved matter, the application shall state the area or areas where access points to the development proposal will be situated.	
The completed Ownership Certificate (A, B, C or D – as applicable) Where Ownership Certificates B, C or D have been completed, notice(s) need to be served as required.	
Design and Access Statement (if required)	
The appropriate fee	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
Affordable Housing Statement	
Air Quality Assessment	
Biodiversity Survey and Report	
Flood Risk Assessment	
Heritage Statement	

Land Contamination Assessment	
Land/Ground Stability Report	
Landscape and Visual Impact Assessment	
Lighting Assessment	
Planning Obligations Statement	
Retail Impact Assessment and Sequential Test	
Statement of Compliance with DCLG Technical Housing Standards - nationally described space standards	
Technical Appraisal for Essential Rural Workers Dwelling(s)	
Telecommunications	
Transport Assessment	
Travel Plan	
Tree Survey/Arboricultural Implications	
Ventilation/Extraction Statement	
All drawings must be to a recognised metric scale, and include either a scale bar or annotated metric dimensions.	
Detailed drawings relating to any reserved matters must be marked as 'illustrative'	

## Application for Approval of Reserved Matters following Outline Approval

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
Such particulars as are necessary to deal with the matters reserved in the outline planning permission	
Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission	
3 copies of the application, plans and drawing submitted with it (unless the application is submitted electronically). Any plans or drawings required to be provided shall be drawn to an identified scale and, in the case of plans, shall show the direction of North.	
The appropriate fee	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
Biodiversity Survey and Report	
Flood Risk Assessment	
Heritage Statement	
Land Contamination Assessment	
Land/Ground Stability Report	
Statement of Compliance with DCLG Technical Housing Standards - nationally described space standards	
Transport Assessment	
All drawings must be to a recognised metric scale, and include either a scale bar or annotated metric dimensions.	

Application for prior approval of Agricultural or forestry development – proposed building

<b>National Requirements</b>	<b>TICK</b>
A completed form or written description of the proposed development and the materials to be used	
A plan indicating the site	
The appropriate fee	

Applications for prior approval of Agricultural or forestry development – proposed road

<b>National Requirements</b>	<b>TICK</b>
A completed form or written description of the proposed development and the materials to be used	
A plan indicating the site	
The appropriate fee	

Application for prior approval of Agricultural or forestry development – proposed excavation/waste material

<b>National Requirements</b>	<b>TICK</b>
A completed form or written description of the proposed development and the materials to be used	
A plan indicating the site	
The appropriate fee	

Application for prior approval of Agricultural or forestry development – fish tank (cage)

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

Application for prior approval of Proposed development by Telecommunications code systems operators

National Requirements	TICK
A completed form or written description of the proposed development	
The Developer's contact address and email address	
A plan indicating the site	
The appropriate fee	
Evidence that notice has been given of the proposed development to any person (other than the developer) who is the owner of the land to which the development relates, or a tenant in accordance with A.3 (1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995, as amended	
Evidence that notice has been given of the proposed development to the Civil Aviation Authority, the Secretary for Defence or the aerodrome operator as appropriate (where the proposed development consists of the installation of a mast within 3 kilometres of the perimeter of an aerodrome) in accordance with A.3 (2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995, as amended,	

### Application for prior approval of Proposed demolition

<b>National Requirements</b>	<b>TICK</b>
A completed form or written description of the proposed development and the materials to be used	
A statement that the applicant has displayed a site notice in accordance with A.2(b) (iii) OF Part 31 of Schedule 2 to the General Permitted Development Order 1995, as amended	
The appropriate fee	

### Prior Approval of a Proposed Larger Home Extension

<b>National Requirements</b>	<b>TICK</b>
A written description of the proposed development including – <ol style="list-style-type: none"> <li>I. How far the enlarged part of the dwellinghouse extends beyond the rear wall of the original dwellinghouse;</li> <li>II. The maximum height of the enlarged part of the dwellinghouse; and</li> <li>III. The height of the eaves of the enlarged part of the dwellinghouse</li> </ol>	
A plan indicating the site and showing the proposed development	
The addresses of any adjoining properties	
The developer's contact address	
The developer's email address if the developer is content to receive communications electronically	



Prior Approval of a Proposed Change of Use of a building from Office (B1) Use to a use falling within Use Class C3 (dwellinghouses)

<b>National Requirements</b>	<b>TICK</b>
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 if the developer is content to receive communications electronically	
A site-specific flood risk assessment	
The appropriate fee	

Prior Approval of Proposed Change of Use to State-Funded School or Registered Nursery

<b><u>National Requirements</u></b>	<b><u>TICK</u></b>
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 if the developer is content to receive communications electronically	
The appropriate fee	

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 and Leisure)

<b><u>National Requirements</u></b>	<b><u>TICK</u></b>
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 if the developer is content to receive communications electronically	
A site-specific flood risk assessment	
The appropriate fee	

Prior Approval of Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and for Associated Operational Development

<b><u>National Requirements</u></b>	<b><u>TICK</u></b>
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 if the developer is content to receive communications electronically	
A site-specific flood risk assessment	
The appropriate fee	

Prior Approval of Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery

<b><u>National Requirements</u></b>	<b><u>TICK</u></b>
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 if the developer is content to receive communications electronically	
A site-specific flood risk assessment	
The appropriate fee	

Prior Approval of Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and for Associated Operational Development

<b><u>National Requirements</u></b>	<b><u>TICK</u></b>
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 if the developer is content to receive communications electronically	
A site-specific flood risk assessment	
The appropriate fee	

Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3)

<b><u>National Requirements</u></b>	<b><u>TICK</u></b>
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 if the developer is content to receive communications electronically	
A site-specific flood risk assessment	
The appropriate fee	

Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)

<b><u>National Requirements</u></b>	<b><u>TICK</u></b>
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 if the developer is content to receive communications electronically	
A site-specific flood risk assessment	
The appropriate fee	

Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)

<u>National Requirements</u>	<u>TICK</u>
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 if the developer is content to receive communications electronically	
A site-specific flood risk assessment	
The appropriate fee	

Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)

<u>National Requirements</u>	<u>TICK</u>
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 if the developer is content to receive communications electronically	
A site-specific flood risk assessment	
The appropriate fee	

Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop

<b><u>National Requirements</u></b>	<b><u>TICK</u></b>
A written description of the proposed development to include details of any building operations proposed	
A plan indicating the site and showing the proposed development	
The developer's contact address	
The developer's email address if the developer is content to receive communications electronically	
The appropriate fee	

Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use

<b><u>National Requirements</u></b>	<b><u>TICK</u></b>
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 if the developer is content to receive communications electronically	
A site-specific flood risk assessment	
The appropriate fee	

Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt

<b><u>National Requirements</u></b>	<b><u>TICK</u></b>
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 if the developer is content to receive communications electronically	
The appropriate fee	

Application for Lawful Development Certificate for an Existing use or operation or activity including those in breach of a planning condition

<b><u>National Requirements</u></b>	<b><u>TICK</u></b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
A location plan (based on an up-to-date map) which identifies the land to which the application relates. This should be drawn to an identified scale of 1:1250 or 1:2500 and show the direction of North. The site must be edged clearly with a red line and a blue line around any other land owned by the applicant close by (3 copies to be supplied unless the application is submitted electronically)	
Such evidence verifying the information included in the application as can be provided	
A statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such other person has been notified of the application	
The appropriate fee	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
3 copies of the application, plans and drawing submitted with it (unless the Local Planning Authority indicate that a lesser number is required or the application is submitted electronically)	
Lawful Development Certificate supporting information (including at least one sworn affidavit(s) from people with personal knowledge of the existing use/operation/development)	

Application for Lawful Development Certificate for a Proposed use or development

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
A location plan (based on an up-to-date map) which identifies the land to which the application relates. This should be drawn to an identified scale of 1:1250 or 1:2500 and show the direction of North. The site must be edged clearly with a red line and a blue line around any other land owned by the applicant close by (3 copies to be supplied unless the application is submitted electronically)	
Such evidence verifying the information included in the application as can be provided	
A statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such other person has been notified of the application	
The appropriate fee	



<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
3 copies of the application, plans and drawing submitted with it (unless the Local Planning Authority indicate that a lesser number is required or the application is submitted electronically)	
Supplementary Certificate of Lawfulness for a Proposed Development Enquiry Form	

Application for a Certificate of Lawfulness of Proposed Works to a listed building

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
A location plan (based on an up-to-date map) which identifies the land to which the application relates. This should be drawn to an identified scale of 1:1250 or 1:2500 and show the direction of North. The site must be edged clearly with a red line and a blue line around any other land owned by the applicant close by (3 copies to be supplied unless the application is submitted electronically)	
Such evidence verifying the information included in the application as can be provided	
A statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such other person has been notified of the application	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
3 copies of the application, plans and drawing submitted with it (unless the Local Planning Authority indicate that a lesser number is required or the application is submitted electronically)	
Supplementary Certificate of Lawfulness for a Proposed Development Enquiry Form	

Application for Listed Building Consent for alterations, extension or demolition of a listed building

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
Include the particulars specified or referred to in the form	
A location plan (based on an up-to-date map) which identifies the land to which the application relates. This should be drawn to an identified scale of 1:1250 or 1:2500 and show the direction of North. The site must be edged clearly with a red line and a blue line around any other land owned by the applicant close by (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) . Any plans or drawings required to be provided shall be drawn to an identified scale and, in the case of plans, shall show the direction of North.	
The completed Ownership Certificate (A, B, C or D - as applicable) Where Ownership Certificates B, C or D have been completed, notice(s) need to be served as required.	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
Heritage Statement	
Photographs of relevant areas of the building	
All drawings must be to a recognised metric scale, and include either a scale bar or annotated metric dimensions.	

Application for Consent to display an advertisement(s)

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
Include the particulars specified or referred to in the form	
A location plan (based on an up-to-date map) which identifies the land to which the application relates. This should be drawn to an identified scale of 1:1250 or 1:2500 and show the direction of North. The site must be edged clearly with a red line and a blue line around any other land owned by the applicant close by (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). Any plans or drawings required to be provided shall be drawn to an identified scale and, in the case of plans, shall show the direction of North.	
The appropriate fee	
<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
All drawings must be to a recognised metric scale, and include either a scale bar or annotated metric dimensions.	

Application for Planning permission for relevant demolition in a conservation area

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
Include the particulars specified or referred to in the form	
A location plan (based on an up-to-date map) which identifies the land to which the application relates. This should be drawn to an identified scale of 1:1250 or 1:2500 and show the direction of North. The site must be edged clearly with a red line and a blue line around any other land owned by the applicant close by (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) . Any plans or drawings required to be provided shall be drawn to an identified scale and, in the case of plans, shall show the direction of North.	
The completed Ownership Certificate (A, B, C or D - as applicable)-Where Ownership Certificates B, C or D have been completed, notice(s) need to be served as required.	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
Heritage Statement	
All drawings must be to a recognised metric scale, and include either a scale bar or annotated metric dimensions.	

Application for removal or variation of condition following grant of planning permission

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (3 copies to be supplied unless the application is submitted electronically)	
The completed Ownership Certificate (A, B, C or D - as applicable) Where Ownership Certificates B, C or D have been completed, notice(s) need to be served as required.	
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). Any plans or drawings required to be provided shall be drawn to an identified scale and, in the case of plans, shall show the direction of North.	
Design and Access Statement (if required)	
The appropriate fee	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
Affordable Housing Statement	
Air Quality Assessment	
Biodiversity Survey and Report	
Flood Risk Assessment	
Heritage Statement	
Land Contamination Assessment	
Land/Ground Stability Report	
Landscape and Visual Impact Assessment	
Lighting Assessment	
Planning Obligations Statement	

Retail Impact Assessment and Sequential Test	
Statement of Compliance with DCLG Technical Housing Standards - nationally described space standards	
Technical Appraisal for Essential Rural Workers Dwelling(s)	
Telecommunications	
Transport Assessment	
Travel Plan	
Tree Survey/Arboricultural Implications	
Ventilation/Extraction Statement	
All drawings must be to a recognised metric scale, and include either a scale bar or annotated metric dimensions.	

Application for approval of details reserved by condition

<b>National Requirements</b>	<b>TICK</b>
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (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)	
The appropriate fee	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
Samples of materials	

Application for non-material amendment following a grant of planning permission

National Requirements	TICK
Application is made in writing on a form published by the Secretary of State (or a form to substantially the like effect) (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)	
The appropriate fee	

Application for tree works: works to Trees subject to a Tree Preservation Order (TPO) and / or notification of Proposed works to trees in Conservation Area

National Requirements	TICK
Completed and dated application form, with all questions answered	
Sketch plan showing the location of all tree(s)	
A full and clear specification of the works to be carried out	
Statement of reasons for the proposed work	
Evidence in support of statement of reasons, where required by the standard application form	

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	TICK
Photographs/Photomontages	
Report by a professional (arboriculturist) or other	
Details of any assistance or advice sought from a Local Planning Authority officer prior to submitted this form	

## Application for hedgerow removal notice

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

<b>Local Requirements</b> (The following details <i>may</i> be required depending on the nature and location of the application, for further guidance see Section B)	<b>TICK</b>
Arboricultural Implications	
Biodiversity Survey and Report	
Landscape Details	