



Suffolk Coastal District Council

# Guidance on the Validation of Planning Applications

April 2008

For most up-to-date version of guidance it is recommended  
that you visit the Council's website – [www.suffolkcoastal.gov.uk](http://www.suffolkcoastal.gov.uk)

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## **1. INTRODUCTION**

- 1.1 This document outlines the basic information required by Suffolk Coastal District Council to validate submitted planning applications. The document also sets out additional information which may be required to enable statutory consultees and interested parties to fully assess and advise on the submitted proposal.
- 1.2 A set of [validation checklists](#) has been included as part of this document, to accompany the various types of applications normally received by the Council. This document is intended to provide greater certainty to Applicants and Agents about the nature and extent of information required for the validation of applications. This will also help to avoid unnecessary delay and confusion.
- 1.3 As well as information on the items referred to in the checklists this document also provides information on likely requirements for certain types of application, such as barn conversions

## **2. BACKGROUND TO THE INTRODUCTION OF THE GUIDANCE**

- 2.1 On 6 April 2007 the Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2007 came into force as part of the Government's objective to provide a quicker, more predictable and efficient planning service. The changes in the legislation will be accompanied by the nationwide introduction of a standard planning application form by 6 April 2008.
- 2.2 Under the Government's Best Value Performance Indicator (BVPI) 109 targets, local planning authorities are required to determine a certain proportion of planning applications within specific deadlines:
  - 60% of 'major' applications must be determined within 13 weeks,
  - 65% of 'minor' applications must be determined within 8 weeks; and
  - 80% of 'other' applications must be determined within 8 weeks.
- 2.3 These timescales are based upon the following advice:
  - The decision time period begins when a valid application and the correct fee (where payable) is received.
  - The first day of receipt of a valid application is day zero and can be referred to as the validation date.
  - Government guidance suggests local planning authorities should aim to determine whether an application is valid within 3 to 5 working days from the date of receipt.
- 2.4 If an application appears to be valid but is later found to be invalid following registration, the validation date for processing the application should be

disregarded and a notification letter should be sent to the Applicant that includes a statement of the steps and outstanding information required in order to achieve validation. The decision time period should start again on the date the application is subsequently made valid. This is the only circumstance whereby the validation date can be amended.

- 2.5 If further information is later required beyond that submitted in the original application to enable a decision to be made, it can be requested under Regulation 4 of the Town and Country Planning (Applications) Regulations, 1988. However, if such information is requested and extra time is required, including time taken in abeyance (such as for the signing of section 106 agreements), then the validation date cannot be amended and the decision time period will not be suspended awaiting amended information.
- 2.6 The decision time period ends on the date a decision notice is dispatched.
- 2.7 Under Regulation 4 of the Town and Country Planning (Applications) Regulations 1988, Suffolk Coastal District Council has powers to direct Applicants to firstly supply any further information and, except in the case of outline applications, full plans and drawings necessary to enable them to determine the applications.
- 2.8 Applications for outline planning permission generally need not give details of any proposed reserved matters under Regulation 3(2) of the Town and Country Planning (Applications) Regulations, 1988.
- 2.9 However, where Suffolk Coastal District Council receives an application for outline planning permission but is of the opinion that, in the circumstances of the case, the application should not be considered separately from all or any of the reserved matters, under the provisions of Article 3(2) of the Town and Country Planning (General Development Procedure) Order, 1995 the Applicant will be informed within one month of the receipt of the application it is considered that the application cannot be determined unless further details are submitted as specified.

### 3. NATIONAL REQUIREMENTS

- 3.1 Planning applications may be submitted as either a paper copy or electronically as an online application. Planning application forms can be [downloaded from the Council's website](#) or obtained directly from the Council offices either in person or via a written or telephone request. Alternatively, online submissions can be made via the [Planning Portal](#).

Reference to the need for four copies of a plan or document only refers to paper submissions; Suffolk Coastal District Council actively supports the submission of electronic applications via the Planning Portal.

#### 3.2 **Information requirements for applications for outline planning permission**

Applications for outline planning permission generally need not give details of any proposed reserved matters (article 4E(3) of the GDPO 1995) unless the matters include layout, scale or access.

However, if a local planning authority receives an application for outline planning permission but decides that the application ought not to be considered separately from all or any of the reserved matters it must notify the applicant within one month from the receipt of the application that further details are submitted.

The local authority should also specify what further details are needed (see Article 3(2) of the GDPO 1995). Although the GDPO allows the local planning authority one month in which to notify the applicant that further details are required, as a matter of best practice local planning authorities should aim to notify applicants within 5 working days. This situation should not be confused with applications where inadequate information is submitted.

[Department for Communities and Local Government Circular 01/2006](#) 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 always include information on:

**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 to the information above, applications for outline planning permission should also include a design and access statement. The requirements relating to design and access statements are explained below.

### 3.3 **Information requirements for applications for full planning permission**

The Council is now offering a nationally designed [standard application form \(1APP\)](#), which can be used for applications to any local planning authority in England and Wales.

**All paper applications for full planning permission must include:**

- **Four copies of the completed form.**
- **The correct fee (where necessary).**
- **Ownership Certificates.**
- **A plan which identifies the land and other plans as necessary (see below).**

#### **Ownership Certificates**

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with section 5 of the Town and Country Planning (General Development Procedure) Order 1995, an application for planning permission cannot be validated unless the relevant certificates concerning the ownership of the application site have been completed.

All applications, except for approval of reserved matters, discharge or variation of conditions, tree preservation orders and express consent to display an advertisement, must include the appropriate certificate of ownership.

An ownership certificate 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. Certificates A, B, C and D are relevant as follows:

- **Certificate A** - when applicant is the sole owner.
- **Certificate B** - when owner is known to the applicant (see **Part 1 Notice** below).
- **Certificates C and D** - when not all or any of the owners of the site are known.
- **Agricultural Holdings Certificate.** This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants

must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for:

- reserved matters;
- renewal of temporary planning permission;
- discharge or variation of conditions;
- tree preservation orders; or
- express consent to display an advertisement.

A **Part 1 Notice** is a notice to owners of the application site and must be used if Certificate B has been completed and may be required if Certificate C has been completed. The notice should be served on each of the individuals identified in the relevant certificate.

### **The location plan**

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. The GDPO 1995 requires three copies (unless submitted electronically). In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should 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 the applicant, close to or adjoining the application site.

### **Site and Other Plans**

Copies of the site plan should be submitted. The legislation requires three copies (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 the public rights of way crossing or adjoining the site;
- 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 list for specific requirements attached as Appendix A) 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, vents and their location are typically specified on the roof plan.

#### 4. LOCAL REQUIREMENTS - ADDITIONAL INFORMATION REQUIRED BY SUFFOLK COASTAL DISTRICT COUNCIL

- 4.1 Most applications should include a **Supporting Planning Statement** (see section 4.34 for more details) and a **Design and Access Statement** (see section 4.13 for more details).

Additional information may also be requested by Suffolk Coastal District Council prior to the validation of the application, depending on the nature and type of application or the nature of the character of the area within which the application is situated. Applicants are advised to seek advice on the need for such additional information at the pre-submission stage.

Information which may be required for different applications is set out below.

#### 4.2 **Access Statement**

This information should normally be incorporated into the Design and Access Statement (see below). Applicants may be required to make provision for access, parking and sanitary conveniences for people with disabilities in applications proposing or affecting buildings accessible to the public. This includes offices, shops, factories, schools and other public access areas. Attention is drawn to [Part M of the Building Regulations](#) (Access to and use of buildings).

#### 4.3 **Affordable housing statement**

The [Suffolk Coastal Local Plan \(Second Alteration\)](#) includes a policy (AP38A) which requires the provision of Affordable Housing where more than **6** additional dwellings are proposed in **towns** (including the 'town' area lying to the east of Ipswich, Felixstowe, Woodbridge (with part of Melton), Framlingham, Saxmundham, Leiston and Aldeburgh) and where more than **3** additional dwellings are proposed **elsewhere**. For every 3 dwellings, 1 should be affordable.

For applications above these thresholds, the Council will require details of the numbers, size, mix and proposed tenure of the dwellings. The Council will normally expect that the Affordable Housing element will be provided via a Registered Social Landlord/Housing Association and that the tenure should be split in the following way: 75% rented; 25% shared ownership.

Local Plan policy also permits the provision of Affordable Housing on 'Exception Sites' outside the physical limits of settlements in certain circumstances.

You are advised to contact the Council's Housing Enabling Officer to discuss issues relating to affordable housing before submitting your application (telephone 01394 444214 or email [housingenabling@suffolkcoastal.gov.uk](mailto:housingenabling@suffolkcoastal.gov.uk)). Your statement should include details of your proposals and any contact you

have had with the Housing Enabling Officer and any Registered Social Landlords.

#### 4.4 **Air quality assessment**

Application proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary

Where the development is proposed inside, or adjacent to, an air quality management area (AQMA), 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 LA'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. Further advice is available in [Planning Policy Statement 23: Planning and Pollution Control \(PPS23\)](#). This information may be provided as part of the Environmental Impact Assessment where applicable or through other validation requirements, for example through information provided on lorry movements.

Further information on Air Quality issues can be obtained by contacting the Environmental Protection Team on 01394 444624 or emailing [environmental.protection@suffolkcoastal.gov.uk](mailto:environmental.protection@suffolkcoastal.gov.uk).

#### 4.5 **Barn conversions**

The [Suffolk Coastal Local Plan](#) contains a number of policies which relate specifically to barn conversions (see policies AP71 to AP76). You should study the section of the Plan relating to 'conversion of buildings in the countryside'. The Council considers some uses to be sequentially preferable to others. If you are proposing residential use of a converted barn then you will need to satisfy the Council not only that it is essential for the barn to be retained and that it is in sound condition but also that the sequentially preferable uses are not viable or are unacceptable for other reasons. You should also study the Council's [Supplementary Planning Guidance \(SPG1\)](#) on 'Redundant Buildings in the Countryside'.

As a basic level of information any application for a barn conversion will need to have:

- A statement explaining why the building is no longer required for its original purpose or most recent use
- Details of the nature of the new use
- If an employment use, the likely number of employees
- An estimate of the number of vehicles (cars, vans and lorries) which will be using the site and details of access and parking arrangements

- If a recreational or community use, an estimate of the number of people using the site, in particular, an estimate of the largest number likely to be using the site at any one time
- Details of any alterations to the building or site that may be necessary
- A site plan showing all the other buildings on or adjacent to the site, together with details of other buildings and land in the applicant's ownership

If a residential use is proposed:

- A statement describing why the building is considered to be of a sufficiently high historic, architectural or landscape value to justify its retention and conversion
- proof that the building has been made available for sale or to let for a reasonable period (usually at least 6 months) in accordance with a marketing campaign previously agreed with the local planning authority, at a price which reflects the alternative, sequentially preferable uses and not its residential hope value. Adverts should be placed in the appropriate commercial sections of publications.
- a structural report
- detailed drawings of the existing building and proposed conversion works
- arrangements for the treatment of foul sewage
- wildlife and ecological assessment of the buildings and site area.
- details of hard and soft landscape proposals for the curtilage and setting of the barns and buildings
- details of materials proposed

#### 4.6 **Biodiversity Survey and Report**

Where a proposed development may have possible impacts on biodiversity i.e. wildlife habitats and species, information should be provided on these biodiversity interests and an assessment of possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any sites designated for their biodiversity interest (such as SSSI, County Wildlife Site, Local Nature Reserve etc.), any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981(as amended), the Conservation (Natural Habitats etc) Regulations 2007, the Protection of Badgers Act 1992 or habitats and species identified as priorities in the UK and Suffolk Biodiversity Action Plans. Applications for development in the countryside that will affect any of the above species or habitats must include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary.

Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses or ponds may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. All applications should consider opportunities that would enhance, restore or add to the biodiversity features.

Government planning policies for biodiversity are set out in [Planning Policy Statement 9: Biodiversity and Geological Conservation \(PPS9\)](#), PPS9 is accompanied by a Government Circular: Biodiversity and Geological Conservation - Statutory obligations and their impact within the planning system (ODPM Circular 06/2005, Defra Circular 01/2005 and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice). Further information is also available from the [Suffolk Biodiversity Partnership](#).

For information about the distribution and presence of protected and biodiversity priority species and designated sites, contact the Suffolk Biological Records Centre on 01473 433547 or email [sbrc@globalnet.co.uk](mailto:sbrc@globalnet.co.uk).

Further advice on the [criteria and indicative thresholds](#) for when a survey and assessment is required and information about [ecological survey seasons](#) is available on the Council's website.

Assistance with surveys, advice and interpretation and lists of consultants can be found on the following websites:

[www.ieem.org.uk](http://www.ieem.org.uk)  
[www.endsdirectory.com](http://www.endsdirectory.com)

#### 4.7 **Caravans/mobile homes/park homes**

Planning applications for extensions to mobile homes and park homes are becoming increasingly common. Such structures are not defined as dwellings under the provisions of The Town and Country Planning (General Permitted Development) Order 1995 but are classed as caravans under Section 29 of the Caravan Sites and Control of Development Act 1960 and Section 13 of the Caravan Sites Act 1968.

The definition of a caravan is a structure designed or adapted for human habitation which:

- (a) is composed of not more than two sections separately constructed and designed to be assembled on a site by means of bolts, clamps or other devices; and
- (b) is, when assembled, physically capable of being moved by road from one place to another (whether by being towed, or by being transported on a motor vehicle or trailer).

The dimensions of the caravan when assembled should not exceed any of the following limits, namely:

- (a) length (exclusive of any drawbar): 20.0 metres;
- (b) width: 6.8 metres;
- (c) overall height of living accommodation (measured internally from the floor at the lowest level to the ceiling at the highest level): 3.05 metres.

Any extensions to a caravan will therefore take it outside the legal definition and will require an application for a change of use from 'caravan' to 'permanent residential dwelling'. Plans will need to include full details of the construction of the proposed extension, including materials to be used, foundations, drainage, etc.

Separate clearance is also required under the site licence and Building Regulations and it is essential that all the appropriate consents are sought and granted. More information is available on the website.

Much of the district is sensitive in landscape terms comprising AONB, Heritage Coast, Historic Parkland, Special Landscape Areas and Conservation Areas. There are severe restrictions on new or extended caravan sites within these sensitive areas. Elsewhere, applications for new or extended caravan sites within the countryside generally and in sensitive areas in particular should be accompanied by:

- details of accessibility to a principal road
- details of services available
- assessment of impacts on agriculture, forestry, wildlife habitats, landscape, historic features and their settings and residential amenity.

#### 4.8 **Conservation Areas**

Applications in conservation areas are tested against the criteria set out in [Planning Policy Guidance Note 15: Planning and the Historic Environment \(PPG15\)](#), which states that proposals must preserve or enhance the character and appearance of the area. Conservation Area Character Appraisals ([Supplementary Planning Guidance](#)) have also been produced and are available on the Council's web site. A high standard of design is likely to be required in Conservation Areas.

For **new signs** in Conservation Areas the visual impact is important. The Council has adopted [Supplementary Planning Guidance \(SPG14\)](#) on new shop fronts and advertisements which is available on the website.

#### 4.9 **Contaminated Land Assessment**

Brownfield sites, and some Greenfield sites, have the potential to be contaminated and therefore may pose a risk to current or future site occupiers, buildings on the site and to the environment. A contaminated land assessment may therefore be required. [Planning Policy Statement 23: Planning and Pollution Control \(PPS23\)](#) now requires applicants to consider

the state of the land at the application stage on any sites where there will be a sensitive end use (e.g. residential, schools and allotments) regardless of previous use. Under PPS23, such applications will need to include a desk top study, site walkover and preliminary risk assessment relating to land contamination.

Where contamination is known to exist, in addition to a desktop study, a site investigation survey will be required incorporating a site-specific human health and environmental risk assessment with a written remediation scheme to manage identified risks. This shall be submitted to the Local Planning Authority for approval. The specific methods in the approved remediation scheme shall be followed in their entirety. Following completion of the remediation works, the developer shall submit a completion report by a competent person validating the remediation carried out.

If the proposed development is situated within 250 metres of a former landfill site there will be a requirement for specific consideration of issues with ground gas.

The Suffolk Environmental Protection Group has produced a [series of advice notes](#) giving guidance on these matters. Further information and guidance on how to undertake a contaminated land assessment, and the information that must be submitted, is available in Annexe 2 (Development on Land Affected by Contamination) of [Planning Policy Statement 23: Planning and Pollution Control \(PPS23\)](#).

#### 4.10 **Cycle store details**

Many applications may require the installation of cycle stores. In such cases, it is necessary to submit details showing the location, elevations and materials to be used in the construction as part of the original application.

#### 4.11 **Daylight/Sunlight assessment**

In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, BRE guidelines on daylight assessments. (Applicants should note that the granting of planning permission does not confer any immunity on those whose works infringe another's property rights, and which might be subject to action under the Rights of Light Act 1959.)

#### 4.12 **Design Statement**

There is a statutory requirement for **Design and Access Statements** (see below) to be submitted for many applications. Where this is not a statutory requirement, a Design Statement should be included for applications where design or materials is a significant issue or in the case of prominent sites. The statement should explain the design principles and design concept and

explain how the design relates to its wider context (through a full context appraisal where appropriate). The design statement should be illustrated, as appropriate, by plans and elevations; photographs of the site and its surroundings; and other illustrations such as perspectives. Further guidance on design statements is available in publications by the Commission for Architecture and the Built Environment (CABE) [www.cabe.org.uk](http://www.cabe.org.uk).

#### 4.13 **Design and Access Statements**

A Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following:

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments (i.e. alterations or extensions to a dwelling or works within the curtilage of a dwelling). However, statements are required for applications where any part of a dwelling house or its curtilage fall within one of the following designated areas:
  - Site of special scientific interest
  - Conservation area
  - Area of Outstanding Natural Beauty

A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long. What is required in a design and access statement is set out in article 4C of the GDPO and Department for Communities and Local Government [Circular 01/06 - Guidance on Changes to the Development Control System](#).

Applications for listed building consent will also be required to be accompanied by a design and access statement. In particular, such a statement should address:

- (i) the special architectural or historic interest of the building;
- (ii) the particular physical features of the building that justify its designation as a listed building; and
- (iii) the building's setting.

The legislative requirements are set out in regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.

Further information is [available on the Council's website](#) or via the Council's [Planning Help Desk](#). The design and access statements should also make reference to:

- Layout plan showing the proposals on the site in the context of existing development. This should show the layout and give details of the character of this development (scale, form, mass, style, designation...etc).
- Levels – existing and proposed.
- Visual appraisal and evaluation of the scheme proposed in relation to existing context.
- An access strategy. Not just about level entrances, but a more holistic rationale behind access to and around the development.
- A demonstration of how crime prevention measures have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places is set out in [Safer Places - The Planning System and Crime Prevention](#). Further guidance is also available at [www.securebydesign.com](http://www.securebydesign.com).
- Clear proposals for the location of extraction ducts, flues and drain pipes, air conditioning units etc.
- A strategy for dealing with, as appropriate, wheeled bins, trade waste, deliveries, recycling, utility boxes, bicycles, prams.
- A lighting strategy.
- Elevations.
- Sections
- Tree and vegetation survey
- Proposals for the hard and soft landscape scheme for the site and a clear rationale as to how it relates to the proposed development.

It would be desirable if the design and access statement also includes:

- Elevation plans which include neighbouring buildings or features that are outside the site to ensure that the development has been considered in the context of its physical surroundings.
- Axonometric or photo montages showing the relationship of the proposal to its surroundings
- Analysis of current movement patterns. This should include locations of local shops, services and bus stops publicly accessible paths and routes.
- Photographs showing the site in its context.
- Details of materials to be used with a reasoned justification.
- Evidence of the process of analysis – evaluation – proposition. This should be demonstrated in relation to the context of the site, (policy, physical, social and economic) so it is clear that the development proposal has come about through a full understanding of all the factors that affect the site.
- Highway signage and markings proposals.
- Evidence that highway infrastructure proposed has been developed in line with best practice detailed in Manual for Streets.

- A statement about how the development will seek to minimise the production of carbon in construction and during its use.

Further guidance on design statements is available in publications by the Commission for Architecture and the Built Environment (CABE)  
[www.cabe.org.uk](http://www.cabe.org.uk)

#### 4.14 **Education contributions**

For developments of 15 or more dwellings education contributions are likely to be required where there is insufficient capacity in existing schools to accommodate the number of school children likely to be generated by the development. You should contact [Suffolk County Council Education Department](#) to discuss the likely level of contribution required. Further information on this requirement is included within [Supplementary Planning Guidance \(SPG8\)](#) on 'Planning Obligations' (available on the website). The contribution levels are updated annually. Development by Housing Associations, or other forms of affordable housing developments, will not be expected to contribute to the provision of school places. Clearly, development which does not place any demands on school provision, such as homes for the elderly, would also fall outside the scope of this requirement.

#### 4.15 **Environmental Statement**

The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No. 293) require a developer to prepare an Environmental Statement for Schedule 1 and for some Schedule 2 projects. The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. A procedure exists whereby applicants may seek a 'screening opinion' from the Local Planning Authority in respect of whether an Environmental Statement is required. Applicants are encouraged to do this at the pre-submission stage in order to avoid delay later in the application process.

#### 4.16 **Flood risk assessment/drainage strategy**

Where proposed development falls within Flood Zones 2 or 3 and the land has not been the subject of a strategic flood risk assessment the applicant must gather and submit the information necessary for the Council to carry out a 'sequential test' and 'exception test' as required by [Planning Policy Statement 25: Development and Flood Risk \(PPS25\)](#). A flood risk assessment (FRA) is likely to be required if a development falls within an Indicative Flood Plain or Flood Zones 2 or 3. Flood maps are available from the [Environment Agency](#).

Planning applications should be accompanied by a FRA in the following cases:

- Development proposals of 1 hectare or greater in Flood Zone 1;

- All proposals for new development in Flood Zones 2 or 3;
- A proposed development or change of use to a 'more vulnerable' class which may be subject to other sources of flooding;
- On sites where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be drainage problems.

FRAs 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.

PPS 25 provides comprehensive guidance for applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. Environment Agency Flood Risk Standing Advice is available at [www.pipernetworking.com](http://www.pipernetworking.com).

#### 4.17 **Foul sewerage assessment**

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. It is possible that the right to connect storm water to foul sewers in areas where there are no storm drains may be withdrawn by amendment to section 106 of the Water Industry Act 1991.

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in [DETR Circular 03/99](#) and [Building Regulations Approved Document Part H](#) and in [BS6297](#).

The Environment Agency has produced guidance on non-mains drainage, see [Pollution Prevention Guidelines PPG4](#).

#### 4.18 **Geodiversity Survey and Report**

Within the Suffolk Coastal district there are nineteen SSSI's designated for their geodiversity interest and one Regionally Important Geological Site. If the proposed development is likely to impact on geodiversity of any of these sites, then a survey and assessment of the impact of the development will be required. To check whether a designated site is affected applicants are

advised to contact the Suffolk Biological Records Centre, which holds geodiversity as well as biological records. The Suffolk Biological Records Centre can be contacted on 01473 433547 or email [sbrc@globalnet.co.uk](mailto:sbrc@globalnet.co.uk).

Further advice may be obtained from [GeoSuffolk](#).

Government planning policies for geodiversity are set out in [Planning Policy Statement 9: Biodiversity and Geological Conservation \(PPS9\)](#). PPS9 is accompanied by a Government Circular: Biodiversity and Geological Conservation - Statutory obligations and their impact within the planning system (ODPM Circular 06/2005, Defra Circular 01/2005 and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice).

Further information is also available from the [Suffolk Biodiversity Partnership](#).

#### 4.19 **Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)**

Where a development will affect land that is within or is close to a Scheduled Ancient Monument (SAM) or site of known archaeological importance, recorded in the Suffolk Historic Environment Record (HER), or site of archaeological potential (see below), or in other areas that are the subject of major development proposals or significant infrastructure works, the application will be expected to be accompanied by a Heritage Statement. The statement should describe the archaeological content or assess the potential, and detail any appropriate measures of investigation, mitigation and protection to be undertaken.

In the case of barn conversions and changes of use of other traditional buildings, applications should include a structural survey and historical appraisal, by an architectural historian, to assess the importance of the building.

The Heritage Statement should be prepared by a qualified professional archaeologist. In the case of barn conversions, the Statement relating to the above-ground structure should be prepared by a qualified professional architectural historian. Applicants may wish to discuss with the County Archaeological Service what is required in the statement. In the case of Scheduled Monuments, applicants should also discuss the requirements with English Heritage.

Further guidance on archaeology, the historic environment and planning can be found in [Planning Policy Guidance Note 16: Archaeology and Planning \(PPG16\)](#) and [Planning Policy Guidance Note 15: Planning and the Historic Environment \(PPG15\)](#) and the Suffolk County Council [Archaeology Service webpages](#).

Sites of 'archaeological potential' include:

- All development sites over 0.5ha. in area.
- Other areas that are the subject of major development proposals or significant infrastructure works.

All development sites within 100m of a known archaeological site recorded in the [Suffolk Archaeological Historic Environment Record \(HER\)](#).

Supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and sites of archaeological importance. If an application affects such a site an applicant may need to commission an assessment of existing information and submit the results as part of the application in accordance with policy advice in [Planning Policy Guidance Note 15: Planning and the Historic Environment \(PPG15\)](#), paragraphs 3.16 to 3.19. For archaeological remains, advice is provided in [Planning Policy Guidance Note 16: Archaeology and Planning \(PPG16\)](#), section B, paragraphs 18 to 26.

#### 4.20 **Landscape Scheme**

The preparation of a landscape scheme is often left as an afterthought following the acceptance of new development. This means that any available space for the planting of significant trees or hedgerows may have already been occupied by structures or services or simply cannot be sustainable for the long term.

Landscape should be used to blend a development in to its surroundings and take account of local character and distinctiveness. Planting should not be a token gesture or designed to hide a poor development. A good landscape and design scheme for the external areas can improve the appearance and function of a development. Consideration should be given to hard and soft landscape and discussed at the pre-submission stage. At full planning or outline application stage a design plan for landscape should be produced showing the location of existing landscape elements to be retained and new areas of landscape proposed.

A full planting plan and planting schedule is normally required to satisfy a planning condition once the principle of a scheme has been established.

Further information can be found on the Council's website in [Guidance Note 2 - Landscape Specifications for development sites](#).

#### 4.21 **Land Stability Report**

In areas of land instability it is necessary for a Land Stability Report to be submitted. Under [Planning Policy Guidance Note 14: Development on unstable land \(PPG14\)](#), responsibility for determining whether land is unstable rests with the developer. The Local Plan indicates that there are areas along the coast which are particularly vulnerable to coastal instability. This is likely

to be a material consideration in the determination of applications in these areas and a Land Stability Report should be prepared.

#### **4.22 Lighting scheme including a light pollution assessment**

The submitted information should include technical specification designed to ensure nuisance from lighting is minimised/prevented. The Council has adopted [Supplementary Planning Guidance \(SPG11\)](#) in respect of 'Recreational Floodlighting'. Technical information submitted must be sufficient to allow an assessment of the proposals against the criteria in the SPG. There is UK and international guidance on lighting in particular by the International Commission on Illumination (CIE) at [www.cie.co.at](http://www.cie.co.at) the Institution of Lighting Engineers at [www.ile.org.uk](http://www.ile.org.uk) and the Chartered Institution of Building Service Engineers at [www.cibse.org](http://www.cibse.org).

#### **4.23 Listed Building Appraisal**

Alterations to listed buildings may have a detrimental effect on their character. It is essential that the Council is provided with detailed information that allows for proper assessment of any proposed alterations. This will also provide a historical record of the building prior to the undertaking of any such works. A written statement that includes a schedule of works to the listed building(s) and an analysis of the significance of the archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application. In some circumstances a structural survey may be required. Further advice can also be found in [Planning Policy Guidance Note 15: Planning and the Historic Environment \(PPG15\)](#), paragraphs 3.16 to 3.19 and paragraphs 4.25 and 4.49.

#### **4.24 Materials Statement**

Details of the proposed materials must be clearly specified. This requirement refers specifically to details of bricks, tiles and window types. Samples of materials may be required particularly where the materials are unfamiliar or where modern or contemporary materials are proposed. Hard materials for external spaces should also be considered, as they will impact on the visual appearance and function of a development. A statement on materials should be included in the Design Statement or Design and Access Statement.

#### **4.25 Noise Impact Assessment**

Application proposals that raise issues of disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact assessment prepared by a suitably qualified acoustician. Further guidance is provided in [Planning Policy Guidance Note 24: Planning and Noise \(PPG24\)](#). It is recommended that applicants contact the Council's Head of Health on

**01394 444624** or email [environmental.protection@suffolkcoastal.gov.uk](mailto:environmental.protection@suffolkcoastal.gov.uk) before submitting a scheme.

#### 4.26 **Odour and noise from extraction unit**

For commercial kitchens, it is recommended that applicants contact the Council's Head of Health on **01394 444624** or email [environmental.protection@suffolkcoastal.gov.uk](mailto:environmental.protection@suffolkcoastal.gov.uk) before submitting a scheme which includes air extraction or air conditioning systems.

Further guidance can be found in the Defra publication [Guidance on the control of odour and noise from commercial kitchen exhaust systems.](#)

#### 4.27 **Outdoor Playing Space**

The Council has adopted [Supplementary Planning Guidance \(SPG 15\)](#) in respect of 'Outdoor Playing Space'. This requires that adults' and childrens' playing space should be provided for each additional dwelling. For larger developments, generally, some or all of this should be provided on site. Where provision is not made on site, there is provision for a financial contribution to be made towards provision of facilities elsewhere within the vicinity. [Details of the level of contribution required](#), varies by parish or town, according to the level of facilities available in the area. You are advised to view SPG15 or contact a planning officer to establish the level of contribution likely to be required. If a contribution is required, the application should include a statement explaining how the requirement will be met.

#### 4.28 **Parking Standards**

All Suffolk planning authorities have adopted parking standards. (see [Supplementary Planning Guidance \(SPG3\)](#) on the website). Parking requirements for development proposals will be assessed on their merits against the adopted standards and in the light of guidance in [Planning Policy Guidance Note 13: Transport \(PPG13\)](#). To assist in the assessment of the requirements for each site, applications which will involve increases in vehicular movement and greater demand for car parking, such as offices, extensions to residential homes, doctors, etc., should include details of existing and proposed floor areas and staffing levels.

#### 4.29 **Planning Obligations**

Planning obligations (or 'section 106 agreements') are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or 'developers'), and are intended to make acceptable development which would otherwise be unacceptable in planning terms. Where Local Development Framework policies give details of likely section 106 requirements, a statement of the proposed Heads of Terms may be submitted with the application. Further advice is available in ODPM Circular 05/2005, 'Planning Obligations' and the model section 106 agreement, both of which are available on the [Communities and Local Government website](#).

Applicants should clarify the Council's requirements in pre-application discussions and confirm any planning obligations that they agree to provide in brief heads of terms. Further advice is available in the [Suffolk Coastal Local Plan](#) and adopted [Supplementary Planning Guidance \(SPG8\)](#).

#### 4.30 **Playing Fields**

Where developments are likely to affect playing fields Sport England is a statutory consultee. Sport England will require the following information as a minimum. Please ensure that it is submitted with the application:

- The size of the existing playing field and how much of the playing field is affected by the proposal (in ha or sq.m.).
- Existing site plan, clearly showing the layout of the winter and summer pitches including safety margins at a minimum 1:1000 scale.
- Proposed site plan, showing how any proposed new buildings and other works are likely to impact on the existing pitch layout. Any realignment of pitches should also be shown.
- Any information of alternative sport and recreational provision.

Details of [consultation arrangements with Sport England](#) are available on its website. Further advice can also be found in [Planning Policy Guidance Note 17: Planning for Open Space, Sport and Recreation \(PPG17\)](#).

#### 4.31 **Retail Assessments**

Government guidance is currently contained in [Planning Policy Statement 6: Planning for Town Centres and Retail Developments \(PPS6\)](#) supplemented by ministerial statements.

Where a development is proposed outside a town centre the assessment should include the need for the development, an assessment of whether there are any sequentially preferable sites for the development proposed and an assessment of the potential impacts on the vitality and viability of other centres which may be affected by the proposal.

#### 4.32 **Statement of Community Involvement**

Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

Further guidance on Statements of Community Involvement is available in Chapter 7 of [Creating Local Development Frameworks: A Companion Guide to PPS12](#).

#### 4.33 **Storage and Collection Facilities for Refuse and Recycling**

Suffolk Coastal District Council is currently rolling out a [wheeled bin waste collection system](#) of three bins per dwelling with one for compostable waste, one for recyclates and one for residual waste. The number and size of bins may change in relation to flats.

Any development creating a new unit of residential accommodation must make provision for the storage of waste and recycling (three bins) within the curtilage of the property, preferably at the rear. Access to the appropriate 'collection point' (two bins per property) must be either:

- a) At the end of the private access drive/road where it meets the public highway; or
- b) On their individual boundary such that it can be accessed by the collection vehicle on roads built to adoptable standards.

As an aid, each household would have 3 x 240 litre bins each measuring 107cm high x 59cm wide x 72cm deep.

For commercial units, bins are 146cm high x 137cm wide x 107cm deep.

#### 4.34 **Supporting Planning Statement**

Information should include how the proposed development accords with policies of the Development Plan as well as regional and national guidance, development briefs, supplementary planning guidance and advice notes.

It should also include details of any consultations with Suffolk Coastal District Council officers or any other consultees prior to application submission. A separate statement on community involvement may also be appropriate.

Further guidance on Statements of Community Involvement is available in Chapter 7 of [Creating Local Development Frameworks: A Companion Guide to PPS12](#).

#### 4.35 **Sustainable Urban Drainage Systems (SUDS)**

In many cases, details of sustainable urban drainage systems will be required to be submitted as part of the application. These must be shown on plans detailing the soakaway system to be used and the draining points and channels.

Within larger developments swales and balancing ponds may be incorporated which can become important greenspace and habitat areas. These need careful design both from an engineering and landscape design perspective.

#### 4.36 **Transport Assessment**

Where developments will have significant transport implications, Transport Assessments should be prepared. The coverage and detail of the Transport Assessment should reflect the scale of development and the extent of the transport implications of the proposal.

For small schemes, the Transport Assessment should simply outline the transport aspects of the application.

For development likely to generate HGV traffic details of likely numbers of vehicles and likely routes to the primary route network should be included.

For major proposals, the assessment should illustrate accessibility to the site by all modes and the likely split of types of journey 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.

These assessments enable local planning authorities better to assess the application and provide a basis for discussion on details of the scheme, such as the level of parking, the siting of buildings and entrances, and the need for further measures to improve access arrangements to the site.

Details of any firm proposals to improve the access to a site (particularly where included in the local transport plan) should be taken into consideration when assessing the suitability of a site for development. DfT and DCLG are in the process of preparing guidance on the preparation of Transport Assessments.

#### 4.37 **Travel Plan (draft)**

A draft travel plan should be submitted alongside planning applications which are likely to have significant transport implications. A draft travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.

The draft travel plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.

Further advice is available in [\*Using the planning process to secure travel plans: best practice guidance for local authorities, developers and occupiers \(ODPM and DfT 2002\)\*](#) and [\*Making residential travel plans work \(DfT 2007\)\*](#).

#### 4.38 **Trees - Arboricultural Impact Appraisal**

On sites where there are trees subject to preservation orders, within conservation areas or where there are important amenity, landscape, landmark or heritage trees, a tree survey (location, species, dimensions) and tree condition report incorporating [BS5837:2005 Trees in relation to construction - Recommendations](#) will be required.

As well as the trees, the survey must indicate key landscape features such as ponds, hedges and wildlife corridors that may be affected by the proposed development. Trees to be felled and trees to be retained should be clearly delineated.

The information should provide details of tree and hedge protection, for those retained, in accordance with BS5837. Please also see [Guidance Note 1 - Protection of Trees on Development Sites](#) which is available on the Council's website.

For larger applications it will also be appropriate to provide details of the landscape strategy for the site, including indications of new planting.

#### 4.39 **Trees - Arboricultural Method Statement**

An Arboricultural Method Statement should be provided that sets out the information regarding the measures to be taken to protect the trees shown to be retained on the submitted drawings, schedules of any necessary tree work and proposals for long-term maintenance.

#### 4.40 **Ventilation/extraction**

Full details of the means of ventilation and extraction for hot food takeaways, restaurant uses, launderettes, etc. should be included with the application.

Details should include details of the type, size and location of the filtration plant, a scheme to attenuate noise and vibration, final noise levels emitted, the sizes and route of the ductwork, and the location of the final discharge point.

Further guidance can be found in the Defra publication [Guidance on the control of odour and noise from commercial kitchen exhaust systems](#).

#### 4.41 **Wildlife Surveys**

See section 4.6 on Biodiversity.

## 5. VALIDATION CHECKLISTS

- 5.1 This guidance contains validation checklists for all types of applications submitted to Suffolk Coastal District Council.

The details marked as **National Requirements** must be included before the application is considered to be valid.

The **Local Requirements** contain a list of additional information which may also be required before an application can be validated. Whether these details are required in any particular case may depend on the nature and scale of the particular application. Not all the information will be required in every case.

Where criteria and indicative thresholds have not been included you may wish to contact the Council for further advice. Providing the right level of detail at the submission stage should avoid delays and reduce the need to impose conditions as part of any consent.

## 6. PRE-APPLICATION DISCUSSIONS

- 6.1 This document has been compiled in association with statutory consultees to outline the type of information considered essential and desirable to enable efficient consultation and informed responses.
- 6.2 However, it is advised that all applications submitted to Suffolk Coastal District Council should first be the subject of pre-application discussions. Sometimes these discussions will require more than one meeting and other, specialist officers may be invited to discuss issues raised, such as Highways, Conservation or Arboricultural issues.
- 6.3 Meaningful pre-application discussion allows adequate time to consider important issues, ensuring that applications can be dealt with within the statutory timescales and flagging up problems that could result in the refusal of an application. It should be noted that pre-application discussion cannot guarantee the success of a proposal and all advice given at this stage does not prejudice the views of the Planning Officers or any of the elected Councillors and cannot bind the Council to a decision.

## 7. FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION REGULATIONS

- 7.1 If you want all or some of the information that you provide to be treated as confidential you should be aware that under the Freedom of Information Act and Environmental Information Regulations, there is a statutory Code of Practice with which the Council must comply.

- 7.2 The code deals with obligations of confidence, amongst other things and on this basis it would be beneficial if you could detail the reasons why you regard some or all of the information you have provided as confidential. If the Council receives a request for disclosure of the information we will take your explanation into account but we cannot give an assurance that confidentiality can be maintained in all circumstances.

## 8. CONTACT DETAILS

Head of Planning Services  
Suffolk Coastal District Council  
Melton Hill  
Woodbridge  
Suffolk  
IP12 1AU

Tel: 01394 444686

Fax: 01394 385100

Email: [planning.helpdesk@suffolkcoastal.gov.uk](mailto:planning.helpdesk@suffolkcoastal.gov.uk)

## 9. USEFUL WEBSITE LINKS

[www.suffolkcoastal.gov.uk](http://www.suffolkcoastal.gov.uk) - includes current policies, advice and supplementary planning guidance.

[www.planningportal.gov.uk](http://www.planningportal.gov.uk) - for making online submissions.

[www.communities.gov.uk](http://www.communities.gov.uk) - contains national policies, as well as updates and changes in planning legislation.

[www.cabe.org.uk](http://www.cabe.org.uk) - sets out design based criteria, including design and access statements.

[www.suffolkcc.gov.uk](http://www.suffolkcc.gov.uk) - Suffolk County Council's website.

## 10. VALIDATION CHECKLIST INDEX

**IMPORTANT: If you do not provide the information specified in the checklist your application may be treated as invalid under Article 5(4) of the Town and Country Planning (General Development Procedure) Order 1995.**

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## Checklist for all applications for planning permission

Please note that no paper copies are required for online submissions.

Your application **must** include the following:

- 4 copies of the completed planning application forms, signed and dated.
- 4 copies of the Article 7 Certificate (Agricultural Holdings), signed and dated.
- 4 copies of the completed signed and dated Ownership Certificate (A, B, C or D).
- If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application - please indicate dates of any correspondence or discussion and name of officer (This information should be included within the Supporting Planning Statement).
- 4 copies of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two main roads and surrounding buildings and should show the direction of North.
- The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the Applicant.
- 4 copies of any other drawings required (see application specific checklist).
- The correct fee.

# Householder Application for planning permission for works or extension to a dwelling

## NATIONAL REQUIREMENTS

- Completed form (4 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 (4 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 (4 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.

The requirements and exemptions relating to Design and Access Statements are explained in the relevant section of the guidance.

## **LOCAL REQUIREMENTS**

May include some or all of the following:

- Biodiversity Survey and Report.
- Daylight/sunlight assessment.
- Flood risk assessment (e.g. for applications in Environment Agency Flood Zone relating to basements or rear extensions).
- Noise impact assessment.
- Other plans (4 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).
- Parking and access arrangements.
- Photographs/photomontages.
- Planning Statement.
- Tree survey/Arboricultural implications.

# Householder Application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area

## NATIONAL REQUIREMENTS

- Completed form (4 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 (4 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 (4 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

## LOCAL REQUIREMENTS

May include some or all of the following:

- Biodiversity Survey and Report.
- Daylight/sunlight assessment.
- Flood risk assessment (e.g. for applications in Environment Agency Flood Zone relating to basements or rear extensions).
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Noise impact assessment.
- Other plans (4 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).
- Parking and access arrangements.
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals.
- Planning Statement.
- Structural survey of the building.
- Tree survey/Arboricultural implications.

# Householder Application for planning permission for works or extension to a dwelling and Listed Building consent

## NATIONAL REQUIREMENTS

- Completed form (4 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 (4 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 (4 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

## LOCAL REQUIREMENTS

May include some or all of the following:

- Biodiversity Survey and Report.
- Daylight/sunlight assessment.
- Flood risk assessment (e.g. for applications in Environment Agency Flood Zone relating to basements or rear extensions).
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Noise impact assessment.
- Other plans (4 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).
- Parking and access arrangements.
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals.
- Planning Statement.
- Structural Survey of the building.
- Tree survey/Arboricultural implications.

## Application for planning permission

### NATIONAL REQUIREMENTS

- Completed form (4 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 (4 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 (4 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

May include some or all of the following:

- Affordable housing statement.
- Air quality.
- Biodiversity survey and report.
- Conservation Area appraisal.
- Daylight/sunlight assessment.
- Environmental Impact Assessment.
- Evidence to accompany applications for town centre uses.
- Existing and proposed car parking and access arrangements.
- Flood risk assessment.
- Foul sewerage assessment.
- Geodiversity survey and report.
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Outdoor Playing Space contribution/statement.
- Land contamination assessment.
- Lighting assessment.
- Noise impact assessment.
- Open space assessment.
- Other plans (4 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.
- Regeneration statement.
- Statement of Community Involvement.
- Structural Survey.
- Transport assessment.
- (Draft) travel plan.
- Tree survey/Arboricultural implications.
- Utilities statement.
- Ventilation/ extraction statement.
- Site waste management plan (including relevant refuse disposal details).

## **Application for outline planning permission with some matters reserved**

### **NATIONAL REQUIREMENTS**

- Completed form (4 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 (4 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 (4 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.
- 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

May include some or all of the following:

- Affordable housing statement.
- Air quality.
- Daylight/sunlight assessment.
- Environmental Impact Assessment.
- Evidence to accompany applications for town centre uses.
- Existing and proposed car parking and access arrangements.
- Flood risk assessment.
- Foul sewerage assessment.
- Geodiversity survey and report.
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Land contamination assessment.
- Lighting assessment.
- Noise impact assessment.
- Open space assessment. Other plans (4 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).
- Outdoor Playing Space contribution/statement.
- Photographs/photomontages.
- Planning obligations/draft Head(s) of Terms.
- Planning Statement.
- Protected species survey and report.
- Regeneration statement.
- Statement of Community Involvement.
- Structural Survey.
- Transport assessment.
- (Draft) travel plan.
- Tree survey/arboricultural implications.
- Utilities statement.
- Ventilation/ extraction statement.
- Site waste management statement (including relevant refuse disposal details).

## **Application for outline planning permission with all matters reserved**

### **NATIONAL REQUIREMENTS**

- Completed form (4 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 (4 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 (4 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.
- 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

May include some or all of the following:

- Affordable housing statement.
- Air quality.
- Daylight/sunlight assessment.
- Environmental Impact Assessment.
- Evidence to accompany applications for town centre uses.
- Existing and proposed car parking and access arrangements.
- Flood risk assessment.
- Foul sewerage assessment.
- Geodiversity survey and report.
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Impact assessment.
- Land contamination assessment.
- Lighting assessment.
- Noise impact assessment.
- Open space assessment.
- Other plans (4 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).
- Outdoor Playing Space contribution/statement.
- Photographs/photomontages.
- Planning obligations/draft Head(s) of Terms.
- Planning Statement.
- Protected species survey and report.
- Regeneration statement.
- Statement of Community Involvement.
- Structural Survey.
- Transport assessment.
- (Draft) travel plan.
- Tree survey/Arboricultural implications.
- Utilities statement.
- Ventilation/ extraction statement.
- Site waste management statement (including relevant refuse disposal details).

# Application for planning permission and Conservation Area consent for demolition

## NATIONAL REQUIREMENTS

- Completed form (4 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 (4 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 (4 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

## LOCAL REQUIREMENTS

May include some or all of the following:

- Affordable housing statement.
- Air quality.
- Biodiversity Survey and Report.
- Conservation Area appraisal.
- Daylight/Sunlight assessment.
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses.
- Flood risk assessment.
- Foul sewerage assessment.
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Impact assessment.
- Land contamination assessment.
- Lighting assessment.
- Noise impact assessment.
- Open space assessment.
- Other plans (4 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).
- Outdoor Playing Space contribution/statement.
- Photographs/photomontages.
- Planning obligations/draft Head(s) of Terms.
- Planning Statement.
- Regeneration statement.
- Statement of Community Involvement.
- Structural Survey.
- Transport assessment.
- (Draft) travel plan.
- Tree survey/Arboricultural implications.
- Utilities statement.
- Ventilation/ extraction statement.
- Site waste management statement (including relevant refuse disposal details).

# Application for planning permission and Listed Building consent

## NATIONAL REQUIREMENTS

- Completed form (4 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 (4 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 (4 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).
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
  - 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Design and access statement.
- 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

## LOCAL REQUIREMENTS

May include some or all of the following:

- Affordable housing statement.
- Air quality.
- Biodiversity Survey and Report.
- Daylight/sunlight assessment.
- Environmental Impact Assessment.
- Evidence to accompany applications for town centre uses.
- Flood risk assessment.
- Foul sewerage assessment.
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments) Impact assessment.
- Land contamination assessment.
- Lighting assessment.
- Noise impact assessment.
- Open space assessment.
- Other plans (4 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).
- Outdoor Playing Space contribution/statement.
- Photographs/photomontages.
- Planning obligations/draft Head(s) of Terms.
- Planning Statement.
- Regeneration statement.
- Statement of Community Involvement.
- Structural Survey.
- Transport assessment.
- (Draft) travel plan.
- Tree survey/Arboricultural implications.
- Utilities statement
- Ventilation/ extraction statement.
- Site waste management statement (including relevant refuse disposal details).

# Application for planning permission and Advertisement consent

## NATIONAL REQUIREMENTS

- Completed form (4 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the proposed position of the advertisement and shows the direction of North (4 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 (4 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).
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable]).
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 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

May include some or all of the following:

- Affordable housing statement.
- Air quality.
- Biodiversity survey and report.
- Daylight/Sunlight assessment.
- Environmental Impact Assessment.
- Evidence to accompany applications for town centre uses.
- Existing and proposed car parking and access arrangements.
- Flood risk assessment.
- Foul sewerage assessment.
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Impact assessment.
- Land contamination assessment.
- Lighting assessment.
- Noise impact assessment.
- Open space assessment.
- Other plans (4 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 and photomontages.
- Planning obligations/draft Head(s) of Terms.
- Planning Statement.
- Regeneration statement.
- Statement of Community Involvement.
- Structural Survey.
- Transport assessment.
- (Draft) travel plan.
- Tree survey/Arboricultural implications.
- Utilities statement.
- Ventilation/ extraction statement.
- Site waste management statement (including relevant refuse disposal details).

## **Conservation Area consent for demolition in a Conservation Area**

### **NATIONAL REQUIREMENTS**

- Completed form (4 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 (4 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 (4 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).
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation.

### **LOCAL REQUIREMENTS**

May include some or all of the following:

- Biodiversity Survey and Report.
- Conservation Area appraisal.
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Other plans (4 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 showing the whole building and its setting and/or the particular section of the building affected by the proposals.
- Planning Statement.
- Structural Survey of the building.
- Tree survey/Arboricultural implications.

## Listed Building consent for alterations, extension or demolition of a listed building

### NATIONAL REQUIREMENTS

- Completed form (4 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 (4 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 (4 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).
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details.
  - 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 Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- Design and access statement.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation.

## **LOCAL REQUIREMENTS**

May include some or all of the following:

- Biodiversity Survey and Report.
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Other plans (4 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 showing the whole building and its setting and/or the particular section of the building affected by the proposals.
- Planning Statement.
- Structural Survey of the building.
- Tree survey/Arboricultural implications.

## Application for Advertisement consent

### NATIONAL REQUIREMENTS

- Completed form (4 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North (4 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 (4 copies to be supplied unless the application is submitted electronically) including:
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100).
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable]).
- The appropriate fee

### LOCAL REQUIREMENTS

May include some or all of the following:

- Lighting assessment (where illuminated advertisements are proposed).
- Other plans (4 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 and photomontages.
- Planning Statement.

# Listed Building consent for alteration, extension or demolition of a listed building and advertisement consent

## NATIONAL REQUIREMENTS

- Completed form (4 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North (4 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 (4 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).
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details.
  - Roof plans (e.g. at a scale of 1:50 or 1:100).
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable]).
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- Design and access statement.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation.

## **LOCAL REQUIREMENTS**

May include some or all of the following:

- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Lighting assessment (where illuminated advertisements are proposed).
- Other plans (4 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 and photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals.
- Planning Statement.
- Structural Survey of the building.
- Tree survey/Arboricultural implications.

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

## **NATIONAL REQUIREMENTS**

- Completed form (4 copies to be supplied unless the application is submitted electronically).
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of north (4 copies to be supplied unless the application is submitted electronically).
- Such evidence verifying the information included in the application as can be provided.
- Such other information as is considered to be relevant to the application.
- The appropriate fee.

## **LOCAL REQUIREMENTS**

May include some or all of the following:

- Plans (4 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):
- Existing elevations (e.g. at a scale of 1:50 or 1:100).
- Existing floor plans (e.g. at a scale of 1:50 or 1:100).
- Existing site survey plan (e.g. at a scale of 1:50 or 1:100).
- Lawful Development Certificate supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the existing use).
- Photographs/Photomontages.
- Planning Statement.

# Application for a Lawful Development Certificate for a proposed use or development

## NATIONAL REQUIREMENTS

- Completed form (4 copies to be supplied unless the application is submitted electronically).
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of north (4 copies to be supplied unless the application is submitted electronically).
- Such evidence verifying the information included in the application as can be provided.
- Such other information as is considered to be relevant to the application.
- The appropriate fee.

## LOCAL REQUIREMENTS

May include some or all of the following:

- Plans (4 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):
- 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).
- Site survey plan (e.g. at a scale of 1:50 or 1:100).
- Planning Statement.

## **Application for prior notification of proposed agricultural development – proposed building**

### **NATIONAL REQUIREMENTS**

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

### **LOCAL REQUIREMENTS <sup>1</sup>**

May include some or all of the following:

- Plans (4 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):
- Existing and proposed elevations (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).
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100).
- Photographs/photomontages.
- Planning Statement.

<sup>1</sup> The statutory information requirements for prior notification/approval applications are set out in the relevant part of the General Permitted Development Order. Provided those requirements are met, the application will be valid.

## **Useful supporting information – application for prior notification of proposed agricultural development – proposed road**

### **NATIONAL REQUIREMENTS**

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

### **LOCAL REQUIREMENTS <sup>1</sup>**

May include some or all of the following:

- Planning statement

<sup>1</sup> The statutory information requirements for prior notification/approval applications are set out in the relevant part of the General Permitted Development Order. Provided those requirements are met, the application will be valid.

## **Useful supporting information – application for prior notification of proposed agricultural development – proposed excavation/deposit of waste material from the farm**

### **NATIONAL REQUIREMENTS**

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

### **LOCAL REQUIREMENTS <sup>1</sup>**

May include some or all of the following:

- Planning statement.

<sup>1</sup> The statutory information requirements for prior notification/approval applications are set out in the relevant part of the General Permitted Development Order. Provided those requirements are met, the application will be valid.

## **Useful supporting information – application for prior notification of proposed agricultural development – proposed fish tank**

### **NATIONAL REQUIREMENTS**

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

### **LOCAL REQUIREMENTS <sup>1</sup>**

May include some or all of the following:

- Planning statement.

<sup>1</sup> The statutory information requirements for prior notification/approval applications are set out in the relevant part of the General Permitted Development Order. Provided those requirements are met, the application will be valid.

## **Useful supporting information – application for prior notification of proposed development in respect of permitted development by electronic communications code operators**

### **NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development.
- A plan indicating the proposed location.
- The appropriate fee.
- Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.
- Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.

### **LOCAL REQUIREMENTS <sup>1</sup>**

May include some or all of the following:

- Acoustic report where relevant.
- Any other relevant additional information.
- Area of search.
- Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area.
- Explanation if no alternatives considered.
- Map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity.
- Planning Statement.

- Signed declaration that the equipment and installation fully complies with the ICNIRP requirements.
- Statement of community involvement.
- Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development).
- Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna.
- Technical justification - details about the purpose of the site and why the particular development is required.
- Visual impact assessment where relevant.

<sup>1</sup> The statutory information requirements for prior notification/approval applications are set out in the relevant part of the General Permitted Development Order. Provided those requirements are met, the application will be valid.

# Application for Hedgerow Removal Notice

## NATIONAL REQUIREMENTS

- 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 hedgerow or hedgerows that you wish to remove).
- Evidence of the date of planting.

## LOCAL REQUIREMENTS

May include some or all of the following:

- Arboricultural implications.
- Ecological survey.

## **Application for prior notification – proposed demolition**

### **NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development.
- 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.
- The appropriate fee.

### **LOCAL REQUIREMENTS <sup>1</sup>**

May include some or all of the following:

- Biodiversity Survey and Report.
- Photographs/photomontages.
- Planning Statement..
- Structural survey.
- Tree survey/Arboricultural implications.

<sup>1</sup> The statutory information requirements for prior notification/approval applications are set out in the relevant part of the General Permitted Development Order. Provided those requirements are met, the application will be valid.

# Application for Approval of Reserved Matters following outline approval

## NATIONAL REQUIREMENTS

- Completed form or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made.
- 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 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).
- Three copies of the application and three copies of the plans and drawings submitted with it (unless the local planning authority indicate that a lesser number is required or the application is submitted electronically).
- The appropriate fee.

## LOCAL REQUIREMENTS

May include some or all of the following:

- Affordable housing statement.
- Air quality.
- Biodiversity survey and report.
- Daylight/Sunlight assessment.
- Design and Access statement.
- Environmental Impact Assessment.
- Evidence to accompany applications for town centre uses.
- Existing and proposed car parking and access arrangements.
- Flood risk assessment.
- Foul sewerage assessment.
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Land contamination assessment.

- Lighting assessment.
- Noise impact assessment.
- Open space assessment.
- Other plans (4 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.
- Regeneration statement.
- Statement of Community Involvement.
- Structural Survey.
- Transport assessment.
- (Draft) travel plan.
- Tree survey/arboricultural implications.
- Utilities statement.
- Ventilation/ extraction statement.
- Site waste management statement (including relevant refuse disposal details).

## **Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)**

### **NATIONAL REQUIREMENTS**

- Completed form.
- The completed Ownership Certificate (A, B, C or D - as applicable) as required under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- 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.
- 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.

### **LOCAL REQUIREMENTS**

May include some or all of the following:

- Plans (4 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):
- 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).
- Affordable housing statement.
- Air quality.

- Biodiversity survey and report.
- Daylight/Sunlight assessment.
- Design and Access statement.
- Environmental Impact Assessment.
- Evidence to accompany applications for town centre uses.
- Existing and proposed car parking and access arrangements.
- Flood risk assessment.
- Foul sewerage assessment.
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Land contamination assessment.
- Lighting assessment.
- Noise impact assessment.
- Open space assessment.
- Photographs/photomontages.
- Planning obligations/draft Head(s) of Terms.
- Planning Statement.
- Regeneration statement.
- Statement of Community Involvement.
- Transport assessment.
- (Draft) travel plan.
- Tree survey/arboricultural implications.
- Utilities statement.
- Ventilation/ extraction statement.
- Site waste management statement (including relevant refuse disposal details).

## **Useful supporting information – application for approval of details reserved by condition**

### **NATIONAL REQUIREMENTS**

There are **no national requirements** for applications for the approval of details reserved by condition except that they should be made in writing. However, you may submit the following:

- Completed form (4 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 (4 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 (4 copies to be supplied unless the application is submitted electronically).

### **LOCAL REQUIREMENTS**

May include some or all of the following:

- Photographs/photomontages.
- Planning Statement.

## **Application for tree works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in Conservation Areas (CA)**

Please use this list to ensure that the form has been completed correctly and that all relevant information is submitted.

For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you **must** provide the following:

- Completed and dated application form, with all (mandatory) 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.

In particular, you should provide:

- Report by a tree professional (eg arboriculturalist or horticultural adviser) if your reasons relate to the health and/or safety of the tree(s).
- Report by an engineer or surveyor, together with one from a tree professional (arboriculturalist) if you are alleging subsidence damage.

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

- Completed and dated form, with all questions answered.
- Sketch plan showing the precise location of all tree(s); and a full and clear specification of the works to be carried out.
- Whether the trees are protected by a TPO or in a conservation area,

Please indicate which of the following types of additional information you are submitting:

- Photographs.
- Report by a tree professional (arboriculturalist) or other.
- Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.