



LOCAL AND NATIONAL REQUIREMENTS FOR PLANNING APPLICATIONS AT DAVENTRY DISTRICT COUNCIL

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1. Introduction

Background

Local Requirements were introduced as part of drive to provide a quicker more predictable and efficient planning service. Daventry District Council adopted its first Local Requirements on 24th September 2008. As part of the drive to provide a quicker, more predictable and efficient planning service, in 2008 the Government introduced new information requirements for the validation of planning applications by local planning authorities. It amended the Town and Country (General Development Procedure) Order 1995 (the GDPO) in 2008 to introduce a mandatory standard application form and associated information requirements for validation of applications, from 6 April 2008. Daventry District Council adopted its first Local Requirements on 24 September 2008.

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The 2008 GDPO has been replaced since by the Town and Country Planning (General Permitted Development)(England)Order 2015 (S.I. 2015 No.596).(the GPDO) and the Town and Country Planning (Development Management Procedure)(England) Order 2015 (S.I. 2015 No.595.) (the DMPO). In March 2014 the Department of Communities and Local Government (DCLG) launched the Planning Practice Guidance as a web-based resource, which provides national guidance, linked to the National Planning Policy Framework (NPPF).

Local Requirements apply only if they have been published or revised within the two years prior to the submission of a planning application.

Benefits

Daventry District Council has revised the adopted Local Requirements to provide applicants with up-to-date advice on what information and details are required as part of an application submission. This guidance has the following benefits for you the applicant:

- It helps you to understand the type and extent of information that will be required when you submit an application.
- It provides greater certainty.
- It enables the Council to have all the information it needs in order to determine the application.
- It minimises the risk that the Council will have to go back to you for more information, which can often increase the amount of time it takes to make a decision.

Whilst this document sets out the Council's maximum requirements, in many cases the type and scale of development will mean that not all those information requirements listed against each particular application type will be needed. Pre-application discussion is encouraged in order to clarify what will be needed.

2. Information supporting applications

Different types and scale of application will require different levels of information and supporting documentation to be submitted. In all cases the requirements are specified by Daventry District Council as the local planning authority. Under the arrangements, these will comprise a national core list that will apply in all cases and additional items specified locally from a list provided by central government. Both lists are set out in the Sections 3 and 4 of this guidance and a combined list of requirements for each type of application is included in Section 5.

National List

The national list sets out statutory requirements for applications. These requirements include the completed application form; the correct fee (where one is necessary); ownership certificates; agricultural holdings certificate; Design and Access Statement (where one is necessary); the location plan; other plans and drawings or information necessary to describe the subject of the application and environmental statement (where one is necessary).

Local List

The local list comprises additional information, which local planning authorities can require to validate an application. Local planning authorities are encouraged to consult on and adopt local lists drawn from a nationally defined list of requirements. Where local planning authorities have not adopted a local list, or the adoption (or any revision,) was more than two years ago, then the default position for validating applications will be the statutory national requirements only. However, the combined use of the national and local list will afford both the authority and applicant more certainty of the type of information required at the outset and help to ensure that the information requested is proportionate to the type and scale of application being made.

The Council is satisfied the local list meets the statutory tests laid down by S62 of the 1990 Town and Country Planning Act that they are necessary.

3. National Statutory Requirements

These are set out in Part 3 of the DMPO, and in detail in Article 7.

The standard application form

All planning applications need to be presented on a standard application form, which are available electronically.

The Government encourages applicants to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs. However applicants will retain the option of submitting paper versions of the form. In that event, the DMPO requires three additional copies plus the original of the completed standard application form to be submitted allows for the Local Planning Authority to reduce the number of paper copies required. Daventry District Council considers the original and 1 additional copy is (sufficient (making a total of **4 2** copies).

An applicant may be requested by the local planning authority to submit more than 4 2 copies, but 4 2 copies is the statutory requirementLocal Planning Authorities requirement for a valid application.

The location plan

All applications must include 4 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 DMPO requires three copies plus the original (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 plus the original (unless submitted electronically)(ie a total of 4 2 copies). 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;
- b) all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- c) all public rights of way crossing or adjoining the site;
- d) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- e)the extent and type of any hard surfacing; and
- f) boundary treatment including walls or fencing where this is proposed.
- f)g) The ownership line

In addition other plans should be submitted dependent on the type of application and may include:

Block plan of the site (e.g. at a scale of 1:100 or 1:200)

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 development in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

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

Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

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

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

Roof plans (e.g. at a scale of 1:50 or 1:100)

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

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Ownership Certificates **Ownership Certificates and Agricultural Land Declaration**

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 14 of the DMPO, the Local Planning Authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

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

Notice(s)

A notice to owners of the application site must be completed and served in accordance with Article 13 of the DMPO.

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.

The Correct Fee (where one is necessary)

Design and Access Statements

A Design and Access Statement is only required to be submitted with the following types of applications:

- Development which is major development; **or**
- Within a designated area (a Conservation Area or World Heritage Site)
 - ❖ Development which consists of the provision of one or more dwellinghouses
 - ❖ Provision of a building or buildings where the floorspace created by the development is 100 square metres or more.

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 the DMPO Article 9.

- Explain the design principles and concepts that have been applied to the development
- Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account
- State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation
- Explain how any specific issues which might affect access to the development have been addressed

Outline Planning Applications

The requirements for outline planning applications are set out in the Town and Country Planning (Development Management Procedure)(England) Order 2015 (S.I. 2015 No.595). 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 access points – an area or areas in which the access point or points to the site will be situated.

Further information on [national requirements](#) and validation can be found in the (National) Planning Practice Guidance 'Making an Application'

4. Locally Adopted Application Requirements

The Council may also request additional information 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 site is situated. Applicants are encouraged to seek advice on the need for such additional information at the pre-submission application stage and to study relevant policies within the National Planning Policy Framework (NPPF), West Northamptonshire Joint Core Strategy, Local Plan, Relevant Neighbourhood and Plans and National planning guidance to see what kind of information may be required. Further information on government guidance contained within Circulars, and good practice guidance can be found in the [\(National\) Planning Practice Guidance](#).

The Council adopted the Community Infrastructure Levy (CIL) on 1st September 2015. Accordingly, all planning applications which include new dwellings, household extensions over 100m2, or retail development over 100m2 must include the CIL Planning Application Additional Information Requirement Form. The Council is to introduce the Community Infrastructure Levy (CIL) in August 2015. There is a requirement to submit a completed CIL "Planning Application Additional Information Requirements" form with the planning application if the application includes residential or retail development, or includes either one or both of these in a mixed development.

Not all of the requirements set out in each application type will apply necessarily – it will depend on the scale and complexity of the application. If you are unsure about any of the requirements or whether they apply to your application please contact the Council on 01327 871100. It should be noted that the Council is able to request further information during the determination process and an application could still be deemed valid and then refused on the grounds of inadequate information, if the documentation submitted was subsequently found to be inadequate.

If large or complex applications are submitted in paper form the Local Planning Authority will expect more than the 4 copies of documentation that is a national requirement. Please telephone the offices for further information. It will also be expected that an unprotected unencrypted CD of the documentation is provided. This is in order for will help consultations to be carried out more rapidly quickly, as currently a large number of our consultees do not have the facilities to receive large amounts of documentation electronically. If documents are submitted electronically, the Council would request these plans are adequately labelled i.e site location plan, proposed front elevation, existing front elevation etc. Signatures will be required to be redacted, as they will be placed upon the website.

Below is a list of all local requirements in alphabetical order together with a brief description of what information will need to be submitted. Some or all of these are included in the list of requirements for specific applications. Dimensions of buildings/extensions/alterations are required to be shown on all drawings.

Application types 28 to 41 are not planning applications, but relate to prior notifications/approvals. However, for assistance, the national requirements are set out within the relevant parts of the GPDO. The Local Requirements are requests, and cannot be insisted upon in order to make these determinations valid.

	Information Required	Detailed Guidance
1	Affordable Housing Statement	Should include details of the number of residential units, the mix of units and the proposed tenure. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. For exception sites it should be accompanied by a local needs survey that was undertaken within 3 years of the submission of the application and where an element of local market housing is proposed, viability evidence to support the application. Applicants are also encouraged to discuss proposals with the Council's Affordable Housing Officer. Further advice is also available in the Council's Affordable Housing Supplementary Planning Document (adopted December 2012). Housing

		Supplementary Planning Document (adopted July 2016)
2	Agricultural/ Forestry Dwelling and other Agricultural rural workers Development Justification	<p>When an application is made for a dwelling in association with agricultural/forestry need, it will be required to show that there is an essential need for a rural worker to live permanently at or near their place of work in the countryside. To demonstrate a functional and financial justification it will be helpful to refer to the guidance in Annex A of PPS7: Sustainable Development in Rural Areas. (Although PPS7 was replaced by policies contained in the NPPF, in the absence of any other published Technical Guidance, you may find reference to the Annex is helpful.)</p> <p>(To assist you in providing additional background information there is a form attached at appendix 1.)</p> <p>For other proposed agricultural developments, e.g. buildings, accesses, engineering operations, an agricultural questionnaire will need to be completed to explain why the proposed development is required (see appendix 1).</p>
3	Air Quality Assessment	<p>This will be required where the site adjoins the M1, A14, A45, A5 and the proposal is for residential development or for mixed development that includes a residential element. It will also be required in other locations where development is likely to cause significant air quality impacts.</p> <p>Proposals that impact on air quality should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining the appropriate mitigation measures as necessary. Further advice is available from the Council's Environmental Improvement Team.</p> <p>More information (National) Planning Policy Guidance (air quality)</p>
4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	<p>An Archaeology statement will be required for major development proposals or significant infrastructure works, on land where archaeological remains may survive, as may be specified in pre-application advice. If an application affects such a site an applicant may need to submit an assessment of existing information.</p> <p>Where a proposal is in an archaeologically sensitive area (including where a Scheduled Ancient Monument is at the site or nearby) prospective applicants should contact the County Archaeological Unit or equivalent. Supporting information should be provided that includes an assessment and, where appropriate, field evaluation of the impact of the development on existing features and proposals to mitigate against that impact in accordance with the NPPF (paragraphs 126 to 141).</p> <p>More information (National) Planning Practice Guidance (conserving and enhancing the historic environment) and in Historic England Heritage Protection Guide</p>
5	Biodiversity and Geodiversity	<p>The planning authority has a duty to consider the conservation of biodiversity and Geodiversity when determining a planning application, this includes:</p> <ul style="list-style-type: none"> ~ Designated sites ~ Protected Species ~ Priority Habitats ~ Biodiversity Action Plan species and habitats <p>Where a proposed development is likely to affect such a site, habitat species or geological feature, the applicant must submit an Ecological/Geological Survey and Assessment.</p> <p>If the application is likely to affect any of the above a survey</p>

		<p>and assessment for the relevant feature must be submitted with the application.</p> <p>More information</p> <p>(Local) Supplementary Planning Guidance (biodiversity),</p> <p>(National) Planning Practice Guidance (biodiversity)</p> <p>and from Natural England.</p> <p>Surveys should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available. The survey should be undertaken within the last available season before the submission of the application. Further information on appropriate survey methods can be found in Guidance on Survey Methodology published by the Institute of Ecology and Environmental Management.</p> <p>The survey must be to an appropriate level of scope and detail and must:</p> <ul style="list-style-type: none"> • Record which habitats and features are present on and where appropriate around the site; • Identify the extent/area/length present; • Map their distribution on site and/or in the surrounding area shown on an appropriate scale plan. <p>The Assessment should identify and describe potential development impacts likely to harm designated sites, priority habitats, other listed biodiversity or geological features (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely evidence must be submitted to show:</p> <ul style="list-style-type: none"> • How alternatives designs or locations have been considered; • How adverse effects will be avoided wherever possible; • How unavoidable impacts will be mitigated or reduced; • How impacts that cannot be avoided or mitigated will be compensated. <p>The Council looks to encourage proposals that will enhance, restore or add to designated sites priority habitats, other biodiversity or geological features. The Assessment should give an indication of likely change in the area (hectares) of priority habitat on the site after development e.g. whether there will be a net loss or gain.</p>
6	CIL additional information form	<p>The Council adopted the Community Infrastructure Levy (CIL) on 1st September 2015. Accordingly, all planning applications which include new dwellings, household extensions over 100m², or retail development over 100m² must include the CIL Planning Application Additional Information Requirement Form. Detailed working out /calculations of the floor area shall be shown. The Council is to introduce the Community Infrastructure Levy (CIL) in August 2015. There is a requirement to submit a completed CIL "Planning Application Additional Information Requirements" form with the planning application if the application includes residential or retail development, or includes either one or both of these in a mixed development.</p>

7	Dimensions	A scale bar or dimensions of buildings/extensions/alterations are required to be shown on all drawings. This is needed as all plans are stored electronically.
8	Environmental Impact Assessment	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 require a developer to prepare an Environmental Statement for certain types of projects. The Regulations provide a checklist of matters to be considered for inclusion in the 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.</p> <p>Applicants may seek a 'Screening Opinion' from the Local Planning Authority to ascertain whether or not an Environmental Statement is required. Applicants are encouraged to do this for large-scale developments or those within sensitive areas at the pre-submission stage in order to avoid delay later in the application process. Where an EIA is required, the Local Planning Authority will also provide a scoping opinion of the elements that should be included within the EIA on the submission of a Scoping Request.</p> <p>More information</p> <p>(National) Planning Practice Guidance (Environmental Impact Assessment)</p>
9	Flood Risk Assessment/ Drainage Strategy	<p>Flood Risk</p> <p>All proposals for new development located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA). This FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. This should demonstrate that any proposals do not increase flood risk on the site or to any third parties off-site. The FRA should be prepared by a suitably qualified individual.</p> <p>The FRA should also form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 as amended.</p> <p>All new development in the Upper Nene catchment (including; all branches and arms tributaries of the Nene, upstream of Billing Aquadrome, and all tributaries such as Wootton Brook, Dallington Brook and Bugbrooke Brook) must be designed for a flood with a 0.5% probability of occurring in any one year, including an appropriate allowance for climate change.</p> <p>Early pre-application consultation with the Environment Agency is advised. The Environment Agency provide a free, preliminary opinion which will outline their position and any other environmental issues regarding your development. Any further advice, including assessment of reports, follow up meetings or site visits, is now be offered as part of a paid-for service. Please email planningkettering@environment-agency.gov.uk for further information.</p> <p>Flood Risk Standing Advice, which provides information on when to consult the Environment Agency and FRA requirements is available at: https://www.gov.uk/flood-risk-assessment-local-planning-authorities</p> <p>Surface Water Drainage</p>

For all major developments) as defined under The Town and Country Planning (Development Management Procedure) (England) Order 2010, “major development” means development involving any one or more of the following— (a) the winning and working of minerals or the use of land for mineral-working deposits; (b) waste development; (c) the provision of dwelling houses where — (i) the number of dwelling houses to be provided is 10 or more; or (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i); (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or (e) development carried out on a site 1 hectare or more) a FRA/drainage assessment should accompany the planning application. This should identify opportunities to reduce the probability and consequences of flooding. The FRA should be prepared by a suitably qualified individual in line with the Surface Water Guidance for developers at: <https://www.floodtoolkit.com/wp-content/uploads/2016/11/Local-Standards-for-Publication-v1-1-August-2016.pdf>

Details of all Sustainable Drainage Systems (SuDS) will be required.

The Drainage for all the new development in the Upper Nene catchment (including: all branches and arms of the Nene, upstream of Billing Aquadrome, and all tributaries such as Wootton Brook, Dallington Brook and Bugbrooke Brook) must be designed for a flood with a capacity for the 0.5% (1 in 200 Yr) annual probability of occurring in any one year, including an appropriate allowance for climate change as per the new guidance published on 19th February 2016.

Early pre-application consultation is advised with Northamptonshire County Council, as the Lead Local Flood Authority (LLFA) under their Technical Flood Advice Service on [https://www.floodtoolkit.com/planning/technical-flood-advice-service/Surface Water Drainage](https://www.floodtoolkit.com/planning/technical-flood-advice-service/Surface-Water-Drainage)

For all major developments (add footnote) a FRA/drainage assessment should accompany the planning application. This should identify opportunities to reduce the probability and consequences of flooding. The FRA should be prepared by a suitably qualified individual in line with the Surface Water Guidance for developers at: <http://www.floodtoolkit.com/planning/surface-water-drainage/>

Details of all Sustainable Drainage Systems (SuDS) will be required.

All new development in the Upper Nene catchment (including: all branches and arms of the Nene, upstream of Billing Aquadrome, and all tributaries such as Wootton Brook, Dallington Brook and Bugbrooke Brook) must be designed for a flood with a 0.5% probability of occurring in any one year, including an appropriate allowance for climate change.

Early pre-application consultation is advised with Northamptonshire County Council, as the Lead Local Flood Authority (LLFA).

More information:

- National Planning Practice Guidance

		<ul style="list-style-type: none"> • http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/ • The Flood and Water Management Act 2010
10	Heritage Analysis	<p>To enable the LPA to assess the potential impact of the proposals on any heritage assets (whether designated or not) and/or their setting. Applicants should properly assess the nature, extent and level of importance of the significance of the heritage asset and the contribution of its setting. As a minimum the relevant historic environment record (e.g. the list description) should be consulted and referred to in the supporting information. The level of information provided should be proportionate to the significance of the asset and the type of development. The Design and Access Statement should also make reference to the relevant advice in the NPPF.</p> <p>More information (National) Planning Practice Guide (conserving and enhancing the historic environment)</p> <p>Particular advice on the significance and setting of heritage assets can be found in Historic England’s Historic Environment Good Practice Advice in Planning Notes 2 (significance) and Good Practice Advice in Planning Note 3 (setting). and in Historic England Heritage Protection Guide</p>
11	Householder guidance	<p>For Householder applications the proposed block and floor plan should clearly indicate the 45° or 60° guideline set out in the District Council’s Supplementary Planning Guidance “Designing House Extensions”.</p>
12	Impact Assessment	<p>Impact assessments are required for all leisure developments over 2,500 square metres gross floorspace, and over 1,000 square metres gross for retail developments. They may be required for smaller developments such as those likely to have a significant impact on smaller centres. Impact assessments should also be provided for applications for other main town centre uses when they are in an edge of centre or out of centre location and not in accordance with a development plan. In these cases evidence should be provided to show that there are no sequentially preferable site.</p> <p>More information: (National) Planning Practice Guidance (ensuring the vitality of town centres)</p>
13	Land Contamination Assessment	<p>Some sites (especially those that have been previously developed) have the potential to be contaminated and therefore 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. The level of information required, as part of a land contamination assessment will vary depending on the known and/or suspected levels of contamination. For example:</p> <ul style="list-style-type: none"> • Where contamination is suspected a preliminary study will be required (Phase one report), involving an examination of available information, a walkover survey and assessment of the risks to human health and the environment. The need for further investigation may then be determined. • Where contamination is known to exist, in addition to a

		<p>desktop study, a site investigation survey will be required (Phase two report) incorporating a site-specific human health and environmental risk assessment with a written remediation scheme to manage identified risks(Phase three report).</p> <ul style="list-style-type: none"> • 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. • Many apparently uncontaminated sites may be affected by naturally occurring arsenic. <p>More information (National)Planning Practice Guidance (land affected by contamination) Further advice can be sought from the Council's Environmental Improvement Team.</p>
14	Landscape Scheme/Appraisal	<p>Many development proposals will require landscaping to ensure that they conserve and enhance the key characteristics of their surroundings with respect to the natural and historic landscape, wildlife and natural features. It is therefore important that landscaping relates to the landscape appraisal undertaken. Landscaping should form part of the design concept for the site, and not as a separate process or afterthought, after the buildings have been designed. The Design and Access Statement should refer to landscaping in providing a design concept which can be used as the starting point for a more detailed landscaping scheme. Existing trees and other vegetation should be retained, where possible in new developments and protected during construction of the development. Landscaping schemes should include:</p> <ul style="list-style-type: none"> • Planting plans; written specifications (including cultivation and other operations associated with tree, plant or grass establishment); schedule of plants, noting species, plant size and proposed numbers/planting densities where appropriate; • Show existing vegetation to be retained together with measures for its protection during the course of construction. • Indicate existing vegetation that will be removed. • Means of enclosure; hard surfacing materials; structures and ancillary objects (refuse bins, lighting columns etc) <p>Contain a management statement where appropriate.</p> <p>More information Landscape Assessment Toolkit</p>
15	Lighting Assessment	<p>Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building, a conservation area, or open countryside, where external lighting would be provided or made necessary by the development are required to be accompanied by the details of external lighting and the proposed hours when lighting would be switched on.</p>

		<p>These details shall include a layout plan with beam orientation and a schedule of equipment in the design; and a contour plan showing horizontal and vertical spillage of light from the site.</p> <p>The assessment should include technical specification designed to ensure nuisance from lighting is minimised/prevented.</p> <p>More information: Lighting in the countryside: Towards good practice (1997) is a valuable guide (National) Planning Practice Guidance (lighting)</p>
16	Listed Building Appraisal and Drawings	<p>Daventry District Council is legally obliged to preserve the special character and setting of its many listed buildings. It is essential that the Council be provided with detailed information that allows for the proper assessment of any proposed additions or alterations. Such assessments must provide an historical record of the building prior to the undertaking of any such works; a written statement that includes a schedule of the proposed works to the listed building; an analysis of the significance of the history and character of the structure; the principles of and justification for the proposed works and their impact on the fabric, special character and setting of the listed building and the setting of adjacent listed buildings.</p> <p>The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application. Drawings of proposed works will be required 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. 1:5 sections may also be required e.g. for glazing bars.</p> <p>More information: Historic England: Conservation principles, policies and guidance (2008)</p>
17	Noise Impact Assessment	<p>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 competent and experienced consultant. Current and relevant standards that apply to the development will need to be considered and reported upon. For proposals relating to wind turbines, the NIA must be ETSU compliant.</p> <p>More information: (National) Planning Practice guidance (noise) (National Planning Practice guidance (wind turbines))</p>
18	Open Space assessment	<p>Planning consent is not normally given for development of existing open spaces that local communities need. For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Reference should be made to the Council's Open Spaces Strategy (April 2009)*** enter new information when it becomes available. In the absence of a robust and up-to-date assessment by a local authority, an application for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements and any such evidence should accompany the planning application: The methodology for open space assessment is</p>

		<p>contained in the Sport England publication “assessing needs and opportunities guidance” (July 2014).</p> <p>More information: (National) Planning Practice Guidance (open space)</p> <p>Sport England Assessing needs and opportunities guidance 2014</p>
19	Other Plans/Statements	<p>These include additional plans or drawings which may be required in certain circumstances, dependent on factors such as the location or characteristics of the site and the scale and nature of the development and may include the following:</p> <p>Street scenes: Street scenes at a scale of not less than 1:200. These must show the development in the context of relevant neighbouring properties (both existing and proposed) sufficient to assess the impact of the proposal upon the appearance of the area.</p> <p>Detailed drawings of key architectural details: Plans to a scale of not less than 1:20 will be required to show all new doors, windows, glazed screens, rooflights, eaves over hangs shop-fronts etc. and other key architectural details for sensitive buildings and locations.</p>
20	Parking, Pedestrian, cycle and Car Access Arrangements	<p>As well as applications for commercial or residential development, householder applications may be required to provide details of existing and proposed cycle/car parking provision and pedestrian/cycle and car access arrangements. These details must be shown on a site layout plan and full details may be required for secure cycle parking. If the maximum parking standard is to be provided or exceeded a justification to support the reasoning for this should be submitted.</p> <p>More information: Daventry District Council Parking SPG 2013</p> <p>DoT and DCLG Manual for Streets 2007</p>
21	Photographs and Photomontages	<p>These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting conservation areas or a listed buildings. Photographs may be a useful tool on retrospective applications.</p>
22	Planning obligations – Draft Head(s) of Terms	<p>Planning obligations (or “section 106 agreements”) are private agreements negotiated between the Council 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.</p> <p>A statement of the proposed Heads of Terms may be required to be submitted with the application. Details of solicitors shall be provided with a written undertaking to pay the Council’s reasonable costs in preparing a S106. This is without prejudice to the outcome of the application.</p> <p>More information (National) Planning Practice Guidance (planning obligations)</p> <p>Daventry District Council’s SPD on Infrastructure and developer contributions (October 2013)</p>

23	Planning Statement	Information will include how the proposed development does or doesn't accords with policies in the NPPF, Daventry District Council Local Plan (saved policies), the West Northamptonshire Joint Core Strategy, Neighbourhood Plans, development briefs, Supplementary Planning Guidance, NPPF or Advice Notes. It should also include details of consultations with Council Officers and wider community/statutory consultees undertaken prior to submission. However, a separate statement of community involvement may also be appropriate.
24	Scheduled Monument Consent	Applicants are required to show evidence Scheduled Monument Consent has been granted for the proposed development affecting an Ancient Monument. More information: Historic England (scheduled monument consent)
25	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, demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. More information: Daventry District Council Statement of Community Involvement
26	Structural Survey/ Method Statement	A structural survey of a property may be required, for example, when considering listed building applications or the demolition of unlisted buildings that make a positive contribution to the a conservation area. The same applies to the proposed conversion of agricultural and other rural buildings. A method statement must also be submitted for applications for conversion of buildings in the open countryside. The method statement will be supported by a structural survey (carried out by a suitably competent person) demonstrating that the building(s) are capable of conversion without major or complete reconstruction. The method statement must detail the steps whereby the conversion will be carried out and will incorporate the structural engineer's recommendations. The structural survey shall have been carried out no earlier than 6 months before the submission of the application.
27	Telecommunication Supporting Statement.	A Telecommunications supporting statement is required for telecommunications development and shall include the following: <ul style="list-style-type: none"> • A signed declaration that the equipment and installation full complies with the ICNIRP requirements • Confirmation as to whether the Council's mast register and/or the site database has been checked for suitable sites • Site type (micro or macro) • Details of all consultations carried out and copies of all written comments • Details of any consultations carried out with a particular school, nursery or further education college if relevant • Area of search • A map showing the relationship of the application site to schools and other educational establishments • telecommunication equipment in the vicinity • A statement explaining the reasons for the choice of the design

		<ul style="list-style-type: none"> • 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 • Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area • An explanation if no alternatives considered • Visual impact assessment where relevant • Acoustic report <p>More information Paragraphs 42-46 of the NPPF</p>
28	Transport Assessment	<p>Paragraph 32 of the NPPF advises that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.</p> <p>For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impact. If the maximum parking standard is to be provided or exceeded a justification to support the reasoning for this should be submitted.</p> <p>Information will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.</p> <p>For further guidance</p> <p>'Northamptonshire Highway Development Management Strategy': https://www3.northamptonshire.gov.uk/councilservices/northamptonshire-highways/transport-plans-and-policies/Documents/Adopted%20Development%20Management%20Strategy.pdf</p>
29	Travel Plan	<p>A 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.</p> <p>The 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.</p>

		<p>More information:</p> <p>(National) Planning Practice Guidance (travel plans)</p> <p>County Guidance</p> <p>Residential Travel Plan Template</p> <p>http://www.northamptonshire.gov.uk/en/councilservices/Environment/economic/arc/Documents/PDF%20Documents/Residential%20Travel%20Plan%20Template.pdf</p> <p>Commercial Travel Plan Template</p> <p>http://www.northamptonshire.gov.uk/en/councilservices/Environment/economic/arc/Documents/PDF%20Documents/Commercial%20Travel%20Plan%20Template.pdf</p>
30	Tree Survey/ Arboricultural Implications	<p>An arboricultural statement must be submitted showing how the tree constraints on and adjacent to the site have been correctly incorporated into the design and how these trees are to be retained without damage during construction and future occupancy.</p> <p>The statement must be produced in line with the guidelines set out within BS5837:2005 and shall include:</p> <ul style="list-style-type: none"> • Tree survey drawing and schedule - The survey shall provide clear data regarding the species, size, age, condition and useful life expectancy of trees. It shall also categorize trees, groups of trees or woodlands in terms of their quality and value within their existing context and not within the context of the proposals • Arboricultural Constraints Plan (ACP) – An aid to layout design that shows tree Root Protection Areas (RPA) as well as representing the effect that the mature height and spread of retained trees will have on the development. The ACP shall incorporate the tree survey information as well as illustrate both the above-ground (shade patterns) and below-ground RPA constraints posed by the trees. • Tree Protection Plan – Scale drawing produced by an arboriculturalist showing the finalised layout proposals, tree retention and tree and landscape protection measures detailed within the arboricultural method. <p>Arboricultural Method Statement (AMS) – sets out the information</p> <p>More information (National) Planning Practice Guidance (tree preservation orders and trees in conservation areas)</p>
31	Ventilation/Extraction statement	<p>Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e.</p>

		Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.
32	Waste Audit	<p>Northamptonshire County Council adopted a Supplementary Planning Document “Development and implementation principles” for waste minimisation in development projects. It is a material consideration when planning authorities in Northamptonshire determine planning applications.</p> <p>Waste should be managed in accordance with the ‘waste hierarchy’ (prevent, reduce, reuse, recycle and dispose) unless it can be demonstrated that an alternative approach is more environmentally sound. “Waste minimisation” means not producing waste in the first place. It also means reducing the quantity of waste that requires processing and/or disposal. The aspiration of the SPD is to divert 100% of construction/demolition waste from landfill. Any persons undertaking building works (including refurbishment) need to consider the principles of waste minimisation.</p> <p>The principles of waste minimisation are:</p> <ul style="list-style-type: none"> • To design proposals sustainably; • To reduce the amount of waste generated from development; <p>To conserve natural resources through re-using waste arising from construction;</p> <p>To re-use waste materials on-site to reduce transportation;</p> <p>To use recycled materials where possible;</p> <p>To reduce waste generation during the operational lifetime of the development, and;</p> <p>facilitate recycling where waste does arise.</p> <p>For certain types of application - proposals for 1 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more - a statement has to be submitted demonstrating that the above principles are addressed.</p> <p>More information: Northamptonshire's County Council “Development and implementation principles SPD 2008 revised 2011</p>

5. Requirements by Type of Application

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	(s.73 TCPA 1990)	
<u>2522</u>	Application for approval of details reserved by condition.	68
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<u>4137</u>	Prior approval for the installation, alteration or replacement of other solar photovoltaics (PV) equipment on the roofs of non-domestic buildings, up to a capacity of 1 Megawatt	85
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Application Type 1	Householder application for planning permission for works or extension to a dwelling (or outbuilding?)
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All householder applications for planning permission for works or extension to a dwelling (or an outbuilding) must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Section 3 (National Planning Application Requirements) and Section 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	Completed form (4 copies to be supplied unless the application is submitted electronically)
2	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)
3	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: <ul style="list-style-type: none"> – 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)
4	The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Management Development Procedure) (England) Order 2015
5	Agricultural Holdings Certificate as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015

6	Design and Access Statement, if required
7	The appropriate fee
8	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 must be given and/or published in accordance with this Article
Part II	Information required - Adopted Local Application Requirements
6	CIL Additional Information Requirement Form
7	Dimensions
9	Flood Risk Assessment/Drainage Assessment
11	Householder Guidance
24	Scheduled Monument Consent

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Application Type 2	Householder application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area
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All householder applications for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	Completed form (4 copies to be supplied unless the application is submitted electronically)
2	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)
3	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: <ul style="list-style-type: none"> – 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)
4	The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015
5	Agricultural Holdings Certificate as required by Article 14 of the Town

	and Country Planning (Development Management Procedure) Order 2015
6	Design and Access Statement
7	The appropriate fee
8	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 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
Part II	Information required - Adopted Local Application Requirements
5	Biodiversity/geodiversity
7	Dimensions
9	Flood Risk Assessment
10	Heritage analysis
11	Householder Guidance
19	Other plans – detailed drawings of key architectural features
24	Scheduled Monument Consent

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Application Type 32	Householder application for planning permission for works or extension to a dwelling and Listed Building Consent
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All householder applications for planning permission for works or extension to a dwelling and Listed Building Consent must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	Completed form (4 copies to be supplied unless the application is submitted electronically)
2	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)
3	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: <ul style="list-style-type: none"> – 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)
4	<i>Ownership Certificates and Agricultural Land Declaration</i> The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations
5	Agricultural Holdings Certificate as required by Article 14 of the Town and Country Planning (Development Management Procedure)

	<i>Procedure)(England) Order 2010.</i>
6	Design and Access Statement, if required
7	The appropriate fee
8	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) 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
Part II	Information required - Adopted Local Application Requirements
5	Biodiversity/geodiversity
6	CIL Additional Information Requirement Form
7	Dimensions
9	Flood Risk Assessment/Drainage Assessment
11	Householder Guidance
16	Listed Building appraisal and drawings
19	Other plans –detailed drawings of key architectural details
21	Photographs and photomontages
24	Scheduled Monument Consent

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Application Type 43	Application for Listed Building consent for alterations, extension or demolition of a listed building
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All applications for Listed Building consent for alterations, extension or demolition of a listed building must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	Completed form (4 copies to be supplied unless the application is submitted electronically)
2	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)
3	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: <ul style="list-style-type: none"> – 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, shopfronts, panelling, fireplaces, plaster moulding and other decorative details – Roof plans (e.g. at a scale of 1:50 or 1:100)

4	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
5	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
6	Design and Access Statement
Part II	Information required - Adopted Local Application Requirements
4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments) <i>Required where the application site falls within an Archaeological Site or affects a Scheduled Ancient Monument</i>
5	Biodiversity/geodiversity
7	Dimensions
16	Listed Building Appraisal and Drawings <i>For all applications</i>
21	Photographs and Photomontages <i>For all applications and should show the whole building and its setting and/or the particular section of the building affected by the proposals</i>
26	Structural Survey <i>For all applications involving demolition or partial demolition</i>

Application Type 5	Application for Conservation Area consent for demolition in a Conservation Area
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All applications for Conservation Area consent for demolition in a Conservation Area must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

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Part I	Information required - National Planning Application Requirements
1	Completed form (4 copies to be supplied unless the application is submitted electronically)
2	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)
3	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: <ul style="list-style-type: none"> • 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)
4	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

5	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
Part II	Information required - Adopted Local Application Requirements
4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments) <i>Required where the application site falls within an Archaeological Site or affects a Scheduled Ancient Monument</i>
5	Biodiversity/geodiversity
7	Dimensions
21	Photographs and Photomontages <i>These should show the whole building and its setting and/or the particular section of the building affected by the proposals</i>
23	Planning Statement <i>To include a justification for the demolition of the building.</i>
26	Structural Survey <i>For all applications</i>
30	Tree Survey/ Arboricultural Implications <i>This should be provided for all applications that involve demolition (including hardstanding and service runs) within two metres of the canopy spread of any tree(s) and should indicate the position and spread of the tree(s) on the application plans.</i>

**Application
Type 6 4**

Application for Planning Permission

All applications for planning permission must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	Completed form (4 copies to be supplied unless the application is submitted electronically)
2	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)
3	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: <ul style="list-style-type: none"> – 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)
4	<i>Ownership Certificates and Agricultural Land Declaration</i> The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Management Development Procedure) (England) Order 2010
5	Agricultural Holdings Certificate as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
6	Design and Access Statement, if required

7	The appropriate fee
8	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be given and/or published in accordance with this Article
Part II	Information required - Adopted Local Application Requirements
1	Affordable Housing Statement
2	Agricultural/Forestry Dwelling and other Agricultural Development Justification
3	Air Quality Assessment
4	Archaeology Statement
5	Biodiversity/geodiversity
6	CIL additional Additional information Information requirement Requirement formForm
7	Dimensions
8	Environmental Impact Assessment
9	Flood Risk Assessment/Drainage Strategy
12	Impact Assessment
13	Land Contamination Assessment
14	Landscape Scheme
15	Lighting Assessment
16	Listed Building Appraisal
17	Noise Impact Assessment
18	Open Space Assessment
19	Other plans Street scenes

20	Parking and access arrangements
21	Photographs and photomontages
22	Planning obligations draft heads of terms
23	Planning Statement
24	Scheduled Monument Consent
25	Statement of Community Involvement
26	Structural survey/method statement
27	Telecommunications supporting statement
28	Transport Assessment
29	Travel Plan
30	Tree survey/Arboricultural implications
31	Ventilation/extraction statement
32	Waste audit

Application Type 7	Application for planning permission and Conservation Area consent for demolition
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All applications for planning permission and Conservation Area consent for demolition must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	Completed form (4 copies to be supplied unless the application is submitted electronically)
2	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)
3	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: <ul style="list-style-type: none"> – 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)
4	The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015

5	Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010
6	Design and Access Statement
7	The appropriate fee
8	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 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
Part II	Information required - Adopted Local Application Requirements
1	Affordable Housing Statement
4	Archaeology Statement
5	Biodiversity/geodiversity
6	CIL additional information requirement form
7	Dimensions
8	Environment Impact Assessment
9	Flood Risk Assessment/Drainage Strategy
12	Impact Assessment
13	Land Contamination Assessment
14	Landscape Scheme
15	Lighting Assessment
16	Listed Buildings Appraisal
19	Other plans Street scenes
20	Parking and access arrangements

21	Photographs and photomontages
22	Planning obligations Draft heads of terms
23	Planning statement
24	Scheduled Monument Consent
25	Statement of community involvement
26	Structural survey/method statement
28	Transport assessment
29	Travel Plan
30	Treesurvey/arboricultural implications
31	Ventilation/extraction statement
32	Waste audit

Application Type 85	Application for planning permission and Listed Building Consent for alterations, extensions or demolition of a Listed Building.
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All applications for planning permission and Listed Building Consent must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	Completed form (4 copies to be supplied unless the application is submitted electronically)
2	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)
3	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: <ul style="list-style-type: none"> – 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, shopfronts, panelling, fireplaces, plaster moulding and other decorative details – Roof plans (e.g. at a scale of 1:50 or 1:100)
4	<u>Ownership Certificates and Agricultural Land Declaration</u> The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
5	Agricultural Holdings Certificate as required by Article 14 of the

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	Town and Country Planning (Development Management Procedure) (England) Order 2015
6	Design and Access Statement
7	The appropriate fee
8	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 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
Part II	Information required - Adopted Local Application Requirements
3	Air Quality Assessment
4	Archaeology Statement
5	Biodiversity/geodiversity
6	CIL Additional Information Requirement Form
7	Dimensions
8	Environmental Impact Assessment
9	Flood Risk Assessment/Drainage strategy
12	Impact Assessment
13	Land contamination assessment
14	Landscape scheme
15	Lighting assessment
16	Listed Building appraisal and drawings
17	Noise Impact Assessment
18	Open space assessment
19	Other plans
20	Parking and access arrangements
21	Photographs and photomontages

22	Planning Obligations Draft heads of terms
23	Planning statement
24	Scheduled Monument Consent
25	Statement of community involvement
26	Structural survey/method statement
28	Transport assessment
29	Travel Plan
30	Tree Survey/Arboricultural implications
31	Ventilation/extraction statement
32	Waste audit

Application Type 96	Application for planning permission and Advertisement consent
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All applications for planning permission and Advertisement consent must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	Completed form (4 copies to be supplied unless the application is submitted electronically)
2	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)
3	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: <ul style="list-style-type: none"> – 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])
4	Ownership Certificates and Agricultural Land Declaration The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development

5	Agricultural Holdings Certificate as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015
6	Design and Access Statement, if required
7	The appropriate fee
8	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 must be given and/or published in accordance with this Article
Part II	Information required - Adopted Local Application Requirements
3	Air Quality Assessment
4	Archaeology Statement
5	Biodiversity/geodiversity
6	CIL additional information requirement form
7	Dimensions
8	Environmental Impact Assessment
9	Flood Risk Assessment/Drainage Strategy
12	Impact Assessment
13	Land Contamination Assessment
14	Landscape Scheme
15	Lighting Assessment
17	Noise Impact Assessment
18	Open Space Assessment
19	Other Plans
20	Parking and access arrangements
21	Photographs and photomontages
22	Planning obligations Draft heads of terms
23	Planning statement

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24	Scheduled monument Consent
25	Statement of community involvement
26	Structural survey/method statement
28	Transport assessment
29	Travel plan
230	Tree Survey/arboricultural implications
31	Ventilation/extraction statement
32	Waste audit

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Application Type 107	Application for outline planning permission with some matters reserved
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All applications for outline planning permission with some matters reserved must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	Completed form (4 copies to be supplied unless the application is submitted electronically)
2	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)
3	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 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 access points – an area or areas in which the access point or points to the site will be situated.

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4	Ownership Certificates and Agricultural Land Declaration The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015
5	Agricultural Holdings Certificate as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015
6	Design and Access Statement, if required
7	The appropriate fee
8	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 must be given and/or published in accordance with this Article
Part II	Information required - Adopted Local Application Requirements
1	Affordable Housing Statement
2	Agricultural/Forestry Dwelling and other agricultural development justification
3	Air Quality Assessment
4	Archaeology statement
5	Biodiversity/geodiversity
7	Dimensions
8	Environmental Impact Assessment
9	Flood risk assessment/drainage strategy
12	Impact Assessment
13	Land contamination assessment
14	Landscape scheme
15	Lighting assessment
16	Listed Building appraisal
17	Noise impact assessment
18	Open space assessment
19	Other plans.statements
20	Parking/access arrangements

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21	Photographs/photomontages
22	Planning obligations Draft heads of terms
23	Planning statement
24	Scheduled Monument Consent
25	Statement of community involvement
26	Structural survey/method statement
28	Transport assessment
29	Travel plan
32	Waste audit

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Application Type 118	Application for outline planning permission with all matters reserved
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All applications for outline planning permission with all matters reserved must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	Completed form (4 copies to be supplied unless the application is submitted electronically)
2	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)
3	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 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 access points – an area or areas in which the access point or points to the site will be situated.

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4	Ownership Certificates and Agricultural Land Declaration The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure)(England) Order 2015
5	Agricultural Holdings Certificate as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015
6	Design and Access Statement, if required
7	The appropriate fee
8	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure)(England) Order 2015 must be given and/or published in accordance with this Article
Part II	Information required - Adopted Local Application Requirements
1	Affordable housing statement
2	Agricultural/Forestry dwelling and other agricultural development justification
3	Air Quality Assessment
4	Archaeology statement
5	Biodiversity/geodiversity
7	Dimensions
8	Environmental Impact Assessment
9	Flood risk assessment/drainage strategy
12	Impact assessment
14	Landscaping scheme
17	Noise impact assessment
18	Open space assessment
19	Other plans/statements
22	Planning obligations Draft heads of terms
23	Planning statement

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24	Scheduled Monument Consent
25	Statement of community involvement
28	Transport assessment
29	Travel plan
32	Waste audit

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**Application
Type 12 9**

Application for Advertisement Consent

All applications for advertisement Consent must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	Completed form (4 copies to be supplied unless the application is submitted electronically)
2	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)
3	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: <ul style="list-style-type: none"> 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])
4	The appropriate fee
Part II	Information required - Adopted Local Application Requirements
7	Dimensions
15	Lighting assessment

Application Type 1310	Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition
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All applications for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Section 3 (National Planning Application Requirements) and Section 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

The burden of proof lies with the applicant and therefore precise information, usually in the form of a sworn affidavit should be provided.

Part I	Information required - National Planning Application Requirements
1	Completed form (4 copies to be supplied unless the application is submitted electronically)
2	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)
3	Such evidence verifying the information included in the application as can be provided
4	Such other information as is considered relevant to the application
5	The appropriate fee
Part II	Information required - Adopted Local Application Requirements
6	CIL Additional Information Requirement Form
7	Dimensions

19	Any other plan/s, information or statement/s as may be reasonably required. This should include four copies of the following:- Existing floor plans (e.g. at a scale of 1:50 or 1:100) <i>This is required for all applications that involve the use or retention of a building, extension or other structure.</i>
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Application Type 1411	Application for a Lawful Development Certificate for a proposed use or development
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All applications for a Lawful Development Certificate for a proposed use of development must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	Completed form (4 copies to be supplied unless the application is submitted electronically)
2	A Location 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)
3	Such evidence verifying the information included in the application as can be provided
4	Such other information as is considered to be relevant to the application
5	The appropriate fee

Part II	Information required - Adopted Local Application Requirements
6	CIL additional information requirement form
7	Dimensions
19	<p>Any other plan/s, information or statement/s as may be reasonably required. This should include the following:-</p> <p>4 copies of Existing and Proposed Plans <i>The following plans are required for any application that involves the erection of a building, extension or other structure:-</i></p> <ul style="list-style-type: none"> • <i>Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</i> • <i>Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</i> • <i>Existing and proposed site plan (e.g. at a scale of 1:50 or 1:100)</i>

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Application Type 1512	Application for tree works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in a Conservation Areas
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All applications for tree works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in a Conservation Areas must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
Part I	<p>Please use this list to ensure that the form has been completed correctly and that all relevant information is submitted.</p> <p>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:</p> <ul style="list-style-type: none"> • 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; • A statement of reasons for the proposed work; and • Evidence in support of statement of reasons, where required by the standard application form. <p>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:</p>

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	<ul style="list-style-type: none"> • 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. <p>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:</p> <ul style="list-style-type: none"> • Photographs. • Report by a tree professional (arboriculturist) or other. • Details of any assistance or advice sought from a Local Planning Authority Officer prior to submitting this form.
Part II	<p>Information required - Adopted Local Application Requirements</p> <p>There are NO Local Application Requirements</p>

Application Type 16 13	Application for Hedgerow Removal Notice
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All applications for Hedgerow Removal Notice must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	A Completed Form or the form set out in Schedule 4 to the Hedgerow Regulations 1997
2	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)
3	Evidence of the date of planting
Part II	Information required - Adopted Local Application Requirements
5	Biodiversity/geodiversity
7	Dimensions

Application Type 1714

Application for prior notification of proposed agricultural development – proposed building

All applications for prior notification of proposed agricultural development – proposed building must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	A Completed Form or written description of the proposed development and the materials to be used
2	A Plan indicating the site
3	The appropriate fee
Part II	Information required - Adopted Local Application Requirements
2	Agricultural justification A completed agricultural Questionnaire for all applications
7	Dimensions

Application Type 1815	Application for prior notification of proposed agricultural development – proposed road
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All applications for prior notification of proposed agricultural development – proposed road must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

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Part I	Information required - National Planning Application Requirements
Part I 1	A Completed Form or written description of the proposed development and the materials to be used
Part I 2	A Plan indicating the site
Part I 12	The appropriate fee
Part II	Information required - Adopted Local Application Requirements
2	Agricultural justification A completed agricultural Questionnaire for all applications
7	Dimensions

Application Type 1916	Application for prior notification of proposed agricultural development – proposed excavation of waste material from the farm
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All applications for prior notification of proposed agricultural development – proposed excavations of or deposit of waste material from the farm must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	A Completed Form or written description of the proposed development and the materials to be used
2	A Plan indicating the site
3	The appropriate fee
Part II	Information required - Adopted Local Application Requirements
2	Agricultural justification A completed agricultural Questionnaire for all applications
7	Dimensions

Application Type 1720	Application for prior notification of proposed agricultural development – proposed fish tank
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All applications for prior notification of proposed agricultural development – proposed fish tank must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	A completed form or written description of the proposed development and the materials to be used.
2	A plan indicating the site
3	The appropriate fee
Part II	Information required - Adopted Local Application Requirements
2	A completed agricultural Questionnaire for all applications
7	Dimensions

Application Type 21218	Application for prior notification of proposed development in respect of permitted development by electronic communications code operators
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All applications for prior notification of proposed development in respect of permitted development by electronic communications code operators must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	A completed form or written description of the proposed development
2	A plan indicating the proposed location
3	The appropriate fee
4	Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 16 of Schedule 2 to the Town and Country Planning (General Permitted Development)(England) Order 2015
5	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 16 of Schedule 2 to the Town and Country Planning (General Permitted Development)(England) Order 2015 (as amended)
Part II	Information required - Adopted Local Application Requirements
7	Dimensions
27	A Telecommunications Supporting Statement for all applications

Application Type 2219	Application for prior notification – proposed demolition
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All applications for prior notification – proposed demolition must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	A completed Form or written description of proposed development
2	A statement that the applicant has displayed a site notice in accordance with B.2(b)(iv) of Part 11 of Schedule 2 to the Town and Country Planning (General Permitted Development)(England) Order 2015
3	The appropriate fee
Part II	Information required - Adopted Local Application Requirements
7	Dimensions
17	Noise Impact Assessment
32	Waste audit

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Application Type 2023	Application for Approval of Reserved Matters following outline approval
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All applications for Approval of reserved Matter following outline approval must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	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
2	Such particulars as are necessary to deal with the matters reserved in the outline planning permission
3	Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including: <ul style="list-style-type: none"> – 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)
4	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)
5	The appropriate fee
Part II	Information required - Adopted Local Application Requirements

Application Type 2421	Application for removal or variation of a condition following grant of planning permission (s.73 TCPA 1990)
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All applications for removal or variation of a condition following grant of planning permission (s.73 TCPA 1990) must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
1	Completed form
2	The completed Ownership Certificate (A, B, C or D – as applicable) as required under Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015
3	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure)(England) Order 2015 must be given and/or published in accordance with this Article
4	Agricultural Holdings Certificate as required by Article 14 of the Town and Country Planning (Development Management Procedure)(England) Order 2015
5	Design and Access Statement, if required
6	The appropriate fee
Part II	Information required - Adopted Local Application Requirements

6	CIL Additional Information Requirement Form
19	Other plans – 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.)
23	Planning Statement

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Application Type 2522	Application for approval of details reserved by condition
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All applications for approval of details reserved by condition must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements
	<p>There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by condition except that they should be made in writing.</p> <p>However, you may submit the following:</p> <ul style="list-style-type: none"> • 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)
Part II	Information required - Adopted Local Application Requirements
	There are NO LOCAL APPLICATION REQUIREMENTS

Application Type 2623	Application for a non-material amendment following a grant of planning permission
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All applications for a non-material amendment must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part 1	Information required – National Planning Application requirements
1	Completed form, including declaration (4 copies to be supplied unless the application is submitted electronically)
2	Plans and drawings, to an identified scale; or information necessary to describe the revision to the approved scheme (4 copies to be supplied unless the application is submitted electronically)
3	The appropriate fee
4	Where anyone other than the applicant owns any part of the land, notice must be served on any owner, or tenant of an agricultural holding, as required by Article 10 of the Town and Country Planning (General Permitted Development)(England) Order 2015 must be given and/or published in accordance with this Article
Part II	Information required – Adopted Local Application Requirements
6	CIL Additional Information Requirement Form
7	Dimensions

Application Type 27**Application for extensions to time limits for implementing planning permissions and associated Listed Building and/or Conservation Area consents**

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All applications for extensions to time limits for implementing planning permissions and associated Listed Building and/or Conservation Area consents must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part 1	Information required – National Planning Application Requirements
1	Completed form (4 copies to be supplied unless the application is submitted electronically)
2	The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning Development Management Procedure(England) Order 2015 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
3	Agricultural Holdings Certificate as required by Article 14 of the Town and Country Planning (Development Management Procedure)(England)Order 2015
4	The appropriate fee
5	(For Listed Building and Conservation Area consents only) 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)
6	(For Listed Building and Conservation Area consents only) Plans and drawings or information necessary to describe the subject of the application (4 copies to be

	<p>supplied unless the application is submitted electronically) including:</p> <ul style="list-style-type: none"> – 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)
Part II	Information required – Adopted Local Application Requirements
7	(For Listed Building and Conservation Area consents only) Dimensions

Application Type 2824	Application for prior approval of a proposed larger home extension (30/05/13 to 30/05/1619)
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All applications for prior approval for a large home extension must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required – National Planning Application Requirements
1	Completed form or written description , including declaration and addresses of any adjoining premises, the developer’s contact address (4 copies to be supplied unless the application is submitted electronically).
2	Four copies of a plan which identifies the site, drawn to an identified scale.
3	The appropriate fee
Part II	Information required – Adopted Local Application Requirements
7	Dimensions/scale bar on plans
9	Flood Risk Assessment/Drainage Strategy

Application Type 2925	Application for prior approval of proposed change of use from office (B1a) to dwelling(s) (C3)
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All applications for prior approval must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required – National Planning Application Requirements
1	Completed form or written description , including the applicant's contact address (4 copies to be supplied unless the application is submitted electronically).
2	Four copies of a plan which identifies the site, drawn to an identified scale.
3	The appropriate fee
4	Transport and highway impacts of the development
5	Contamination risks of the site
6	Flooding risks on the site
Part II	Information required – Adopted Local Application Requirements
6	CIL additional information form
7	Dimensions/scale bar on plans

Application Type 3026	Application for prior approval of proposed change of use of agricultural building to a flexible use within shops, financial and professional services, restaurants and cafes, business, storage or distribution, hotel, or assembly or leisure
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All applications for prior approval must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required – National Planning Application Requirements
1	Completed form or written description , including the applicant's contact address (4 copies to be supplied unless the application is submitted electronically).
2	Four copies of a plan which identifies the site, drawn to an identified scale.
3	The appropriate fee
4	Transport and highway impacts of the development *
5	Noise impacts of the development *
6	Contamination risks on the site *
7	Flooding risk on the site *
Part II	Information required – Adopted Local Application Requirements
6	CIL additional information form
7	Dimensions/scale bar on plans

* Only needed if the floorspace is more than 150sqm

Application Type 3127	Prior approval of proposed change of use to state-funded school or registered nursery
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All applications for prior approval must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required – National Planning Application Requirements
1	Completed form or written description , including the applicant’s contact address (4 copies to be supplied unless the application is submitted electronically).
2	Four copies of a plan which identifies the site, drawn to an identified scale.
3	The appropriate fee
4	Transport and highway impacts of the development
5	Contamination risks of the site
6	Noise impacts of the development
Part II	Information required – Adopted Local Application Requirements
7	Dimensions/scale bar on plans

Application Type 3228	Prior approval of proposed change of use of agricultural building to a state-funded school or registered nursery
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All applications for prior approval must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required – National Planning Application Requirements
1	Completed form or written description , including the applicant's contact address (4 copies to be supplied unless the application is submitted electronically).
2	Four copies of a plan which identifies the site, drawn to an identified scale.
3	The appropriate fee
4	Transport and highway impacts of the development
5	Contamination risks of the site
6	Flooding risks on the site
7	Noise impacts of the development
Part II	Information required – Adopted Local Application Requirements
7	Dimensions/scale bar on plans

Application Type 3329	Prior approval of proposed change of use of agricultural building to dwelling(s)(C3) and for associated operational development
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All applications for prior approval must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required – National Planning Application Requirements
1	Completed form or written description , including the applicant's contact address (4 copies to be supplied unless the application is submitted electronically).
2	Four copies of a plan which identifies the site, drawn to an identified scale.
3	The appropriate fee
4	Transport and highway impacts of the development
5	Contamination risks of the site
6	Flooding risks on the site
7	Noise impacts of the development
8	The design or external appearance of the building
9	Whether the location or siting of the building makes it otherwise impractical or undesirable
Part II	Information required – Adopted Local Application Requirements
6	CIL additional information requirement form
7	Dimensions/scale bar on plans
9	Flood Risk Assessment/Drainage Strategy

Application Type 3430	Prior approval of proposed change of use of a building from retail (A1 or A2) or a mixed retail and residential use to dwelling(s)(C3) and for associated operational development
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All applications for prior notification of proposed change of use to dwelling(s) must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required – National Planning Application Requirements
1	Completed form or written description , including the applicant’s contact address (4 copies to be supplied unless the application is submitted electronically).
2	Four copies of a plan which identifies the site, drawn to an identified scale.
3	The appropriate fee
4	Transport and highway impacts of the development
5	Contamination risks of the site
6	Flooding risks on the site
7	Design or external appearance of the building
8	Whether change of use undesirable because of impact on viability of shopping area
Part II	Information required – Adopted Local Application Requirements
6	CIL additional information form
7	Dimensions/scale bar on plans
9	Flood Risk Assessment/Drainage Strategy

Application Type 351	Prior approval for a change of use from storage and distribution buildings (B8) and any land within its curtilage to dwellinghouse(s)(C3)
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All applications for prior notification of proposed change of use to dwelling(s) must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required – National Planning Application Requirements
1	Completed form or written description, including the applicant's contact address (4 copies to be supplied unless the application is submitted electronically).
2	Four copies of a plan which identifies the site, drawn to an identified scale.
3	The appropriate fee
4	Transport and highway impacts of the development
5	Contamination risks of the site
6	Flooding risks on the site
7	Noise impacts of the development
8	Impacts of air quality on intended occupiers
9	Impact of residential use on sustainability of the provision of existing storage and distribution services in the area
Part II	Information required – Adopted Local Application Requirements
6	CIL additional information requirement form
7	Dimensions/scale bar on plans
9	Flood Risk Assessment/Drainage Strategy

Application Type 3632	Prior approval for a change of use from amusement arcades/centres and casinos (sui generis) and any land within its curtilage to dwellinghouse(s)(C3)
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All applications for prior approval must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required – National Planning Application Requirements
1	Completed form or written description , including the applicant's contact address (4 copies to be supplied unless the application is submitted electronically).
2	Four copies of a plan which identifies the site, drawn to an identified scale.
3	The appropriate fee
4	Transport and highway impacts of the development
5	Contamination risks in relation to the building
6	Flooding risks in relation to the building
7	Design or external appearance of the building
Part II	Information required – Adopted Local Application Requirements
6	CIL additional information requirement form
7	Dimensions/scale bar on plans
9	Flood Risk/Drainage Strategy

Application Type 3733	Prior approval for a change of use from shops (A1), financial and professional services (A2), betting offices, pay day loan shops and casinos (sui generis) to restaurants and cafes (A3)
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All applications for prior notification of proposed change of use to dwelling(s) must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required – National Planning Application Requirements
1	Completed form or written description , including the applicant's contact address (4 copies to be supplied unless the application is submitted electronically).
2	Four copies of a plan which identifies the site, drawn to an identified scale.
3	The appropriate fee
	Transport and highway impacts of the development
	Noise impacts of the development
	Odour impacts of the development
	Impacts of storage and handling of waste
	Impacts of hours of opening
	Whether proposed use viable and impact on sustainability of the shopping area
	Siting, design or external appearance of the facilities
Part II	Information required – Adopted Local Application Requirements
7	Dimensions/scale bar on plans

Application Type 3834	Prior approval for a change of use from shops (A1) and financial and professional services (A2), betting offices, pay day loan shops (sui generis) to assembly and leisure (D2)
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All applications for prior approval must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required – National Planning Application Requirements
1	Completed form or written description , including the applicant's contact address (4 copies to be supplied unless the application is submitted electronically).
2	Four copies of a plan which identifies the site, drawn to an identified scale.
3	The appropriate fee
	Noise impacts of the development
	Impacts of the hours of opening of the development
	Transport and highways impacts of the development
	Whether proposed use viable and impact on sustainability of the shopping area
Part II	Information required – Adopted Local Application Requirements
7	Dimensions/scale bar on plans

Application Type 3935	Prior approval for a development consisting of erection or construction of a collection facility within the curtilage of a shop
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All applications for prior approval must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required – National Planning Application Requirements
1	Completed form or written description , including the applicant's contact address (4 copies to be supplied unless the application is submitted electronically).
2	Four copies of a plan which identifies the site, drawn to an identified scale.
3	The appropriate fee
Part II	Information required – Adopted Local Application Requirements
7	Dimensions/scale bar on plans

Application Type 4036	Prior approval for temporary use of buildings or land for commercial film-making and associated temporary structures, works, plant or machinery required in connection with that use
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All applications for prior approval must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required – National Planning Application Requirements
1	Completed form or written description , including the applicant’s contact address (4 copies to be supplied unless the application is submitted electronically).
2	Four copies of a plan which identifies the site, drawn to an identified scale.
3	The appropriate fee
	Transport and highway impacts of the development
	Schedule of dates of filming period and hours of operation
	Flooding risks on the site
	Noise impacts of the development
	Light impacts, especially effect on occupiers of neighbouring land of any artificial lighting to be used
Part II	Information required – Adopted Local Application Requirements
7	Dimensions/scale bar on plans

Application Type 4137	Prior approval for the installation, alteration or replacement of other solar photovoltaics (PV) equipment on the roofs of non-domestic buildings, up to a capacity of 1 Megawatt
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All applications for prior approval must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required – National Planning Application Requirements
1	Completed form or written description , including the applicant’s contact address (4 copies to be supplied unless the application is submitted electronically).
2	Four copies of a plan which identifies the site, drawn to an identified scale.
3	The appropriate fee
	Impact on glare on occupiers of neighbouring land
Part II	Information required – Adopted Local Application Requirements
7	Dimensions/scale bar on plans

APPENDIX

TOWN & COUNTRY PLANNING ACT, 1990

Development for Agricultural Purposes

NOTE: If you are seeking planning permission for any form of agricultural (or horticultural) development, **IT MAY BE IN YOUR OWN INTEREST** that as much as possible of the following information should be given. This form should accompany your application and it will ensure that the Planning Authority is aware of all the important facts.

A. PRESENT PARTICULARS	Name of Farm:		
	Name of Occupier & Address		
	Name of Owner & Address:		
	Size in hectares of unit which applicant: owns/rents/otherwise occupies (delete as appropriate). (please state type of rental and length of unexpired period)		
	<i>Owns</i>	<i>Rents</i>	<i>Otherwise Occupied</i>
	Arable		
	Temporary Leys		
	Permanent Grass		
	Rough grazing		
	Market Garden		
	Woodland		
	Other		
	TOTALS:		
	Glasshousing/Polytunnels (hectares or square metres):		

	<p>Numbers of Livestock normally kept throughout the year:</p> <p>Dairy cows in milk or in calf Other cattle:</p> <p>Breeding ewes: Other s heep:</p> <p>Breeding sows: Gilts:</p> <p>Poultry, laying birds etc:</p> <p>Livestock <u>kept part of year</u>: (Give total figures for 12 months)</p> <p>Poultry, Broilers produced: Sold for slaughter:</p> <p>Poultry reared as flock replacements:</p> <p>Other:</p>												
	<p>Brief description of existing farm buildings: (See Section C)</p>												
	<table border="0"> <tr> <td>Numbers of Present Labour Force:</td> <td>FULL TIME</td> <td>PART TIME</td> </tr> <tr> <td>Applicant and/or family:</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>Manager/Bailiff:</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>Other Labour:</td> <td>.....</td> <td>.....</td> </tr> </table>	Numbers of Present Labour Force:	FULL TIME	PART TIME	Applicant and/or family:	Manager/Bailiff:	Other Labour:
Numbers of Present Labour Force:	FULL TIME	PART TIME											
Applicant and/or family:											
Manager/Bailiff:											
Other Labour:											

B. TO BE COMPLETED IF APPLICANT IS FOR FARMHOUSE OR WORKERS DWELLINGS:

Existing Farmhouse if any:

No. of Bedrooms: Condition: Poor/ Fair/ Good
 Occupied by:

Existing Cottages if any:

No. of Bedrooms: Condition: Occupied by:

No. of Bedrooms: Condition: Occupied by:

No. of Bedrooms: Condition: Occupied by:

Who would occupy the proposed dwelling(s)?

Capacity in which employed?

Full time or part time?

Why must proposed occupier live on the farm?

Do you intend that the proposed dwelling(s) shall remain in the same ownership as the farm described?

To what extent would there be any consequent change in the farming system?

**C. TO BE COMPLETED ONLY IF
APPLICATION IS FOR BUILDINGS OR
WORKS (OTHER THAN**

DWELLINGS):

Brief account of purpose of works, reasons leading to necessity and how proposal will fit in with other farming arrangements including labour; how it will improve productivity etc.

D. ANY OTHER ASPECTS YOU FEEL ARE RELEVANT:

Date:

Signature of Applicant or Agent: