

**Lists of information by type of application**  
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## **Lists of information by type of application**

### **Householder application for planning permission for works or extension to a dwelling**

#### **NATIONAL REQUIREMENTS**

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

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Flood risk assessment
- Land Contamination assessment
- Noise impact assessment
- Parking Provision
- Planning Statement
- Site Waste Management Plan
- Tree survey/Arboricultural implications

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

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas)

Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Flood risk assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landscaping details
- Photographs
- Statement of Significance
- Written explanation of proposed works
- Noise impact assessment
- Parking Provision
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications

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

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Flood risk assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Foul sewage and utilities assessment
- Land Contamination assessment
- Landscaping details
- Photographs
- Statement of Significance
- Written explanation of proposed works
- Noise impact assessment
- Parking Provision
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications

## **Application for Planning Permission**

### **NATIONAL REQUIREMENTS**

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

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Affordable housing statement

- Air quality assessment
- Biodiversity survey and report –
  - Common Biodiversity Checklist)
  - Where survey information is required the application should be accompanied by an initial ecological assessment of the site and a full ecological report.
- Daylight/Sunlight assessment
- Economic statement
- EIA/Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) and/or Archaeological Assessment
- A visual and landscape character appraisal and consideration of how a proposed development takes into account the public rights of way network and the surrounding countryside
- Land Contamination assessment
- Landfill statement
- Landscaping details (may need to include a specific reference about meeting the National Forest development guidelines in the National Forest also a clear statement about the percentage of planting/landscaping being provided along with a location plan identifying where this is in relation to the development)
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement
- Sustainability/Climate Change
- Green Infrastructure Assessment (if appropriate)
- Health Impact Assessment (if appropriate)
- Information on Waste and Minerals (if appropriate)
- Any other relevant additional information including: clear evidence of consideration of mast sharing; relationship of proposed installation with operator's existing network in terms of coverage and capacity; evidence of details of the shortfall in capacity of existing coverage in relation to

network demand (see 'Mobile Phone Mast Advisory Guidance' (SDDC Nov 2005)).

- In the case of telecommunications development, Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development)

## **Application for Outline Planning Permission with some matters Reserved**

### **NATIONAL REQUIREMENTS**

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

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report –
  - Common Biodiversity Checklist
  - Where survey information is required the application should be accompanied by an initial ecological assessment of the site and a full ecological report.
- Daylight/Sunlight assessment
- Economic statement
- EIA/Environmental Statement
- Town Centre Uses – Evidence to accompany applications

- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) and/or Archaeological Assessment
- A visual and landscape character appraisal and consideration of how a proposed development takes into account the public rights of way network and the surrounding countryside
- Land Contamination assessment
- Landfill statement
- Landscaping details (may need to include a specific reference about meeting the National Forest development guidelines in the National Forest also a clear statement about the percentage of planting/landscaping being provided along with a location plan identifying where this is in relation to the development)
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement
- Sustainability/Climate Change
- Green Infrastructure Assessment (if appropriate)
- Health Impact Assessment (if appropriate)
- Information on Waste and Minerals (if appropriate)

**Application for Outline Planning Permission with all matters Reserved**

**NATIONAL REQUIREMENTS**

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

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report –
  - Common Biodiversity Checklist
  - Where survey information is required the application should be accompanied by an initial ecological assessment of the site and a full ecological report.
- Daylight/Sunlight assessment
- Economic statement
- EIA/Environmental Statement
- Town Centre Uses – Evidence to accompany applications

- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) and/or Archaeological Assessment
- A visual and landscape character appraisal and consideration of how a proposed development takes into account the public rights of way network and the surrounding countryside
- Land Contamination assessment
- Landfill statement
- Landscaping details (may need to include a specific reference about meeting the National Forest development guidelines in the National Forest also a clear statement about the percentage of planting/landscaping being provided along with a location plan identifying where this is in relation to the development)
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement
- Sustainability/Climate Change
- Green Infrastructure Assessment (if appropriate)
- Health Impact Assessment (if appropriate)
- Information on Waste and Minerals (if appropriate)

## **Application for Planning Permission and Conservation Area consent for demolition**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report –
  - Common Biodiversity Checklist)
  - Where survey information is required the application should be accompanied by an initial ecological assessment of the site and a full ecological report.
- Daylight/Sunlight assessment
- Economic statement
- EIA/Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) and/or Archaeological Assessment
- A visual and landscape character appraisal and consideration of how a proposed development takes into account the public rights of way network and the surrounding countryside
- Land Contamination assessment
- Landfill statement
- Landscaping details (may need to include a specific reference about meeting the National Forest development guidelines in the National Forest also a clear statement about the percentage of planting/landscaping being provided along with a location plan identifying where this is in relation to the development)
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement
- Sustainability/Climate Change
- Green Infrastructure Assessment (if appropriate)
- Health Impact Assessment (if appropriate)
- Information on Waste and Minerals (if appropriate)

## **Application for Planning Permission and Listed Building consent**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - 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)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas)

Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report –
  - Common Biodiversity Checklist)
  - Where survey information is required the application should be accompanied by an initial ecological assessment of the site and a full ecological report.
- Daylight/Sunlight assessment
- Economic statement
- EIA/Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) and/or Archaeological Assessment
- A visual and landscape character appraisal and consideration of how a proposed development takes into account the public rights of way network and the surrounding countryside
- Land Contamination assessment
- Landfill statement
- Landscaping details (may need to include a specific reference about meeting the National Forest development guidelines in the National Forest also a clear statement about the percentage of planting/landscaping being provided along with a location plan identifying where this is in relation to the development)
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement
- Sustainability/Climate Change
- Green Infrastructure Assessment (if appropriate)

- Health Impact Assessment (if appropriate)
- Information on Waste and Minerals (if appropriate)
- Any other relevant additional information including: clear evidence of consideration of mast sharing; relationship of proposed installation with operator's existing network in terms of coverage and capacity; evidence of details of the shortfall in capacity of existing coverage in relation to network demand (see 'Mobile Phone Mast Advisory Guidance' (SDDC Nov 2005)).
- In the case of telecommunications development, Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development)

## **Application for Planning Permission and Advertisement consent**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the proposed position of the advertisement and shows the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country

Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report –
  - Common Biodiversity Checklist)
  - Where survey information is required the application should be accompanied by an initial ecological assessment of the site and a full ecological report.
- Daylight/Sunlight assessment
- Economic statement
- EIA/Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) and/or Archaeological Assessment
- A visual and landscape character appraisal and consideration of how a proposed development takes into account the public rights of way network and the surrounding countryside
- Land Contamination assessment
- Landfill statement
- Landscaping details (may need to include a specific reference about meeting the National Forest development guidelines in the National Forest also a clear statement about the percentage of planting/landscaping being provided along with a location plan identifying where this is in relation to the development)
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement
- Sustainability/Climate Change
- Green Infrastructure Assessment (if appropriate)
- Health Impact Assessment (if appropriate)

- Information on Waste and Minerals (if appropriate)

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

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Air quality assessment
- Biodiversity survey and report
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Photographs/photomontages showing the whole building and its setting and/ or the particular section of the building affected by the proposals
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications
- Listed Buildings Appraisals
- Statement of significance
- Written explanation of proposed works

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

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - 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)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and Access Statement
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Air quality assessment
- Biodiversity survey and report

- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Photographs/photomontages showing the whole building and its setting and/ or the particular section of the building affected by the proposals
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications
- Listed Buildings Appraisals
- Statement of significance
- Written explanation of proposed works

## **Application for Advertisement consent**

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, 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 (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:

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

Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])

The appropriate fee

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Lighting assessment (where illuminated advertisements are proposed)
- Photographs and Photomontages
- Planning Statement

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

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, 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 (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - 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)
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and Access Statement
- The appropriate fee

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

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Air quality assessment
- Biodiversity survey and report
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Photographs/photomontages showing the whole building and its setting and/ or the particular section of the building affected by the proposals
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications
- Listed Buildings Appraisals
- Statement of significance
- Written explanation of proposed works

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

**NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Plans (3 copies to be supplied unless the application is submitted electronically).
  - Existing elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing site survey plan (e.g. at a scale of 1:50 or 1:100)
- Lawful Development Certificate supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the existing use)
- Photographs/Photomontages
- Planning Statement

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

### **NATIONAL REQUIREMENTS**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be
- Provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Plans (3 copies to be supplied unless the application is submitted electronically).
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Site survey plan (e.g. at a scale of 1:50 or 1:100)
- Planning Statement

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

### **NATIONAL REQUIREMENTS**

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

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Landscaping details
- Plans (3 copies to be supplied unless the application is submitted electronically.

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

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

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

- Photographs/Photomontages
- Planning Statement

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

### **NATIONAL REQUIREMENTS**

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

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Landscaping details
- Planning Statement

**Application for prior notification of proposed agricultural development – proposed excavation/deposit of waste material from the farm**

**NATIONAL REQUIREMENTS**

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

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Landscaping details
- Planning Statement
- Scaled Long and cross-sections annotated with levels showing before and after proposal

**Application for prior notification of proposed agricultural development – proposed fish tank**

**NATIONAL REQUIREMENTS**

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

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Planning Statement

**Application for prior notification of proposed development in respect of permitted development by electronic communications code operators**

**NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development
- A plan indicating the proposed location
- The appropriate fee

Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995

Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Acoustic report where relevant
- Any other relevant additional information including: clear evidence of consideration of mast sharing; relationship of proposed installation with operator's existing network in terms of coverage and capacity; evidence of details of the shortfall in capacity of existing coverage in relation to network demand (see 'Mobile Phone Mast Advisory Guidance' (SDDC Nov 2005)).
- Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development)

## **Application for Hedgerow Removal Notice**

### **NATIONAL REQUIREMENTS**

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

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Arboricultural implications
- Biodiversity survey and report
- Landscaping details

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

### **NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development
- A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995
- The appropriate fee

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Biodiversity survey and report
- Landscaping details
- Photographs/Photomontages
- Planning Statement
- Structural Survey
- Tree survey/Arboricultural implications

## **Application for Approval of Reserved Matters following outline approval**

### **NATIONAL REQUIREMENTS**

- Completed form or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made
- Such particulars as are necessary to deal with the matters reserved in the outline planning permission
- Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including:

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

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

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

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

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

- Three copies of the application and three copies of the plans and drawings submitted with it (unless the local planning authority indicate that a lesser number is required or the application is submitted electronically)
- The appropriate fee

### **LOCAL REQUIREMENTS** – may include some or all of the following:

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report; Common Biodiversity Checklist; Where survey information is required the application should be accompanied by an initial ecological assessment of the site and a full ecological report.
- Daylight/Sunlight assessment
- Design and Access Statement
- Economic statement
- EIA/Environmental Statement
- Town Centre Uses – Evidence to accompany applications for town centre uses
- Flood risk assessment

- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details (should include a specific reference about meeting the National Forest development guidelines in the National Forest also a clear statement about the percentage of planting/landscaping being provided along with a location plan identifying where this is in relation to the development)
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Photographs/Photomontages
- Planning obligations/Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement
- Information on Waste and Minerals (if appropriate)

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

**NATIONAL REQUIREMENTS**

- Completed form
- The completed Ownership Certificate (A, B, C or D – as applicable) as required under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Plans (3 copies to be supplied unless the application is submitted electronically)
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report; Common Biodiversity Checklist; Where survey information is required the application should be accompanied by an initial ecological assessment of the site and a full ecological report.
- Daylight/Sunlight assessment
- Economic statement
- EIA/Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement

- Landscaping details (should include a specific reference about meeting the National Forest development guidelines in the National Forest also a clear statement about the percentage of planting/landscaping being provided along with a location plan identifying where this is in relation to the development)
- Lighting assessment
- Noise impact assessment
- Parking Provision
- Open Space assessment
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement
- Information on Waste and Minerals (if appropriate)

## **Useful Supporting Information – Application for Approval of Details Reserved by Condition –**

There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by condition except that they should be made in writing. However, you may submit the following:

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically)

**LOCAL REQUIREMENTS** – may include some or all of the following:

- Photographs/Photomontages
- Planning Statement

## **Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in Conservation Areas (CA)**

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

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

- completed and dated application form, with all [mandatory] questions answered;
- sketch plan showing the location of all tree(s);
- a full and clear specification of the works to be carried out;
- statement of reasons for the proposed work; and
- evidence in support of statement of reasons, where required by the standard application form.

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

- completed and dated form, with all questions answered;
- sketch plan showing the precise location of all tree(s); and
- a full and clear specification of the works to be carried out.

Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:

- photographs.
- report by a tree professional (arboriculturist) or other.
- details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.