

Guidance on the Validation of Planning Applications

Contents

- 1 Introduction**
- 2 Validation requirements**
- 3 Validation process**
- 4 National list guidance notes**
- 5 Local list guidance notes**
- 6 Validation checklists**

1. Introduction

This guidance has been produced to help applicants for planning permission (and other similar consents) to submit applications that are complete and contain all relevant information. Advice is provided in the form of checklists and guidance notes which identify the supporting information that should be included for different application types based on the National Standard Application Forms (1APP). Guidance is provided on both national and local requirements for information. The process by which applications will be checked by the Council is also outlined.

Planning decisions can be subject to significant delays when applications are submitted without sufficient information to enable proposals to be assessed properly. It is recognised that problems of this sort often arise because of uncertainties on the part of applicants as to the type and level of information needed. It is hoped that this guidance will provide greater certainty for applicants and agents, and, in turn, help the Council to make quicker decisions. By providing an appropriate level of information from the outset, applicants can ensure that their proposals are not rejected simply because of a lack of supporting evidence and justification.

2. Validation requirements

To support the introduction of the National Standard Application Form (1APP), the Government has introduced new information requirements for the validation of planning applications. Validation is the process undertaken by the Council to check that new planning applications are complete and include all relevant supporting information.

Under the new arrangements, the information required to be submitted with planning applications is set out in two documents:

- A 'National List' of information that must be submitted (where relevant) with all applications, and
- A 'Local List' of additional information that may be required depending on the circumstances of the application.

The National List comprises the statutory requirements for planning applications, as prescribed in the Planning Act and other relevant legislation. Guidance on the National List is set out in Section 4 of this document.

The Local List includes additional supporting information that may be required depending on the nature of the application. Local Planning Authorities are responsible for preparing their own Local Lists, drawing from published national guidance and having regard to local circumstances. Breckland's Local List is set out in Section 6 of this document as a series of validation checklists. Guidance notes on local list requirements are provided in Section 5.

Where applications are made electronically, users will automatically be referred to the relevant national and local lists. For applications made in traditional paper form, applicants should refer to the appropriate checklist and guidance notes. Applicants are encouraged to seek pre-application guidance from the Council on validation requirements for particular proposals if they are uncertain about likely requirements.

3. Validation process

Following receipt of an application, the Council will decide whether the application is valid having regard to both the national and local lists. Our aim is to validate most applications within 3 working days of receipt. Some major applications will take longer, but most will be validated in no more than 5-10 working days, depending on their scale and complexity. Written confirmation will be sent to applicants/agents confirming validation and the start date for the statutory determination period.

If an application does not accord with the requirements of the national and local lists, the Council may decide that the application is invalid and decline to determine it. When an application is considered to be invalid, applicant/agents will be informed, as soon as possible, what additional information is needed and why. If agreement cannot be reached on the information required, applicants may challenge the Council's decision not to validate an application by appealing against non-determination of the application, once the statutory determination period (either 8 or 13 weeks) has expired.

The national and local lists are intended to cover the most common types of supporting information and documentation usually required with planning applications. However, given the wide and varied circumstances of applications, it is inevitable that additional information not specified on either list will sometimes be required. When this situation arises, applicants will be advised as early as possible in the consideration of the application. Pre-application discussions with the Council are encouraged to help identify requirements for information at validation.

4. National List Guidance Notes

The following guidance notes should be read in conjunction with the Validation Checklists set out in Section 6 of this document, which list the national requirements for supporting documentation for applications for planning permission and other similar consents.

Completed standard application form

For electronic applications, the appropriate 1APP form must be completed and submitted online. For applications submitted in paper form, one copy of the appropriate 1APP form must be completed and deposited with the Council by hand or through the post.

The correct application fee

Most applications for planning permission require a fee which must be paid when an application is submitted. However, some applications, such as listed building consent applications, are exempt from the need to provide a fee. A fee calculator is available on the Planning Portal. A leaflet detailing current fees is also available from the Council. Advice on particular applications can be provided on request.

Ownership Certificate

The Council cannot 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. 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.

The following certificates must be completed depending on the circumstances:

- Certificate A – if the applicant owns the application site
- Certificate B – if part of the site is owned by someone other than the applicant
- Certificate C - if part of the site is owned by persons unknown
- Certificate D - if all of the site is owned by persons unknown

Agricultural Holdings Certificate

Applicants must certify whether the site is an agricultural holding (with tenants). If the site includes an agricultural holding, notice must be served on all tenants. 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.

Design and Access Statements

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

- A change of use of land or buildings, (unless it also involves external building works);
- Engineering or mining operations;
- Householder developments (unless within a conservation area or site of special scientific interest)

Design & Access Statements are always required with applications for listed building consent.

Further guidance on design and access statements can be found in 'Design and Access Statements' published by CABE (www.cabe.org.uk) and DCLG Circular 01/2006 'Guidance on Changes to the Development Control System' (www.communities.gov.uk).

Plans and drawings

Four copies of the following plans and drawings should be submitted with applications, unless they are made electronically when one copy is needed. For applications where the forms are submitted electronically, but plans are submitted in paper form, four copies of all plans and drawings should be submitted. For major applications and for listed building applications, it is helpful if more copies of plans are provided in order to speed up the process of consultation.

Location plan

All applications must include copies of a location plan based on an up-to-date map. This plan should be at a scale of 1:1250 or 1:2500 (in exceptional circumstances other scales may be required). Plans should show surrounding buildings and, wherever possible, at least two named roads. Any existing 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 Layout Plan

Applications should include a site layout plan at a scale of between 1:100 and 1:500. Site layout plans should show the following:

- the direction of North
- the proposed layout of the development in relation to the site boundaries and other existing buildings on the site
- any proposed accesses, roads, paths and parking areas
- any existing/proposed site boundary treatments
- the position of all trees on the site (and those on adjacent land) that could influence or be affected by the development).
- the position of all buildings on land immediately adjoining the site.

Existing and proposed floor plans

Where appropriate, applications should include drawings of existing and proposed floor plans 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.

Existing and proposed elevations

Where appropriate, applications should include drawings of existing and proposed elevations at a scale of 1:50 or 1:100. These drawings should show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown (including internal 'courtyard' elevations), 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. Elevational drawings will not be required for applications for the change of use of land or buildings, provided that no external alterations to buildings are proposed.

Site levels

In all cases where a proposal involves a change in ground levels, drawings should be submitted to show both existing and finished levels. On sloping sites, details should be provided of any alterations to levels, the level of buildings in relation surrounding ground levels and the level of new buildings relative to existing buildings. Information on levels may be presented in the form of spot ground levels, finished floor levels and cross/long sections.

Roof plans

Where new roof structures are proposed or where alterations are proposed to existing roofs, applications should include drawings to show the shape of proposed roof structures at a scale of 1:100 or 1:200. Details such as the roofing material and their location are typically specified on the roof plan.

Outline planning applications

DCLG Circular 01/2006 sets out the scope of information to be submitted with outline applications. Even where matters of layout, scale and access are reserved for later approval, applications must still provide some information on these matters. As a minimum, outline applications must include information on:

- Use - *the use or uses proposed for the development and any distinct development zones with the site*
- Amount of development - *the amount of development proposed for all uses*)
- *Indicative site layout (showing approximate positions of buildings and/or development zones*
- Scale parameters - *an indication of the upper and lower scale limits for the size of proposed buildings*
- Indicative access points - *showing the location of vehicular/pedestrian accesses*

In addition to the information above, applications for outline planning permission should also include a Design and Access Statement.

Once an application has been registered as valid, the Council may still decide that the application ought not to be considered separately from some or all of the reserved matters. In such cases, a formal notice will issued to the applicant within one month of the date of registration.

5. Local List Guidance Notes

The following guidance notes should be read in conjunction with the Validation Checklists set out in Section 6 of this document, which set out the Council's local information requirements for planning applications.

Planning Policy information

Planning Policy Statement

Planning applications for large development proposals, and for smaller schemes which give rise to a range of planning policy considerations, should be supported by a Planning Policy Statement. Planning Policy Statements should identify the policy context for the proposed development and include an assessment of how the proposal accords with relevant national, regional and local planning policies. In the case of simpler applications, details of the policy implications of a proposal may be included within the required Design & Access Statement.

Consultation Statement

Depending on the type and scale of the development proposed, applications may need to be supported by a Consultation Statement explaining how the views of the local community and interested parties have been taken into account in the formulation of development proposals. This requirement will apply generally to large development proposals. Further advice on pre-application consultation is set out in the Council's adopted Statement of Community Involvement. Where appropriate, applicants will be advised of the likely requirements for consultation during any pre-application discussions with the Council.

Planning Obligations

Where a Section 106 agreement will be required in connection with a proposed development, applications should be accompanied by a Planning Obligations Statement or Draft Heads of Terms, setting out clearly what obligations are proposed in connection with a development. Planning obligations are typically required to secure the provision of affordable housing, public open space and contributions towards local education, library and transport services. Further information on planning obligations is set out at in the Council's 'Guidance on Planning Obligations'. National guidance is provided in Circular 05/2005 'Planning Obligations'. Applicants will be advised of any likely section 106 requirements during pre-application discussions with the Council.

Town centre uses

Certain commercial developments are defined as main town centre uses in national planning policy (Planning Policy Statement 6 'Planning for Town Centres'). These uses include retail developments, leisure/indoor sports schemes, offices, hotels, conference facilities and the like. In order to comply with the requirements of PPS 6, applications for town centre uses in edge-of-centre and out-of-centre locations, should include information and evidence relating to the need for the development, its impact on existing centres, the availability of sequentially preferable sites and accessibility. The type of level of information required will depend on the scale and nature of the proposed development. Detailed impact studies will be required only in connection with schemes proposing in excess of 2,500 square metres gross floorspace. The Council is happy to provide further guidance on this matter during pre-application discussions. Further details of relevant policy advice can be found in PPS 6.

Environmental information

Environmental Impact Assessment

The Town and Country Planning (Environmental Impact Assessment) Regulations (1999) set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Further guidance on EIA procedures is set out in DCLG Circular 02/99. Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the Regulations must be provided. The submission of a comprehensive Environmental Statement may obviate the need to provide other specific reports, such as a Noise Assessment or Ecological Report. Where EIA is not required, environmental information may still be required to enable proposals to be fully assessed, depending on the nature of the development and the sensitivity of the area. Before submitting a planning application, a developer may request a formal 'screening opinion' from the Council to determine whether a proposal is EIA development.

Wildlife/biodiversity

Where development proposed is likely to affect wildlife or biodiversity interests additional supporting information will be required. This information may include Protected Species Surveys, Ecological Assessments, plans/drawings showing wildlife features and proposals for the mitigation of the impact of the development. This information may form part of an Environmental Impact Assessment where one is required (see above).

Protected Species Surveys will generally be required where the following is proposed:

- The conversion of traditional farm buildings
- The redevelopment of derelict brownfield sites of more than 0.5 hectare
- Development on land which includes or is adjacent to ponds, rivers, streams or former mineral workings
- Any development where it is known or suspected that protected species are present on the site or adjacent land.

This information will be required unless it is clear that protected species are not present or will not be affected by the proposed development. Evidence of this will be required in the form of a letter or short report from a suitably qualified person.

Ecological Assessments will generally be required where the proposed development would affect:

- A designated site (such as a Special Protection Area, Special Area of Conservation, Ramsar Site, Site of Special Scientific Interest or County Wildlife Site)
- A priority habitat (including ancient woodland/hedgerows, floodplain grazing marsh land, fens, marshes, wet woodlands, reedbeds, etc)
- Other biodiversity features (secondary woodland, mature/veteran trees, underground structures, large derelict brownfield sites, urban green spaces such as parks)
- Other geological conservation features (mineral workings, rivers, streams, underground mines/tunnels)

This information will be required unless it is clear that designated sites or biodiversity or geological features will not be affected by the proposed development. Evidence of this will be required in the form of a letter or short report from a suitably qualified person.

Planning Policy Statement 9 'Biodiversity and Geological Conservation' sets out national planning policy on the protection of biodiversity and geological conservation interests. Further information can be found in 'Planning for Biodiversity and Geological Conservation: A Guide to Good Practice' and Circular 06/2005 'Biodiversity and Geological Conservation – Statutory Obligations and their impact within the Planning Systems'. Local policy is set out in 'Biodiversity: Supplementary Guidance for Norfolk'.

Tree Surveys/Arboricultural Assessment

Where there are trees within or next to the application site that could be affected by the proposed development, detailed information on these trees will be required, together with an assessment of the likely impact of the development on them. This information is needed to ensure both that important trees are not damaged during construction works, and that long term conflicts between developments and retained trees are avoided. Further guidance on when a tree survey will be required is set out in the Council's 'Tree Pack: Advice for planning applicants, developers and building contractors'.

Arboricultural impact assessments should be prepared by a suitably qualified person, and should take account of the detailed guidance set out in BS.5837 'Trees in relation to Construction'. Submitted site layout plans should show clearly and accurately where trees are to be retained or removed. Where construction work is proposed within the root protection areas of trees, details of the foundation design and any underground services may be required. Where it is proposed to alter ground levels within the root protection areas of trees, full details of the proposed works will be required.

Landscaping details

Some applications should be accompanied by details of proposed landscaping schemes. Landscaping schemes will generally be required where:

- Large scale development is proposed
- Development is proposed in prominent locations in the open countryside
- Development is proposed that will form a new edge to a settlement

Required landscaping details may include: detailed planting proposals, plans showing indicatively the areas available for landscaping, or a more general landscape strategy which sets a framework for the development of future detailed proposals. The scope and degree of information needed will depend on the particular circumstances of individual proposals.

Contaminated Land Assessment

Applications for the development of land that is known or suspected to be contaminated should be accompanied by sufficient information to enable the Council to decide whether the development can proceed safely. The level of information needed will depend on the circumstances of the site and the nature of the proposed use. Applicants are encouraged to discuss with the Council's Contaminated Land Officers the extent of information likely to be required, prior to the submission of applications. Where contamination is known or suspected, supporting information should, as a minimum, comprise a desk study and site walkover report. Depending on the findings of this study, further more detailed site investigations may be required. Planning Policy Statement 23 'Planning and Pollution Control' provides further guidance on dealing with contaminated land through the planning process.

Flood Risk Assessment

Applications for certain types of development must be accompanied by a Flood Risk Assessment (FRA). Flood Risk Assessments will be required for:

- All developments on sites of more than 1 hectare
- All developments within Flood Zone 2 (Medium Probability of Flooding) and Flood Zone 3 (High Probability of Flooding/Functional Flood Plain).

FRAs should identify and assess the risks of flooding to and from the development, and demonstrate how these flood risks will be managed. Planning Policy Statement 25: 'Development and Flood Risk' provides guidance on preparing FRAs.

Noise Assessment

Certain types of development proposal should be accompanied by a Noise Assessment Report. Noise Assessments will be required typically where:

- a proposed development has potential to cause significant problems of disturbance to surrounding properties - for instance, where a noisy commercial use is proposed close to housing, and
- a proposed development is itself likely to be affected significantly by local noise sources - for example, where new housing is proposed close to a busy major road or noisy commercial activities.

Noise Assessments should evaluate the likely impact of noise from or on the development, and, where appropriate, outline proposed mitigation measures. Assessments should be prepared by suitably qualified persons, and take into account the advice set out in PPG 24 'Planning & Noise' and other relevant guidance.

Air Quality Assessment

Certain types of development proposal should be accompanied by an Air Quality Assessment. Air Quality Assessments will be required where development is:

- likely to have a significant impact on local air quality
- proposed inside or close to an Air Quality Management Area (AQMA); and
- likely to result in the designation of a new AQMA.

Assessments should be prepared taking into account the guidance set out in PPS 23 'Planning & Pollution Control'.

Lighting Assessment

Applications for development that involves new floodlighting should include a Lighting Assessment Report. This Report should include details of the type and design of the lights proposed, the hours when they will operate, and proposed illumination levels. The Assessment should also explain how the proposed lighting scheme has been designed to minimise light pollution. 'Lighting in the countryside: Towards good practice' provides useful guidance on measures to lessen the impact of external lighting, which is application both to urban and rural situations.

Photographs/photomontages

Photographs and photomontages can provide useful background information in support of development proposals. Photographs can be used to show:

- Existing features that will be retained as part of a development proposal
- How new development will integrate with its surroundings
- The visual impact of development on the surrounding area.

Street scene drawings

In addition to the elevation drawings required under the national list, street scene elevations may be required where a development's visual relationship with adjacent buildings requires particular scrutiny. Street elevations should show accurately proposed and existing buildings, taking into account any changes in ground levels, and should show at least the nearest properties on either side of the site.

Historic environment information

Listed buildings

In addition to a Design & Access Statement, applications to alter listed buildings will need to be supported by detailed plans and specifications. The scope and degree of information required will depend on the particular circumstances of the individual proposals. However, other than for the most minor proposals, the following further supporting information will be needed:

- A full schedule of works.
- A method statement outlining repair or conversion techniques proposed
- Door and window joinery details, including sections at a scale of 1:5 or 1:10.
- A structural survey (where significant works of conversion, rebuilding or demolition are proposed)
- Photographs of important features.

Applicants are encouraged to discuss with the Council's Historic Buildings Officer the extent of information likely to be required, prior to the submission of applications. Planning Policy Guidance 15 'Planning & the Historic Environment' provides further guidance on historic building conservation matters.

Archaeology

Where a site proposed for development is known or suspected to include archaeological remains of some significance, applications should include some form of archaeological assessment. This assessment may involve a desk based study of existing information and records or a simple field evaluation involving a ground survey and small scale trial trenching. Assessments of this sort are intended to define the character of archaeological remains and identify options for preserving them. Planning Policy Guidance 16 'Archaeology and Planning' provides further guidance on this matter. Applicants are encouraged to discuss with Norfolk Landscape Archaeology the extent of information likely to be required, prior to the submission of applications.

Transport information

Transport Assessments

Where a proposed development is likely to have significant transport implications, planning applications should be accompanied by a Transport Assessment (TA). Transport Assessments will be required generally for larger developments, such as housing schemes of more than 50 dwellings, and other developments with more than 100 car parking spaces. For more detailed guidance on when a TA will be needed applicants should refer to 'Guidance on Transport Assessment', published by the Department of Transport, and PPG 13 'Transport'. Further advice on individual proposals can also be obtained from Norfolk County Council as the local highway authority.

The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes, the TA should simply outline the transport aspects of the application, whilst 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 impacts.

Travel Plans

For all proposals that require a Transport Assessment (see above), a Travel Plan (at least in draft form) should also be submitted in support of a planning application. A Travel Plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. The Travel Plan should have a strategy for its implementation that is appropriate for the development proposal under consideration.

Further advice is available in 'Using the planning process to secure travel plans: best practice guidance for local authorities, developers and occupiers' (ODPM and DfT, 2002) and 'Making residential travel plans work' (DfT, 2007). Guidance may also be obtained from Norfolk County Council as the local highway authority

Utilities information

Utilities Statement

Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal.

Utilities Statements should explain how a proposed development will be linked to existing utility infrastructure systems, and demonstrate that:

- the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and
- the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

Utilities Statements should be provided where large scale development is proposed or where known deficiencies in existing infrastructure systems may be exacerbated by proposed development.

Septic tanks

Where a septic tank is proposed, written justification will be required in line with the national planning guidance set out in DETR Circular 03/99 'Planning requirement in respect of the Use of Non-Mains Sewerage incorporating Septic Tanks in New Development'. This guidance requires applicants to demonstrate that other forms of drainage (eg mains connection, private treatment plant) are impracticable and that ground conditions will enable a septic to function properly.

Miscellaneous developments

Telecommunications development

Applications for mast and antenna developments by mobile phone operators should be accompanied by a range of supplementary information, including the area of search, details of any consultations undertaken, details of the proposed structure, and technical justification and information about the proposal. Applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection. Further Guidance on the information that may be required is set out in the 'Code of Practice on Mobile Network Development'.

Agricultural assessments

Applications for farm dwellings should be supported by an agricultural assessment demonstrating that need for the dwelling having regard to the functional and financial tests set out in Annex A to Planning Policy Note 7.

Barn conversions

The following information will be required in connection with proposals for the conversion of barns and other similar rural buildings:

- A structural survey - this information is needed in order to determine whether the building concerned is suitable for conversion without major alteration or rebuilding.
- A Protected Species Survey to determine whether bats, owls or other protected species are present (see above)
- Where residential conversion is proposed, evidence should be provided to demonstrate that a commercial use is not viable.

Restaurants/hot food take-aways

Applications for restaurants/cafes/hot food take-aways/public houses should include details of any ventilation and extraction equipment proposed, including its location, design, odour abatement and noise characteristics. Such information will also be required for significant retail, business, industrial, leisure or other similar developments, where substantial ventilation or extraction equipment is proposed to be installed.

6. Validation checklists

Full planning application checklist

National list

- Completed application form
- Appropriate application fee
- Location plan
- Other plans needed to describe the proposal
 - Site layout plan
 - Existing/proposed elevations
 - Existing/proposed floor plans
 - Section/levels drawings
 - Roof plans
- Ownership certificate
- Agricultural holdings certificate
- Design & Access Statement (if required)

Local list

- Planning Policy Statement
- Consultation Statement
- Planning Obligations Statement
- Town centre use justification
- Environmental Impact Assessment
- Wildlife Survey or Assessment
- Tree Survey/Arboricultural Assessment
- Landscaping details
- Photographs/photomontages
- Contaminated Land Assessment
- Flood Risk Assessment
- Noise Assessment
- Air Quality Assessment
- Lighting Assessment
- Archaeological Assessment
- Transport Assessment
- Travel Plan
- Utilities Statement
- Septic Tank Assessment
- Structural Survey
- Telecommunications Network Assessment
- Extraction Equipment Assessment
- Agricultural Assessment

* this application should not be used for householder developments – see guidance notes under Householder Application checklist.

Outline planning application checklist (with all matters reserved)

National list

- Completed application form
- Appropriate application fee
- Location plan
- Other plans needed to describe the proposed use, amount of development and scale parameters, and to show indicatively
 - The layout of the development
 - Access positions
- Ownership certificate
- Agricultural holdings certificate
- Design & Access Statement (if required)

Local list

- Planning Policy Statement
- Consultation Statement
- Planning Obligations Statement
- Town centre use justification
- Environmental Impact Assessment
- Wildlife Survey or Assessment
- Tree Survey/Arboricultural Assessment
- Landscaping details
- Photographs/photomontages
- Contaminated Land Assessment
- Flood Risk Assessment
- Noise Assessment
- Air Quality Assessment
- Lighting Assessment
- Archaeological Assessment
- Transport Assessment
- Travel Plan
- Utilities Statement
- Septic Tank Assessment
- Structural Survey
- Agricultural Assessment

Outline planning application checklist (with some matters reserved)

National list

- Completed application form
- Appropriate application fee
- Location plan
- Other plans needed to describe the proposed use, amount of development and scale parameters, including
 - An indicative development layout (only if layout is reserved)
 - Indicative access points (only if access is reserved)
 - Development layout plans (if layout is included with the application)
 - Access layout plans (if access is included with the application)
 - Elevation drawings (if design is included with the application)
 - Landscaping drawings (if landscaping is included with the application)
- Ownership certificate
- Agricultural holdings certificate
- Design & Access Statement (if required)

Local list

- Planning Policy Statement
- Consultation Statement
- Planning Obligations Statement
- Town centre use justification
- Environmental Impact Assessment
- Wildlife Survey or Assessment
- Tree Survey/Arboricultural Assessment
- Landscaping details
- Photographs/photomontages
- Contaminated Land Assessment
- Flood Risk Assessment
- Noise Assessment
- Air Quality Assessment
- Lighting Assessment
- Archaeological Assessment
- Transport Assessment
- Travel Plan
- Utilities Statement
- Septic Tank Assessment
- Structural Survey
- Agricultural Assessment

Reserved matters application checklist

National list

- Completed application form
- Appropriate application fee
- Location plan
- Other plans needed to describe the reserved matters including:
 - Site layout plan
 - Existing/proposed floor plans
 - Existing/proposed elevations
 - Section/levels
 - Roof plans
 - Landscaping proposals
- Ownership certificate
- Agricultural holdings certificate
- Design & Access Statement (if required)

Local list

- Planning Policy Statement
- Consultation Statement
- Environmental Impact Assessment
- Wildlife Survey or Assessment
- Tree Survey/Arboricultural Assessment
- Landscaping proposals
- Photographs/photomontages
- Lighting Assessment
- Structural Survey
- Extraction equipment assessment

Application to removal or vary planning condition checklist

National list

- Completed application form
- Appropriate application fee
- Ownership certificate
- Agricultural holdings certificate

Local list

- Plans/drawings as necessary to describe the matters to which the relevant condition(s) relate, including:
 - Site layout plan
 - Existing/proposed floor plans
 - Existing/proposed elevations
 - Section/levels
 - Roof plans
- Planning Policy Statement
- Consultation Statement
- Planning Obligations Statement
- Wildlife Survey or Assessment
- Tree Survey/Arboricultural Assessment
- Landscaping proposals
- Photographs/photomontages
- Noise Assessment
- Air Quality Assessment
- Lighting Assessment
- Utilities Statement
- Septic Tank Assessment
- Structural Survey
- Telecommunications network assessment
- Extraction equipment assessment

Application to discharge conditions checklist

Local list

- Completed application form
- Other plans/drawings/specifications/reports, as necessary, to describe the subject of the application

Householder planning application checklist*

National list

- Completed application form
- Appropriate application fee
- Location plan
- Other plans needed to describe the proposal
 - Site layout plan
 - Existing/proposed elevations
 - Existing/proposed floor plans
 - Section/levels drawings
 - Roof plans
- Ownership certificate
- Agricultural holdings certificate
- Design & Access Statement (if required)

Local list

- Planning Policy Statement
- Consultation Statement
- Wildlife Survey or Assessment
- Tree Survey/Arboricultural Assessment
- Photographs/photomontages
- Contaminated Land Assessment
- Flood Risk Assessment
- Noise Assessment
- Archaeological Assessment
- Utilities Statement
- Septic Tank Assessment
- Structural Survey

* when to use the householder application form

The Householder application form should be used for proposals to alter or extend residential dwellings, including works within the garden. Common examples of householder developer include:

- Extensions/alterations to dwellings
- Conservatories
- Loft conversions
- Garages and outbuildings
- Walls and fences
- New accesses
- Satellite dishes
- Swimming pools

You should not use the Householder application forms for any of the following:

- Any works to a flat
- Proposals to sub-divide an existing house into more than one unit
- Development of a new house in the garden
- Use of part of a dwelling for business purposes
- Development outside the garden, such as stables in an adjacent paddock

Full planning permission forms should be used for these sorts of development. If you are unclear about the right form to use, please contact the Council for further advice.

Listed building consent application checklist

National list

- Completed application form
- Appropriate application fee
- Location plan
- Other plans needed to describe the proposal
 - Site layout plan
 - Existing/proposed elevations
 - Existing/proposed floor plans
 - Section/levels drawings
 - Roof plans
- Ownership certificate
- Design & Access Statement

Local list

- Plans, drawings and specifications needed to describe the proposal, including:
 - A full schedule of works
 - A method statement for the proposed works
 - Door and window joinery details
- Archaeological evaluation
- Photographs of important features
- Structural survey
- Lighting Assessment (where external floodlighting is proposed)
- Photographs/photomontages

Conservation area consent application checklist

National list

- Completed application form
- Appropriate application fee
- Location plan
- Other plans needed to describe the proposal
 - Site layout plan
 - Existing/proposed elevations
 - Existing/proposed floor plans
 - Section/levels drawings
 - Roof plans
- Ownership certificate

Local list

- Archaeological evaluation
- Photographs of important features
- Structural survey
- Photographs/photomontages

Advertisement consent application checklist

National list

- Completed application form
- Appropriate application fee
- Location plan
- Other plans needed to describe the proposal, including
 - Drawings at a scale of 1:50 or 1:100 showing the size, materials and colours of the advertisement(s)
 - Existing/proposed elevations showing the advertisement(s) in context
 - Section/levels drawings
 - Details of illumination (if applicable)
- Ownership certificate

Local list

- Lighting assessment
- Photographs/photomontages

Lawful use certificate application checklist (existing use)

National list

- Completed application form
- Appropriate application fee
- Location plan
- Such evidence, as can be provided, to verify the information included in the application
- Ownership certificate

Local list

- Other information needed to support the application including:
 - Sworn affidavits
 - Existing site layout plans
 - Existing floor plans
 - Existing elevations
 - Photographs/photomontages

Lawful use certificate application checklist (proposed use)

National list

- Completed application form
- Appropriate application fee
- Location plan
- Such evidence, as can be provided, to verify the information included in the application
- Such information as is considered to be relevant to the application
- Ownership certificate

Local list

- Other information needed to support the application including:
 - Existing site layout plans
 - Existing floor plans
 - Existing elevations

Prior notification for agricultural development checklist

National list

- Completed application forms
- Appropriate application fee
- Location plan

Local list

- Proposed elevations of new buildings
- Proposed floor plans of new buildings
- Details of any new roads, hardstandings or excavations
- Site levels and sections showing proposed elevations and excavations
- Landscaping details
- Photographs/photomontages

Prior notification for demolition of buildings checklist

National list

- Completed application forms
- Appropriate application fee
- Location plan
- A statement confirming that a site notice has been displayed in accordance with Part 31 of Schedule 2 of the General Permitted Development Order

Local list

- Existing elevations of the building(s)
- Existing floor plans of the building(s)
- Site levels
- Wildlife survey
- Photographs/photomontages
- Tree survey/arboricultural assessment

Prior notification for telecommunications development checklist

National list

- Completed application forms
- Appropriate application fee
- Location plan
- Evidence that the applicant has given notice under Part 24 (A.3(1)) of the GPDO
- Where development is proposed within 3 km of an aerodrome, evidence that the development has notified the Civil Aviation Authority, Secretary of State for Defence or the aerodrome operator in accordance with Part 24 (A.3(2)) of the GPDO

Local list

- Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development)
- Any other relevant information
- Community consultation statement
- Photographs/photomontages

Hedgerow removal notice checklist

National list

- Completed application form
- Location plan showing the section of hedgerow to be removed
- Evidence of the date of planting of the hedge

Local list

- Wildlife survey/ecological assessment
- Arboricultural assessment
- Landscaping details
- Photographs/photomontages

Tree works application checklist

For works to trees protected by a Tree Preservation Order

National list

- Completed application form
- Sketch plan showing location of trees
- A full specification of the works proposed
- A statement of reasons for the proposed works
- Evidence in support of the statement of reasons

Local list

- Wildlife survey/ecological assessment
- Arboricultural assessment
- Photographs/photomontages
- Details of any pre-application sought from the Council

For works to trees in conservation areas

National list

- Completed application form
- Sketch plan showing location of trees
- A full specification of the works proposed

Local list

- Wildlife survey/ecological assessment
- Arboricultural assessment
- Photographs/photomontages
- Details of any pre-application sought from the Council