

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 (see guidance note on the criteria for the provision of affordable housing).
- Biodiversity survey and report - where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. See Planning Policy Statement 9: Biodiversity and Geological Conservation.
- Economic statement – regeneration benefits of the proposal for all non-residential major applications only (small scale and large scale) see PS Returns definitions.
- Environmental Statement (see the Town and Country Planning (Environmental Impact Assessment) Regulations (as amended)).
- Town Centre Uses – Evidence to accompany applications (see Chapter 3 PPS6: Planning for Town Centres).
- Flood risk assessment (see PPS25).
- Foul sewage and utilities assessment – large scale major applications only (see PS returns definitions).
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments).
- Land Contamination assessment (see PPS23).
- Landscaping details – hard and soft.
- Lighting assessment.
- Noise impact assessment (see PPG24: Planning and Noise).
- Open Space assessment (see PPG 17: Planning for Open Space, Sport and Recreation and paragraph 2.3 of the Sport England publication, 'Consultation arrangements for local authorities with regard to development that affects playing fields').
- Parking Provision.
- Photographs/Photomontages.
- Planning obligations – Draft Head(s) of Terms.
- Statement of Community Involvement.

- Structural Survey.
- Telecommunication Development – supplementary information.
- Transport assessment (see PPG13: Transport).
- Travel Plan (see PPG13: Transport).
- Tree survey/Arboricultural implications.
- Ventilation/Extraction statement.
- Bat Declaration Form plus a survey if required.
- Streetscene views – plans/drawings.
- Copies of all supporting documents on CD Rom.