Planning Advice Note on the Validation of Planning and Listed Building Applications.

Making a difference where it counts

Draft document by South Somerset District Council

Introduction and Justification

Introduction

This Planning guidance document has been prepared to direct developers, agents and other applicants applying for planning permission to the information required by the Authority to properly validate and determine a planning application. Its aim is to provide guidance and certainty to developers as to the level of information that the Authority expects to accompany an application for planning permission, so to eliminate unnecessary delay that may be caused by insufficient information. The document has been compiled in association with other authorities that form part of the South West Development Control Best Practice Group so as to ensure a consistent approach is taken throughout the region.

South Somerset is looking to adopt this guidance in June 2006. The guidance, once adopted, will be a formal direction to applicants under the Town and Country Planning (Applications) Regulations 1988. Under this direction, the Local Planning Authority will not register an application as valid, and therefore refuse to determine an application, unless the information required by this document is provided. Should an application be treated as invalid under Article 5(4) of the Town and Country Planning (General Development Procedure Order) 1995 (GDPO), the Planning Authority is expected to provide sound reasons for doing so, and this document provides a basis for this reasoning.

The guidance is consistent with the Governments objectives to provide a quicker, more efficient planning system. Currently, planning authorities may register an application invalid if it is felt the application can not be reasonably determined without additional information. However, there is often an inconsistent approach to this, providing uncertainties, delays and failure to meet targets set by government. The guidance offers a benchmark against which applications will be accepted, ensuring that all the necessary information is submitted upfront, so that delays caused by the requirement of additional information can be avoided.

The purpose of this guidance is not to discourage applicants from submitting applications by asking for seemingly endless levels of information, but to outline just what is required so that the application may be properly determined in accordance with relevant legislation and within the accepted time limits. Everybody can become frustrated with the delays occurring within the planning system, and this document is an attempt at reducing these.

Justification for guidance

Current Government guidance on preparing and publishing guidance is based on the framework based on the *JA Pye Ltd and Others v Oxford City Council, Court of Appeal 2002* judgement which is set out in Planning Policy Statement 12: Local Development Frameworks. Consequently, this guidance has been produced in accordance with this advice and is consistent with the adopted Local Plan policies SHDC 1 and SHDC 3, and more notably the planning principles laid out in paragraphs 2.13 – 2.15. It has also undergone a process of Sustainability Appraisal to ensure that the principles of sustainable development are an inherent part of the document, and as such, is at the heart of all development proposals and decision making in respect to all new development.

Pre-application discussions

South Somerset District Council encourage pre-application discussions for all types of application to guide applicants through the process and to ensure that applicants are aware of the required information. This is particularly useful for larger and more complex schemes and can help applicants by identifying the information and details that should be submitted as part of an application. Pre-application discussions can help minimise delays later in the processing of any application such as identifying whether other consents may be required and identify whether any additional information will be required.

Validation Process

Validation of applications for planning permission should essentially be an administrative process to check that the right documents and fee (where applicable) have been submitted. However, clear inaccuracies (for example where plans are not to scale or an incorrect fee provided) may result in an application being made invalid.

As described above, the list for validating applications I set out by national statutory requirements and then South Somerset District Councils own information requirements are drawn from a nationally defined list.

If an applicant does not submit and application in accordance with the statutory requirements and locally adopted requirements then South Somerset District Council will be entitled to declare the application invalid, and so decline to validate it.

South Somerset District Council will set out its reasons for declaring an application invalid in writing to the applicant and specify the information required in order to make the application valid, applicants then have 21 days to provide any additional information. Where an application is not accompanied by information required by South Somerset District Council applicants should provide written justification with the application as to why it is not appropriate in the particular circumstances. In such cases South Somerset District Council will not declare applications invalid unless they are satisfied that they can give reasons and provide them to the applicant.

In most cases the information requirements will be clearly set out. However there may be circumstances where applicants do not agree with the requirement for information or plans set out by South Somerset District Council and wish to challenge the decision not to validate an application. In such cases, applicants have the right to appeal for non-validation under section 78 of the Town and Country Planning Act 1990. The relevant ground for the appeal would be non-determination within the 8 or 13 week determination period (depending upon whether the application is minor or major). Similarly the right to complain to the Local Government Ombudsman also remains.

Processing of Planning Applications

South Somerset District Council are required to complete quarterly returns to Communities and Local Government (these figures are more commonly knows as PS1 and PS2 returns). These returns help the Government to asses whether South Somerset District Council has achieved targets they have been set by Government. For example, for the period of April 2007 to March 2008, Best Value Performance Indicator 109 stipulates that local planning authorities should determine 60% of major applications within 13 weeks, 65% of minor applications within 8 weeks and 80% of “other” applications within 8 weeks.

In order to ensure that this information is completed on a consistent basis the following should be noted:

Applications should be marked with date of receipt.

The time period from application to decision begins the day after a valid application and the correct fee (where a fee is required) have been received.

The day a valid application is received counts as day zero and is the date referred to above.

If an apparently valid application is later found to be invalid following registration, the original start date for processing the application should be disregarded. The time from application to decision should start again on the date the application is made valid. This is the only circumstance in which the start date should be amended. This only applies if the original application is invalid and does not apply if the authority requires additional information to determine the application.

When determining applications the processing period (8 weeks or 13 weeks) must not be stopped.

Time spent in abeyance (for example pending the signing of a section 106 agreement) should be included in the total time taken and the processing period must not be suspended awaiting amended plans nor started upon receipt of amended plans.

The processing period ends on the date a decision notice is despatched. The clock must not be stopped once a decision has been made or once a decision has been entered onto the Planning Register.

To help meet Government targets South Somerset will aim to determine whether minor/other applications are valid within 3 working days from the date of receipt and for “small scale major” applications within 5 working days and large scale majors should be validated within 10 working days. A letter should be sent to the applicant confirming the validity of the application and confirming the start date of the statutory period for determination and the date from when an appeal can be made. Where South Somerset District Council consider an application to be

invalid, the notification letter sill include a statement of the steps and outstanding information required from the applicant to achieve validation – this will be based on national and locally adopted lists.

Compulsory Requirements

1 The completed application form
Planning applications: 5 sets of forms, plans and supporting documentation (different amount for majors? Some LPA's want 10)
Listed Building Applications: 3 sets of forms, plans and supporting documentation, except where the application relates to a grade I or II* building, in which case four sets.
Adverts: 5 sets of forms, plans and supporting documentation
Trees: 1 copy of form, plan and supporting documentation
Certificate of lawful use or development: 1 copy of form, plans and supporting documentation

2 Planning application fees: (where a fee is necessary)
For Planning fee advice contact Planning Admin on 01935 462462 or by emailing planningadmin@southsomerset.gov.uk

3 Ownership certificates (including Agricultural Holdings Certificate)
Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with section 5 of the GDPO, the LPA must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications except for approval of reserved matters, discharge or variation of conditions, tree preservation orders and express consent to display an advertisement must include the appropriate certificate of ownership. An ownership certificate must be completed stating the ownership of the property. Certificates A, B, C and D are listed. 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 agricultural certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

5 Part 1 Notice
A notice to owners of the application site must be used if Certificate B has been completed and may be required if Certificate C has been completed. A copy should be served on each of the individuals identified in the relevant certificate. 3 Cert A: When applicant is the sole owner; Cert B: When the applicant knows owner; Certs. C and D: When not all or any of the owners of the site are known.

6 Location plan
All applications must include copies of a location plan based on an up-to-date map at a scale of 1:1250 or 1:2500 and should include a North point. In exceptional circumstances plans of other scales may also be required. Plans should where ever possible show at least two named roads and surrounding

buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site must 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 must be drawn around any other land owned by the applicant, close to or adjoining the application site.

7 Site layout plan/block plan
Copies of the site layout plan/Block Plan should be submitted. This should be drawn at a scale of at 1:500 or 1:200 and should accurately show:
a) The direction of North;
b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries
c) All the buildings, roads and footpaths on land adjoining the site including access arrangements;
d) The species, position and spread of all trees within the site; and
e) The extent and type of any hard surfacing, structural landscape provision; and boundary treatment including walls or fencing where this proposed.
For larger scale developments site survey plans should also be submitted.

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

9 Elevations
These should be drawn to a scale of 1:50 (listed buildings) or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. Where an existing building is being is being altered or extended, both existing and proposed plans should be provided.

Note: All elevations must be provided for proposed boundary fences, gates and walls.

10 Section drawing
Plans drawn at a scale of 1:50 or 1:100 showing a cross section(s) through the proposed building(s) should be submitted. In all cases where a proposal involves

a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels. On sloping sites, full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed buildings. The drawings may take the form of contours, spot levels or cross or long sections as appropriate. All levels must relate to some specified datum that will not change during building works.

11 Environmental statement.
The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No.293) require a developer to prepare an Environmental Statement (required for Schedule 1 projects and for some Schedule 2 projects) to enable the LPA to give proper consideration to the likely environmental effects of a proposed development. The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures.

12. Flooding
As a result of the introduction of Planning Policy Statement 25: Development and Flood Risk (PPS25) the Government has introduced a Flood Risk Assessment (FRA) regime which from the 1st May 2007 requires Local Planning Authorities (LPA's) to consult the Environment Agency (EA) on specific types of applications for development within Flood Risk Zones 2 and 3
Most applications within Flood Zones 2 and 3 should be accompanied by an FRA regardless of whether or not the EA require to be consulted. It should be noted that the EA will automatically object to planning applications on which they have been consulted if there is no FRA.

Find out if your property is in a Flood Zone by going to the Environment Agency's website: www. www.environment-agency.gov.uk/subjects/flood

Design and Access Statement

New legislation introduced by the Government on 10.08.06 requires a Design & Access Statement to be submitted with all planning applications (other than the specified types of application as indicated below).

Statements will be required in support of all applications, other than engineering or mining operations, development within the curtilage of a dwellinghouse (unless in a Conservation Area or other Designated Area) and changes of use.

Article 4C of the General Development Procedure Order (as amended) sets out the the detailed requirements of such a statement. Broadly, the purpose of a Design and Access Statement is to explain how the applicant has considered the proposal and understands what is appropriate and feasible for the site in its local context. It must explain the principles that will be used to guide future details of the scheme. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. Statements must be proportionate to the complexity of the application, but need not be long.

The design and access principles that must be considered are:

The amount of development proposed (number of units if residential, otherwise the amount of floorspace for each proposed use).
The layout – the way in which buildings, routes and open spaces (both public and private) are provided.
The scale – the height, width and length of a building in relation to its surroundings.
Landscaping – the treatment of private and public spaces through hard and soft landscaping measures and how it will be maintained.
The appearance of the development – the external built form of the development, its architecture, materials etc.
Access - relates only to “access to the development” and not to internal aspects of individual buildings. Statements must explain how access arrangements will ensure that all users will have equal and convenient access to buildings, spaces and public transport.

With outline applications, as a minimum the Design and Access Statement should always contain the following information:

1. Use - the use or uses proposed for the development and any distinct development zones within the sites identified.

2. Amount of development - the amount of development proposed for each use (i.e. number of dwellings etc.)

3. Indicative layout - an indicative layout with separate development zones proposed within the site boundary where appropriate.

4. Scale parameters - an indication of the upper and lower limits for height, width and length of each building within the site boundary. These could be annotated on the indicative layout or else in writing.

5. Indicative access points - an area or areas in which the access point or points to the site will be situated. This should be shown on the indicative layout plan.

The Commission for Architecture and the Built Environment (CABE) has published
a helpful document titled “Design and Access Statements – How to write, read and use
them”. This can be found on their web site www.cabe.org.uk.

• Access statement
Applicants will be required to make provision for access, parking and sanitary conveniences for people with disabilities in applications concerning buildings accessible to the public. This includes offices, shops, factories, schools and other public access areas. Attention is drawn to the legislation to provide access for the disabled and the relevant part of the building regulations.

• Affordable housing statement
Where the application breaks the affordable housing thresholds contained in the Local Plan policies, a statement will be required concerning both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. Further advice is available in Circular 6/98: Planning and Affordable Housing.

• Agricultural appraisal
Proposals for agricultural or forestry workers dwellings in the countryside must be accompanied by an independent assessment of the need prepared by a suitably qualified professional. Further advice can be found in PPS7: Sustainable Development in Rural Areas, Annex A.

• Air quality impact assessment
Generally an air quality impact assessment will be required where:
• Development is likely to cause an increase in vehicle trip generation in the local area and traffic volumes by 5% or more on individual roads with more than 10,000 vehicles per day,
• Development may result in increased congestion and lower vehicle speeds in areas of public exposure, and
• Development is for industrial activities, or the extension of such activities with potentially significant air emissions.

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

mitigation measures as necessary. Further advice is available in PPS 23: Planning and Pollution Control.

• Bat survey
Proposals that affect potential bat roosting sites are required to be accompanied by a bat survey, and mitigation measures. Relevant proposals include those that relate the
Change of use or demolition of traditional barns, outbuildings, stables, stores, dairies etc which have not been previously converted;
Demolition of dwelling houses;
Conversion of lofts in building predating 1946
Any alteration to underground cellars, bunkers, culverts, tunnels etc
Further advice on Bat Surveys is available on the Councils website (www.southsomerset.gov.uk) or from the Council's Ecologist within the Conservation Section

• Design statement
Applicable for all applications where design is an issue (in accordance with advice in PPS 1), including materials to be used.

The purpose of a Design Statement is to demonstrate how a proposal has been designed and how it represents good design in response to the requirements of current Planning Policy Statements. PPS1 aspires to have all development contribute to making places better for people, appropriate in its context, making the most of opportunities for improving the character and quality of the area and the way it functions. The format and level of detail required will depend upon the scale and likely impact of the proposed development but the process in essence is as applicable to proposals for a single house as to a major retail development.

A design statement should
Explain the design principles and design concept on which the proposal is based.
Outline how these are reflected in the layout, density, scale, visual appearance and landscape of the proposals
Explain how the design relates to the site and the wider area (through a full site and area appraisal where appropriate), how it would integrate into the existing urban form and to the local natural and built environment
Explain how the development will meet the LA's urban design objectives (and other pl policies)
Include illustrated by photos of site and surroundings, plans and elevations other illustrations perspectives to amplify
Include a summary where this will assist public consultation subject to scale of proposals

Full guidance on design statements is contained in publications from CABE By Design

• Energy statement
The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards. Further advice is available in PPS22: Renewable Energy.

• Farm diversification plan
A Farm Diversification Plan should be submitted to demonstrate how the alternative uses would supplement farm income and thus help sustain an agricultural enterprise. Further guidance is available in PPS7: Sustainable Development in Rural Areas.

• Flood risk assessment/drainage strategy
Planning Policy Statement 25: 'Development and Flood Risk' provides comprehensive guidance for both LPA's and applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere Depending on the location, scale and nature of a development a flood risk assessment may well be required. All Major Applications submitted to South Somerset District Council will require a flood risk assessment This should consider the risk of flooding to the development proposed over its expected lifetime and its effect on flood risk elsewhere. Assessments may require detailed hydrological investigations to determine the risks at particular sites and to inform the process of detailed design and the selection of mitigation measures. Assessment will also be required of the run off from the site before and after development. A flood risk/run-off assessment, carried out by a suitably competent person, is an essential element to the assessment for acceptability in planning terms. For major developments sustainable drainage systems should form part of the application, for further guidance see Leaflet *'Sustainable Drainage Systems'*. Developers are advised to contact the Environment Agency at an early stage in order to identify any issues in respect of flooding

• Heritage Statements
Heritage Statements are required for all applications for listed building consent.

Planning Policy Guidance Note 15, paragraph 3.4, states that applicants for listed building consent must be able to justify their proposals and '*will need to show why works which would affect the character of a listed building are desirable or necessary. They should provide the Local Planning Authority with full information to enable them to assess the likely impact of their proposals on the special architectural or historic interest of the building or its setting'*. Such a statement to justify proposals is known as a Heritage Statement.

What is a Heritage Statement?

A heritage statement is a written (and illustrated as necessary) statement which examines the impact proposals may have on the special character of the listed building or structure, its features, fixtures and fittings, its setting and the setting of

adjacent listed buildings. It is not an explanation as to why you wish to carry out the proposals although it may explain why the works are desirable.

Conservation is the practice of managing change in ways that will best sustain the values of a building as a cultural entity. To do this effectively requires an understanding of the building, its history, evolution and special features. It is a requirement of the LBC process that proposals for change must be supported by an understanding of the building and the effect changes to it will have. The nature of the proposals and the sensitivity of the building will dictate the level of detail that will be required for a heritage statement.

As a guide a Heritage Statement will need to answer the following questions
What are your proposals?
Why do you want to do this?
What is the historic interest and significance for the building of the elements that would be affected by the proposals?
What is the age, condition and quality of the elements that would be affected by the proposals?
In your proposals what will be demolished or removed?
Why is this appropriate for the building?
What measures will be included to mitigate the effect of these works?
What new additions are you proposing and why is the design and quality of these appropriate to the building?
What benefits for the building will result?
Are the materials and methods to be employed in the works in accordance with good conservation practice?

At its most complex the production of the heritage statement will need to include historical research, architectural and landscape history, measured surveys, structural analysis, archaeological analysis of the fabric to reveal the evolution of the building and an evaluation of the relative significance of its various elements. At a lesser level historical analysis of the building sufficient to understand its evolution, its construction and the age and origin of its different elements will be required together with an evaluation of the historic interest of the elements to be altered or removed.

• Historical and Archaeological Assessment.
Supporting information will include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic battle fields. If an application affects such a site an applicant will need to commission an assessment of existing information and submit the results as part of the application in accordance with advice in Planning Policy Guidance Note 15, paragraphs 3.16 to 3.19. In cases where the development could have an adverse effect on ancient monuments and/or sites of archaeological importance applicants will be required to undertake and submit an archaeological assessment in accordance with Planning Policy Guidance Note 16, paragraphs 18 to 25. In Areas of High Archaeological Potential and elsewhere where there is reason to believe archaeological remains exist this may

require limited excavation. Further advice is available from the Heritage Section of the Somerset County Council.

Land contamination survey
Brownfield sites, and some Greenfield sites, have the potential to be contaminated and therefore may pose a risk to current or future site occupiers, buildings on the site and to the environment. A contaminated land assessment may therefore be required. The level of information required as part of a land contamination assessment will vary depending on the known and/or suspected levels of contamination, for example: Where contamination is suspected a desktop study will be required, involving an examination of available information, a walkover survey and assessment of the risks to human health and the environment. The need for further investigation may then be determined.

Where contamination is known to exist, in addition to a desktop study, a site investigation survey will be required incorporating a site-specific human health and environmental risk assessment with a written remediation scheme to manage identified risks. The developer shall submit a completion report validating the remediation carried out.

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

Comprehensive information and guidance on how to undertake a contaminated land assessment and the information that must be submitted is available in Annexe 2 (Development on Land Affected by Contamination) of PPS 23: Planning and Pollution Control.

• Landscape assessment
A landscape assessment should be submitted with the application, which provides a description of the landscape context; an analysis of the site within its landscape context; and the predicted impact of the application proposal upon local landscape character, and the extent of its visibility. The applicant will be required to assess the significance of these impacts, and put forward landscape mitigation proposals to counter impacts identified. The assessment should include both written and photographic material, and be undertaken as per the guidelines for landscape and visual impact assessment *(LI and IEA, 1995)* and landscape character assessment *(Countryside Agency 2002).*

• Landscape management plan
On major development sites, a management plan shall be submitted, to provide management prescriptions for all landscape elements and open spaces identified on the landscape master plan, including works to existing vegetation and landscape features, to ensure that the long term care and development of the site is consistent with the master plan vision. The plan is to include standard specifications that will apply to all the work, and benchmark standards that will determine suitability for adoption. The plan will be expected to cover initial

maintenance to adoption, thereafter with ongoing prescriptions for management over 25 years.

• Landscape masterplan
On major development sites, a landscape masterplan shall be submitted, which will set a framework for development, and indicate all existing landscape features that are to be retained; structural landscape provision; proposed landscape features; urban spaces; and formal and informal open space. ‘Open space’ here includes space falling within the definitions of that term in the Town and Country Planning Act 1990 or PPG17.

• Landscape design (soft finishes)
Applications shall be accompanied by a detailed soft landscape scheme for the development, based upon the approved masterplan for the site. Each plan is to indicate;
new planting, seeding, soft surfacing works;
treatment of existing landscape features, e.g.; trees, hedges, ponds etc. arising from a condition survey, and ;
ground levels
and include a specification for the above works.

• Landscape design (hard finishes)
Applications shall be accompanied by a detailed soft landscape scheme for the development, based upon the approved masterplan for the site. Each plan is to indicate;
ground modeling works and hard landscape features;
fencing and enclosure;
general levels and surface drainage arrangements; and
street furniture
and include a specification for the above works.

• Details of any Lighting Scheme including a light pollution assessment
This should include technical specification designed to ensure nuisance from lighting is minimised/prevented. There is numerous UK and international guidance on lighting in particular by the CIE (International Commission on Illumination) and the Institution of Lighting Engineers. It is the Government’s intention that Planning Policy Statement 23 will include an annexe on artificial light.

• Mineral working and restoration
MPG 2 Applications, Permissions and Conditions sets out detailed requirements for mineral working applications. In many cases, and specifically where development is likely to have significant effects, an Environmental Assessment will be required. In other cases, the complexity of detail required will depend on the circumstances of the particular case, but generally comprehensive information will be required which should be discussed and agreed during pre-application discussions. In particular, sufficient information will be required to

ensure that working will be carried out to modern working, restoration, aftercare and environmental standards.

• Noise impact assessment
By nature of location or use, a development may cause unreasonable harm to existing land uses, health, the natural environment or amenity through excessive noise. Where such potential impacts are identified which would give rise to conflict between land uses, a noise impact assessment prepared by a suitably qualified acoustician will be required. Further guidance is provided in PPG 24: Planning and Noise.

• Photographs and Photomontages
These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

• Planning obligation(s)/Draft Heads of Terms
This should include brief draft heads of terms for a section 106 agreement or unilateral undertaking. Applicants should clarify the LPA's requirements in pre-application discussions and confirm any planning obligations that they agree to provide in brief heads of terms. Further advice is available in Circular 1/97: Planning Obligations.

• Regeneration statements
In the case of an application that proposes to change the use of the land or building, including both complete and partial changes of use. A supporting statement should be submitted to describe employment impact from the proposed development, including:
• details of existing and proposed job numbers as full-time equivalents;
• the relative existing and proposed employment floor space totals;
• any community benefits;
• the loss of any employment land;
• the condition of the existing use of the site;
• how long the land has been marketed for;
• the costs of retaining it in employment use; and
• reference to any regeneration strategies that might lie behind or be supported by the proposal.

• Retail Impact assessments
When a development could harm other interests of acknowledged importance especially the vitality and viability of the town centre or local shopping centre a retail impact assessment will be required. Government guidance is found in PPS 6: Planning for Town Centres. The assessment should include the need for development, which it is of an appropriate scale, there are no sites close to a centre for the development, there are no unacceptable impacts on existing centres and locations are accessible.

• Refuse disposal details
In many applications information of how refuse is to be disposed of will need to be submitted with the application. Where bin stores are required, details of the location, elevations and materials to be used in the construction of a bin store suitable for the housing of wheeled or euro bins shall be submitted to and approved by the LPA. These shall be submitted as part of the original application.

• Sound insulation requirements
Advice should be sought from the Council's Environmental Protection Unit for individual Council requirements for sound insulation in residential and commercial developments and from Building Control about the need to submit either a 'Full Plans' application under the building regulations or a Building Notice for the erection of most types of buildings, and material alterations to existing buildings. Works will need to be inspected on site during the construction process.

• Structural survey
A structural survey of a property may be required, for example, when considering listed building applications, the demolition of unlisted buildings that make a positive contribution to the conservation area, or for applications for conversion of barns etc. to new uses.

• Sunlight/Daylighting Assessment
Applicable for all applications where there is a potential adverse impact upon the current levels of sunlight/daylighting enjoyed by adjoining properties and building(s) – further guidance is provided in the Building Research Establishment's (BRE) guidelines on daylighting assessments.
• Supporting Planning Statement
Information will include how the proposed development accords with policies in the development plan, Supplementary Planning Documents or development briefs. It should also include details of consultations with LPA and wider community/statutory consultees undertaken prior to submission.

• Sustainability Statement
A sustainability statement should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications.

• Transport assessment
A transport assessment should reflect the scale of development and the extent of the transport implications of the development proposal. The scope of the assessment will require agreement with the Highway Authority prior to submission. For proposals impacting or likely to impact on the trunk road network, the Highways Agency will also be require a comprehensive transport assessment this will be required and need to include the following information:
- Non-technical summary
- Proposed development
- Existing transport conditions
- Proposed modal split
- Assessment years
- Effect of travel plan

- Traffic impact compared to existing site use - Servicing
- Assessment of accident records
- Impact upon pedestrians, cyclists and people with disabilities
- Parking (car, cycles)
- Accessibility impact, for further guidance see RPG 10 – Annex A, *'Accessibility and Parking Standards'*
- Proposed measures to address/reduce traffic impact and improve accessibility by alternatives to the private car

• Travel Plan

A draft travel plan should outline a package of measures tailored to the needs of the individual business premises aimed at promoting more sustainable travel choices and reducing reliance on the car. The Travel Plan strategy should be designed to reduce the impact of traffic especially for the journey to and from work. It may form part of a wider company transport plan that can include a range of issues including commuting, business travel, fleet management and other commercial activities. Further advice is available in PPG13: Transport (2001), *Using the planning process to secure travel Plans: Best practice guide* ODPM and DfT, 2002, and from the County Council's Principal Travel Plan Co-ordinator on 01823 355598 Clamberton@somerset.gov.uk.

• Treatment of foul sewage assessment

This should include a description of the type, quantities and means of disposal of any trade waste or effluent.

• Tree survey/arboricultural statement

Existing landscaping and trees should be taken into account at the outset of development. Where such features are present on a site, a survey will be required which identifies the species, spread, roots, position of trees, height and spread of existing and proposed trees, and, existing and proposed service provision or alterations that may affect trees and other features.

The location of any trees within adjacent properties that may be affected by the application should also be shown.

A statement should be submitted indicating how the presence of the trees has been incorporated into the design, and what measures are to be adopted during construction works to protect those trees shown to be retained on the submitted drawings will also be necessary. Further guidance is also provided in BS5837: 2005 'a guide for trees in relation to construction'.

• Utilities Statement

This should include how an application connects to existing utility infrastructure systems.

• Ventilation/extraction

For example; for hot food take-a-ways, restaurant uses and launderettes etc. This will include a written specification and elevations of the proposed ventilation and extraction system.

Wildlife habitat survey
A wildlife habitat survey will be required where a site is known or suspected to have wildlife interest. Where this occurs a survey of habitats of the site will be required at a time of year that allows the main features of the wildlife interest to be identified. The survey should be carried out using standard Phase 1 type methodology (handbook for phase 1 habitat survey, Nature Conservancy Council, 1990) to determine the presence of Biodiversity Action Plan (both UK and Somerset) habitats and species. In particular sites should be assessed for badgers, bats, reptiles and amphibians, and breeding birds. Should habitats or species of significance or special importance be identified from the survey, further ecological assessment will be required to determine the impact of development on the wildlife feature of interest and propose mitigation to minimise the impact. This will include proposals for long-term maintenance and management. This information might be incorporated into an Environmental Statement, if one is necessary. Detailed guidance on dealing with nature conservation and development is given in PPS9 and its accompanying Good Practice Guide. Further advice is available from the Council's Ecologist in the Conservation Section.

General notes

The scale must be shown on each plan and drawing. We are only able to accept plans that are drawn to a conventional stated scale. It must be possible for anyone to take measurements directly from the plans using a scale ruler (whether or not dimensions are stated). Drawings that state "Not to Scale" and "Do not scale" will not be accepted.
Applications are open to public inspection and plans should clearly show the proposed works so they can be easily understood.
It is important that plans are accurate so that Officers and Members of the Council and the public are not misled.
Consideration of applications is likely to be delayed if requests for clarification have to be made.
It is also helpful to include in a covering letter, details of the background of the site, the submitted proposal, and key considerations.

If you need assistance in submitting an application or on planning matters pleases contact the Planning Department:

The Planning Department
South Somerset District Council
Brympton Way
Yeovil
Somerset
BA20 2HT

Tel: 01935 462462
Fax: 01935 462299
Email: planningadmin@southsomerset.gov.uk
Website: www.southsomerset.gov.uk

Below are details of the information that will need to be supplied to enable South Somerset District Council to validate your application, If you have any queries regarding the required information please do contact the Planning Department.

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

NATIONAL REQUIREMENTS

- Completed form (5 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 (5 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 (5 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 REQUIREMENT - may include some or all of the following:
- Biodiversity Survey and Report
- Daylight/sunlight assessment
- Flood risk assessment (e.g. for applications in Environment Agency Flood Zone relating to basements or rear extensions)
- Noise impact assessment
- Other plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Parking and Access Arrangements
- Photographs/photomontages
- Planning Statement
- Tree survey/Arboricultural implications

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

NATIONAL REQUIREMENTS
- Completed form (5 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 (5 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 (5 copies to be supplied unless the application is submitted electronically) including:
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990

- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS - may include some or all of the following:

- Biodiversity Survey and Report
- Daylight/sunlight assessment
- Flood risk assessment (e.g. for applications in Environment Agency Flood Zone relating to basements or rear extensions)
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Noise impact assessment
- Other plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Parking and Access Arrangements
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Structural Survey of the building
- Tree survey/Arboricultural implications

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

NATIONAL REQUIREMENTS

- Completed form (5 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 (5 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 (5 copies to be supplied unless the application is submitted electronically) including:
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale of 1:50 or 1:100)

- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS - may include some or all of the following:

- Biodiversity Survey and Report
- Daylight/sunlight assessment
- Flood risk assessment (e.g. for applications in Environment Agency Flood Zone relating to basements or rear extensions)
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Noise impact assessment
- Other plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Parking and Access Arrangements
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Structural Survey of the building
- Tree survey/Arboricultural implications

Application for planning permission

NATIONAL REQUIREMENTS

- Completed form (5 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 (5 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 (5 copies to be supplied unless the application is submitted electronically) including:
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries

- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS - may include some or all of the following:

- Affordable housing statement
- Air quality
- Biodiversity survey and report
- Conservation Area appraisal
- Daylight/sunlight assessment
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses
- Existing and proposed car parking and access arrangements
- Flood risk assessment
- Foul sewerage assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Impact assessment
- Land contamination assessment
- Landfill statement
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Other plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement
- Regeneration statement
- Statement of Community Involvement
- Structural Survey
- Transport assessment

- (Draft) travel plan
- Tree survey/Arboricultural implications
- Utilities statement
- Ventilation/extraction statement
- Site waste management plan (including relevant refuse disposal details)

Application for outline planning permission with some matters reserved

NATIONAL REQUIREMENTS

- Completed form (5 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 (5 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 (5 copies to be supplied unless the application is submitted electronically) including:
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS - may include some or all of the following:

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

- Noise impact assessment
- Open space assessment
- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement
- Protected species survey and report
- Regeneration statement
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- (Draft) travel plan
- Tree survey/arboricultural implications
- Utilities statement
- Ventilation/extraction statement
- Site waste management statement (including relevant refuse disposal details)

Application for outline planning permission with all matters reserved

NATIONAL REQUIREMENTS

- Completed form (5 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 (5 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 (5 copies to be supplied unless the application is submitted electronically) including:
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS - may include some or all of the following:

- Affordable housing statement
- Air quality
- Daylight/sunlight assessment
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses
- Existing and proposed car parking and access arrangements
- Flood risk assessment
- Foul sewerage assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Impact assessment
- Land contamination assessment
- Landfill statement
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement
- Protected species survey and report
- Regeneration statement
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- (Draft) travel plan
- Tree survey/Arboricultural implications
- Utilities statement
- Ventilation/extraction statement
- Site waste management statement (including relevant refuse disposal details)

Application for planning permission and Conservation Area consent for demolition

NATIONAL REQUIREMENTS

- Completed form (5 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 (5 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 (5 copies to be supplied unless the application is submitted electronically) including:

- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS - may include some or all of the following:

- Affordable housing statement
- Air quality
- Biodiversity Survey and Report
- Conservation Area appraisal
- Daylight/Sunlight assessment
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses
- Flood risk assessment
- Foul sewerage assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Impact assessment
- Land contamination assessment
- Landfill statement
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement

- Regeneration statement
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- (Draft) travel plan
- Tree survey/Arboricultural implications
- Utilities statement
- Ventilation/extraction statement
- Site waste management statement (including relevant refuse disposal details)

Application for planning permission and Listed Building consent

NATIONAL REQUIREMENTS

- Completed form (5 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 (5 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 (5 copies to be supplied unless the application is submitted electronically) including:
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
- Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS
may include some or all of the following:

- Affordable housing statement
- Air quality
- Biodiversity Survey and Report
- Daylight/sunlight assessment
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses
- Flood risk assessment
- Foul sewerage assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Impact assessment
- Land contamination assessment
- Landfill statement
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement
- Regeneration statement
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- (Draft) travel plan
- Tree survey/Arboricultural implications
- Utilities statement
- Ventilation/extraction statement
- Site waste management statement (including relevant refuse disposal details)

Application for planning permission and Advertisement consent

NATIONAL REQUIREMENTS
- Completed form (5 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 (5 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 (5 copies to be supplied unless the application is submitted electronically) including:
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale of 1:50 or 1:100)
- Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS - may include some or all of the following:

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

- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs and photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement
- Regeneration statement
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- (Draft) travel plan
- Tree survey/Arboricultural implications
- Utilities statement
- Ventilation/extraction statement
- Site waste management statement (including relevant refuse disposal details)

Conservation Area consent for demolition in a Conservation Area

NATIONAL REQUIREMENTS

- Completed form (5 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 (5 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 (5 copies to be supplied unless the application is submitted electronically) including:
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

LOCAL REQUIREMENTS - may include some or all of the following:

- Biodiversity Survey and Report
- Conservation Area appraisal

- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Structural Survey of the building
- Tree survey/Arboricultural implications

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

NATIONAL REQUIREMENTS

- Completed form (5 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 (5 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 (5 copies to be supplied unless the application is submitted electronically) including:
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
- Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and access statement
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

LOCAL REQUIREMENTS - may include some or all of the following:

- Biodiversity Survey and Report
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)

- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Structural Survey of the building
- Tree survey/Arboricultural implications

Application for Advertisement consent

NATIONAL REQUIREMENTS

- Completed form (5 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)
- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs and photomontages
- Planning Statement

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

NATIONAL REQUIREMENTS

- Completed form (5 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 (5 copies to be supplied unless the application is submitted electronically) including:
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
- Roof plans (e.g. at a scale of 1:50 or 1:100)
- Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and access statement
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

LOCAL REQUIREMENTS - may include some or all of the following:

- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Lighting assessment (where illuminated advertisements are proposed)
- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs and photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Structural Survey of the building
- Tree survey/Arboricultural implications

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

NATIONAL REQUIREMENTS

- Completed form (5 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 (5 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 (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres):
- Existing elevations (e.g. at a scale of 1:50 or 1:100)
- Existing floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing site survey plan (e.g. at a scale of 1:50 or 1:100)
- Lawful Development Certificate supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the existing use)
- Photographs/Photomontages
- Planning Statement

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

NATIONAL REQUIREMENTS

- Completed form (5 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 (5 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 (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres):
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Site survey plan (e.g. at a scale of 1:50 or 1:100)
- Planning Statement

Application for prior notification of proposed agricultural development – proposed building

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

LOCAL REQUIREMENTS - may include some or all of the following:
- Plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres):
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Photographs/photomontages
- Planning Statement

Application for prior notification of proposed agricultural development

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

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

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

LOCAL REQUIREMENTS - may include some or all of the following:
- Planning statement

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

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

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

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

LOCAL REQUIREMENTS - may include some or all of the following:
- Acoustic report where relevant
- Any other relevant additional information
- Area of search
- Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area
- Explanation if no alternatives considered
- Map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity
- Planning Statement
- Signed declaration that the equipment and installation fully complies with the ICNIRP requirements
- Statement of community involvement
- Supplementary
- Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna

- Technical justification — details about the purpose of the site and why the particular development is required
- Visual impact assessment where relevant

Application for Hedgerow Removal Notice

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

LOCAL REQUIREMENTS - may include some or all of the following:
- Arboricultural implications
- Ecological survey

Application for prior notification – proposed demolition

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

LOCAL REQUIREMENTS - may include some or all of the following:
- Biodiversity Survey and Report
- 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
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Design and Access statement
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses
- Existing and proposed car parking and access arrangements
- Flood risk assessment
- Foul sewerage assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Impact assessment
- Land contamination assessment
- Landfill statement
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Other plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement
- Regeneration statement
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- (Draft) travel plan
- Tree survey/arboricultural implications
- Utilities statement
- Ventilation/extraction statement
- Site waste management statement (including relevant refuse disposal details)

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

NATIONAL REQUIREMENTS

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

LOCAL REQUIREMENTS - may include some or all of the following:

- Plans (5 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres):
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Affordable housing statement
- Air quality
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Design and Access statement
- Environmental Impact Assessment
- Evidence to accompany applications for town centre uses
- Existing and proposed car parking and access arrangements
- Flood risk assessment
- Foul sewerage assessment
- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Impact assessment
- Land contamination assessment
- Landfill statement

- Lighting assessment
- Noise impact assessment
- Open space assessment
- Photographs/photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement
- Regeneration statement
- Statement of Community Involvement
- Transport assessment
- (Draft) travel plan
- Tree survey/arboricultural implications
- Utilities statement
- Ventilation/extraction statement
- Site waste management statement (including relevant refuse disposal details)

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

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 (5 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 (5 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 (5 copies to be supplied unless the application is submitted electronically)

LOCAL REQUIREMENTS - may include some or all of the following:

- Photographs/photomontages
- Planning Statement

Application for tree works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in Conservation Areas (CA)
Please use this list to ensure that the form has been completed correctly and that all relevant information is submitted.
For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you MUST provide the following:

- completed and dated application form, with all [mandatory] questions answered;
- sketch plan showing the location of all tree(s);
- a full and clear specification of the works to be carried out;
- statement of reasons for the proposed work; and
- evidence in support of statement of reasons. In particular, you should provide:
- report by a tree professional (eg arboriculturist or horticultural adviser) if your reasons relate to the health and/or safety of the tree(s)
- report by an engineer or surveyor, together with one from a tree professional (arboriculturist) if you are alleging subsidence damage.

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

- completed and dated form, with all questions answered;
- 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.