

Application for an extension to the time limits for implementing Planning Permissions (including Listed Building Consents and Conservation Area Consents)

NATIONAL REQUIREMENTS

- Completed application 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
- The required fee

LOCAL REQUIREMENTS

may include some or all of the following:

- Two clean copies of the originally approved application form, certificate of ownership, approved plans, decision notice, and all supporting documents. Copies of any subsequent correspondence with the Local Planning Authority should be provided also.
- A scaled location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (2 copies to be supplied unless the application is submitted electronically), preferably O.S. extract at scale 1:1250 or 1:2500. A larger scale plan with two named roads may be required in rural areas.
- In the event of the original permission being the subject of a Section 106 Agreement, a full draft updated Section 106 Agreement should be submitted with the application.
- Plans (4 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
- Photographs/photomontages
- Planning Statement
- Statement of Community Involvement