

## Application for planning permission

### NATIONAL REQUIREMENTS

- Completed form (SADC preference for 7 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 (7 copies to be supplied unless the application is submitted electronically), preferably an O.S. extract at 1:1250 or 1:2500 scale showing two named roads. In rural areas a larger scale plan may be required.
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 Design and access statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article
- Design and Access Statement which should also include how crime prevention measures have been considered, and energy efficiency measures. It should also explain how development meets all key planning objectives, e.g. PPS1 and Local / Regional policies.

## LOCAL REQUIREMENTS

**may include some or all of the following:**

- Affordable housing statement
- Air quality statement
- 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 (7 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/street picture
- Planning obligations / completed Section 106 Agreement / unilateral undertaking covering Leisure, Highways, Education, Libraries, Youth and Childcare and Affordable Housing.
- Planning Statement
- Regeneration statement
- Statement of Community Involvement

- Structural Survey
- Transport assessment
- Green travel plan
- Tree survey/Arboricultural implications
- Utilities statement (sewerage infrastructure, water quality objectives and drainage).  
Written confirmation should be provided to confirm capacity exists.
- Ventilation/extraction statement
- Site waste management plan (including relevant refuse disposal details)
- Detailed justification for development in the Green Belt
- Existing and finished levels details including cross sections.
- Drawings to show how the development relates to existing site levels, adjoining buildings and neighbouring development.
- Ecology statement (e.g. bat survey)
- Method statement for building materials, storage on site and contractors parking.

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