

Application for planning permission and Listed Building consent

NATIONAL REQUIREMENTS

1. Completed application form (1 copy to be supplied unless the application is submitted electronically).
2. A plan that identifies the land to which the application relates, drawn to an identified scale and showing the direction of North (1 copy to be supplied unless the application is submitted electronically). It should be an Ordnance Survey O.S. extract. It must be to scale 1:1250 or 1:2500 with two named roads. A larger scale plan with two named roads will be required in rural areas. The application site shall be edged clearly in red on the plan and should include all land necessary to carry out the proposed development (eg including land required for access to the site from the public highway). A blue line shall be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site.
3. A copy of other plans and drawings or information necessary to describe the development which is the subject of the application (1 copy to be supplied unless the application is submitted electronically) including:
 - √ Existing and Proposed Block plans of the site (at a scale of 1:100 or 1:200) showing any site boundaries and neighbouring dwellings/buildings with extensions and an indication if one or two storey, car parking and access arrangements;
 - √ Existing and proposed elevations (at a scale of 1:50 or 1:100);
 - √ Existing and proposed floor plans (at a scale of 1:50 or 1:100);
 - √ Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100);
 - √ Roof plans (at a scale of 1:50 or 1:100).
4. The completed Ownership Certificate and Agricultural Land Declaration (A, B, C or D as applicable) as required by Articles 11 and 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990. These Certificates are included within the application form.

In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 must be given and/or published in accordance with this Article and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.

5. A Design and Access Statement will be required for all major developments, Listed Building Consents and developments in a conservation area of one or more dwellings or a building or buildings where the floor space created by the development is 100 square metres or more. Exceptions are set out under Article 8 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

6. A Statement of Community Involvement may be required depending on the type of the proposed development. (Introduced by Section 122 of the Localism Act 2011 amending Section 61 of the Town and Country Planning Act 1990).
7. Environmental Impact Assessment. If the development is subject to an Environmental Impact Assessment, then this must be submitted. Please refer to The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 for further information.
8. The appropriate fee. Please refer to the Council's website:
<http://www.stalbans.gov.uk/planning/makingaplanningapplication/feesforplanningapplications.aspx>

LOCAL REQUIREMENTS

may include some or all of the following:

- √ Affordable housing statement.
- √ Agricultural Land Survey. This may be required. Please refer to Policy 102 of the St. Albans District Local Plan Review 1994).
- √ Air quality statement.
- √ Biodiversity (ecology) survey and report. This is required if there are protected species known to be present at the application site or in the vicinity of the application site.
- √ Building Recording (depending on the nature of the application).
- √ Daylight/sunlight assessment. This may be required. Please refer to Policies 69, 70 and 72 of the St. Albans District Local Plan Review 1994.
- √ Drawings to show how the development relates to existing site levels, adjoining site levels, adjoining buildings and neighbouring development. Existing and finished levels details, including cross-sections (where significant level changes exist within the immediate locality or where the scale of the proposed development would benefit from a drawing showing the proposal within context).
- √ Evidence to accompany applications for out-of-town retail use; and for non-retail uses in town centres.
- √ Flood Risk Assessment. This is required for all applications if the site is within flood zones 2 and 3. If the site is in Flood Zone 1, a Flood Risk Assessment is required for all major development. To see if the application site is within a flood zone, further information is available from the Environment Agency:
<https://www.gov.uk/government/organisations/environment-agency>
- √ Foul sewerage assessment.
- √ Green travel plan.
- √ Heritage Impact Statement (including historical, archaeological features and Scheduled Ancient Monuments). This information can be found by using the Planning Constraints map layers in our Local Information Service on the Council's website:
<http://gis.stalbans.gov.uk/wmlcustomerservice/>
- √ Land contamination/preliminary risk assessment.

- √ Landfill statement.
- √ Landscaping details. These may be required and should follow from the design concept in the Design and Access Statement.
- √ Lighting assessment.
- √ Method statement for building materials storage on site and contractors parking.
- √ Noise impact assessment.
- √ Open space assessment.
- √ Other detailed plans, drawings, and information necessary to describe the development which is the subject of the application (1 copy to be supplied unless the application is submitted electronically). For partial demolition, existing floor plans and elevations showing the parts of the building to be demolished will be required. All plans and drawings should include: paper size, key dimensions and scale bar.
- √ Photographs/photomontages/street picture.
- √ Planning obligations. Completed Section 106 Agreement/Unilateral Undertaking covering Leisure, Highways, Education, Libraries, Youth and Childcare etc.
- √ Planning Statement, including when applicable detailed justification for development in the Green Belt.
- √ Site waste management plan (including relevant refuse disposal details).
- √ A Statement of Community Involvement may be required depending on the type of proposed development. (Introduced by Section 122 of the Localism Act 2011 amending Section 61 of the Town and Country Planning Act 1990.)
- √ Structural Survey/Land stability survey (if proposals affect structure of buildings).
- √ Sustainable drainage assessment.
- √ Transport statement or assessment, including existing and proposed car parking and access arrangements. (Please contact Hertfordshire County Council Highways for further advice.)
- √ Tree survey and Arboricultural implications report. This is required where:
 - there are significant trees within the site or street trees that may be affected by the development or construction works including storage of materials;
 - there is a Tree Preservation Order protecting trees on the application site;
 - the proposed development is sited near to a protected tree(s) on neighbouring land.
 - This information will also be required for application sites in Conservation Areas where trees are present.
- √ Utilities statement (sewerage infrastructure, water quality objectives and drainage). Written confirmation should be provided to confirm capacity exists.
- √ Ventilation/extraction statement.

Applicants are referred to Paragraphs 188 - 192 of the National Planning Policy Framework (March 2012) regarding pre-application engagement. The Council has a pre-application advice service and encourages applicants to use this service. Further details can be found on the Council's website:

<http://www.stalbans.gov.uk/planning/makingaplanningapplication/pre-application-advice.aspx>

The applicant's attention is drawn to Paragraph 192 of the National Planning Policy Framework:

The right information is crucial to good decision- taking, particularly where formal assessments are required (such as Environmental Impact Assessment, Habitats Regulations Assessment and Flood Risk Assessment). To avoid delay, applicants should discuss what information is needed with the local planning authority and expert bodies as early as possible.

Version 6

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