

# Guidance Note on the Validation of Planning Applications

## Introduction

In order for the County Council to deal properly and efficiently with the planning applications it receives it is essential that the correct information is submitted from the outset.

This guidance note sets out what “**minimum**” **requirements** applicants need to submit to enable the proper validation and determination of applications. This will ensure that applications are “fit for purpose” and minimise the need for the submission of information at a later stage. This in turn will enable the County Council to provide an efficient planning service and help us to achieve our targets for the determination of planning applications.

The County Council recognises that the scale and type of applications vary and this will require the submission of differing levels of information and supporting documentation. This guidance note takes this into account in the scope of information needed for various types of application (including those for full and outline planning permission, reserved matters and applications for Certificate of Lawful Use or Development).

## Pre-application advice

The County Council encourages applicants and their agents to seek pre-application advice. This is particularly relevant for larger, more complex or potentially controversial proposals. This should help applicants identify the information and details that needs to be submitted with their application. Such an approach can help minimise delays later in processing the application and identify whether other consents may be required.

The following pages set out:

**Essential information\* (National requirements)** that must be submitted with all applications, and

**Supplementary information/supporting documents (Local List)** that must be submitted with planning applications depending on their type and scale.

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\* This is required as it constitutes necessary information under the Town and Country Planning Act 1990 (as amended), the Town and Country Planning (General Development Procedure) Order 1995 (and subsequent amendments), the Town and Country Planning (Applications) Regulations 1988 and in accordance with Best Practice Guidance on the Validation of Planning Applications, ODPM March 2005 (and the draft guidance issued by DCLG in August and December 2007).

## Essential Information (National requirements)

The following forms, plans and information are compulsory and **must** be submitted with all applications for full planning permission.

**The planning application form:** The original plus 3 copies of the planning application form must be submitted to meet statutory requirements. No copies are required if the application is submitted electronically. From 6 April 2008 all applications (except those for Minerals applications) must be submitted on the relevant standard planning application form (1APP), either in paper form or electronically.

Planning application forms are available on line at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk) or via the Planning Portal at [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

**The correct fee** (where one is necessary). Cheques should be made payable to "Nottinghamshire County Council". See Nottinghamshire County Council or Planning Portal websites for current fee schedule and exemptions.

**Ownership certificates:** an ownership certificate A, B, C or D must be completed stating the ownership of the property. 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. A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

**Agricultural Holding Certificate:** This 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 application is for reserved matters, renewal of a temporary planning permission, or for the discharge or variation of conditions.

**The Location Plan:** The original plus three copies of the location plan are required to comply with the legislation (unless submitted electronically). However the County Council will require 8 copies for all minerals and waste applications. This should be at a scale of 1:1250 or 1:2500, based on a metric, OS map, indicate north point and give a drawing reference number. In exceptional circumstances, such as a development covering a large area, location plans of a smaller scale may be more appropriate to enable the application site to be identified. The application site should 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 etc. A blue line should be drawn around any other land owned by/ under the control of the applicant, close to or adjoining the application site. The location plan should wherever possible show at least two named roads, surrounding buildings and features.

**Other plans:** The legislation requires the original plus 3 copies of all other plans (unless submitted electronically); again Nottinghamshire County Council will require 8 sets of plans for all minerals and waste applications. For details of specific plans required see the Guidance notes accompanying the planning application forms. This

will vary according to the type of development proposed. All plans should be at an appropriate scale and include a drawing reference number and a title.

**Design and Access Statement:** A Design and Access Statement must accompany **all** applications **except** those which are for engineering or mining operations or involve a material change in the use of land or buildings. The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. The level of detail required in a statement will depend on the scale and complexity of the application. Statements should be proportional to the complexity of the application. What is required in a statement is set out in Article 4c of the GDPO and the Department for Communities and Local Government Circular 01/06 (see below).

Where relevant, Design and Access Statements should also indicate how crime and disorder and designing out crime have been taken into account in the layout and design of the development.

#### *Further information*

*Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2006. Statutory Instrument No 1062.*

*Planning Policy Statement 1: Delivering Sustainable Communities.*

*Circular 01/2006 Guidance on changes to the development control system.*

*(see [www.communities.gov.uk](http://www.communities.gov.uk) for the above documents)*

*Publication by the Commission for Architecture and the Built Environment (CABE) – Design and Access Statements – How to write, read and use them, 2006.*

## **Local List (Supplementary information/supporting documents)**

In addition to the national requirements above, the list below (based on Government guidance) sets out further information and assessments that must be submitted with planning applications depending on their type and scale. This information is required to enable the validation of your application. As requirements will vary from case to case you are advised to contact us at an early stage if you are unsure about what information you will need to submit.

Four copies of all documents should be submitted, although more copies may be requested where a significant amount of consultation is to be carried out. Some sections include references where further guidance can be found.

**[A checklist is attached which should be completed and submitted with your application identifying the information that has been provided.]**

### **1. Supporting Planning Statement**

A statement required for all applications explaining the need for the proposed development and demonstrating how it complies with policies in the Development Plan and other relevant documents. Where a proposal does not comply with policy a statement must be provided to justify the need or set out overriding reasons as to why the proposal should go ahead. It should also include details of any consultation with Development Control officers or other County Council staff and wider community/statutory consultees undertaken prior to submission.

*Further information*

*Planning Policy Statement 12 – Creating Local Development Frameworks (Chapter 7). (See [www.communities.gov.uk](http://www.communities.gov.uk))*

### **2. Environmental Statement**

An Environmental Statement will be required if your proposal is likely to have significant effects on the environment. The Town and Country Planning (Environmental Impact Assessment) Regulations 1999 sets out the circumstances in which an Environmental Impact Assessment is required. For further guidance, including indicative criteria and thresholds for proposals requiring environmental assessment, see documents listed below. You are entitled to receive a formal screening opinion as to whether an Environmental Impact Assessment would be required. Where an Environmental Impact Assessment is required you are entitled to receive a scoping opinion as to the key environmental issues the Environmental Statement should cover.

*Further information*

*The Town and Country Planning (Environment Impact Assessment) (England and Wales) Regulations 1999*  
*Circular 2/99 Environmental Impact Assessment*  
*Environmental Impact Assessment: A Guide to Procedures DETR, Nov 2000.*

### **3. Transport Assessment**

A Transport Assessment (TA) will be required for all major developments (see definition at end of this document) and any other application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the traffic implications. Information should include all existing and proposed vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. The assessment should describe and analyse existing transport conditions and explain how the development would affect those conditions and measures proposed to overcome any problems. A sustainable approach to transport should be explored for all proposals and the TA should give details of proposed measures to improve access by public transport, walking and cycling.

For smaller developments where staff numbers are not so significant a Transport and Parking Appraisal (TAPA) will be required. Applicants should submit details of employee numbers, an assessment of accessibility by non-car modes and an estimate of both vehicle and cycle parking spaces. The TAPA form may be found at Appendix 2 in the Parking Provisions for New Developments-Supplementary Planning Guidance document detailed below.

#### *Further information*

*Planning Policy Guidance Note 13: Transport. (See [www.communities.gov.uk](http://www.communities.gov.uk))*  
*RPG8 Regional Planning Guidance for the East Midlands.*

*Sustainable Developer Guide for Nottinghamshire – July 2004.*

*Guidance on Transport Assessment, published by the Department for Transport – March 2007.*

Highways Design Guide – Highways, transportation and development, April 2009  
(see [www.leics.gov.uk/htd](http://www.leics.gov.uk/htd)).

### **4. Draft Travel Plans**

Draft Travel Plans should outline the way in which transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. The draft travel plan should have a strategy for its implementation that is appropriate for the development

proposal under consideration. It should identify the travel plan coordinator, the management arrangements and the timetable of the plan.

School Travel Plans will be required for all planning applications involving new schools or significant extensions to existing schools - these should address parent, staff and pupil parking and pedestrian access.

*Further information*

*Using the planning process to secure travel plans: best practice guidance for local authorities, developers and occupiers - ODPM and DfT, 2002.*

*School Travel Plan officers, Communities Department (formerly Environment), Nottinghamshire County Council.*

## **5. Planning Obligations – Draft Heads of Terms**

Where relevant, the draft heads of terms for a Section 106 agreement or unilateral undertaking should be provided with the submission of the planning application. Applicants should specify the County Council's requirements as established in any pre-application discussions.

*Further information*

*Circular 05/ 2005: Planning Obligations.*

*Planning Obligations: Practice Guidance and model planning obligation (S106 ) – July 2006*

*(See [www.communities.gov.uk](http://www.communities.gov.uk))*

## **6. Flood Risk Assessment**

An appropriate Flood Risk Assessment (FRA) will be required to demonstrate how flood risk from all sources of flooding to the development itself and flood risk to others will be managed now and taking climate change into account. Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA). Refer to the Environment Agency for information about zones. The FRA should identify and assess all forms of flooding to and from the development and demonstrate how these flood risks will be managed.

The FRA should be prepared by the applicant in consultation with the Local Planning Authority and the Environment Agency.

*Further information*

*Planning Policy Statement 25: Development and Flood Risk. (See [www.communities.gov.uk](http://www.communities.gov.uk))*

*Environment Agency: Planning Liaison Officer, Scarrington Road, West Bridgford, Nottingham, NG2 5FA (tel: 0115 846 3654) [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)*

*Building a Better Environment- A guide for developers, published by the Environment Agency November 2006.*

## **7. Land contamination survey**

A desktop survey to establish the extent of contamination and proposed remedial works will be required in support of all planning applications involving sites which have previously been used for industrial purposes, landfill or other potentially contaminating uses. Where contamination is known to exist more detailed investigation will be required.

### *Further information*

*Planning Policy Statement 23 – Planning and Pollution Control. (See [www.communities.gov.uk](http://www.communities.gov.uk))*

*Landscape and Reclamation Team – Communities Department, Nottinghamshire County Council.*

*Developing Land within Nottinghamshire – A Guide to submitting planning applications for land that may be contaminated – Nottinghamshire County Council – 2003.*

## **8. Tree survey/arboricultural implications**

Where a proposal involves works that affect any trees or hedgerows within the application site, the position, species, spread and roots of trees should be illustrated accurately on the site plan. This must indicate any trees which are to be felled or are otherwise affected by the proposed development. For large scale proposals, or those on sites with significant tree coverage, it may be appropriate to submit further information during the course of the application following a detailed tree survey. The location of any trees within adjacent sites, including street trees, which may be affected by the application, should also be shown. Information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a suitably qualified and experienced arboriculturist.

### *Further information*

*BS5837; “Trees in relation to construction”, 2005*

*Nottinghamshire County Council - Tree Conservation and Maintenance Policy- July 2000*

## **9. Listed Buildings/Conservation Areas**

Proposals affecting listed buildings and conservation areas will require early consultation with conservation and planning officers at the County Council as well as liaison with officers at the relevant District Council (who are responsible for processing listed building consent and conservation area consent applications). Applicants must submit relevant supporting documentation as required by Planning Policy Guidance Note 15.

### *Further information*

*Planning Policy Guidance 15 – Planning and the historic environment, Sept 1995.*  
(see [www.communities.gov.uk](http://www.communities.gov.uk))

*Conservation Officers – Nottinghamshire County Council and relevant District Council.*

*A Charter for English Heritage Advisory Services –www.english-heritage.org.uk*

## **10. Archaeological Assessment**

Applicants submitting proposals which affect ancient monuments or sites of archaeological importance will be required to undertake an archaeological assessment as part of the application. The level of assessment required will depend on the archaeological sensitivity of the site. Advice should be sought from Archaeological Officers at the County Council. Documentation to support the application must be submitted in accordance with policy advice set out in PPG 16.

### *Further information*

*Planning Policy Guidance 16: Archaeology and Planning (See [www.communities.gov.uk](http://www.communities.gov.uk))*

*Archaeological Officer – Nottinghamshire County Council.*

*Royal Commission on the Historic Monuments of England.*

## **11. Biodiversity survey and report**

Where a proposed development may have potential impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them.

Where proposals are for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the protection of Badgers Act 1992. Applications for development that will affect areas designated for their biodiversity interests are likely to need to include assessments of impact and proposals for long term maintenance and management. An **Ecological/ Geological Survey** must be submitted where a proposed development is likely to affect such a site, habitat or geological feature.

Where a proposal, such as the demolition of buildings or roof spaces, removal of trees, hedgerows or alterations to water courses, is likely to affect protected species, the applicant must submit a **Protected Species Survey and Assessment**. This must be undertaken by a suitably qualified person at

an appropriate time and month of year, in suitable weather conditions and using nationally recognised guidelines and methods.  
Where relevant, early consultation with Natural England is recommended prior to the submission of the application.

#### *Further information*

*Planning Policy Statement 9: Biodiversity and Geological Conservation (August 2005) see [www.communities.gov.uk](http://www.communities.gov.uk)*

*Biodiversity and Geological Conservation- Statutory obligations and their impact within the planning system (ODPM Circular 06/2005)*

*Planning for Biodiversity and Geological Conservation: A Guide to good practice (ODPM 2006)*

*BSI: PAS 2010 Planning to halt the loss of Biodiversity*

*Association of Local Government Ecologists: good practice template [www.alge.org.uk](http://www.alge.org.uk)*

*Natural England - [www.naturalengland.org.uk/](http://www.naturalengland.org.uk/)*

*Nottinghamshire Wildlife Trust, [www.wildlifetrust.org.uk/nottinghamshire](http://www.wildlifetrust.org.uk/nottinghamshire)*

## **12. Noise Assessment**

A Noise Impact Assessment should be submitted with all applications for potentially noise producing developments and uses where these are likely to raise issues of disturbance to the occupants of nearby existing buildings. Proposals for noise sensitive uses close to existing sources of noise should also be accompanied by a Noise Impact Assessment. These should be prepared by a suitably qualified acoustician and should include information on existing and proposed noise levels (including night-time noise levels where relevant) and where appropriate should recommend a scheme of measures to mitigate noise impact.

#### *Further information*

*Planning Policy Guidance Note 24 : Planning and Noise. ([www.communities.gov.uk](http://www.communities.gov.uk))  
Environmental Health Officers: District Councils.*

*BS4142 Method for rating noise affecting mixed residential and industrial areas 1997.*

## **13. Air quality Assessment**

Proposals that impact on 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.

*Further information*

*Planning Policy Statement 23: Planning and Pollution Control  
(www.communities.gov.uk)*

#### **14. Sunlighting/daylighting/lighting Assessment**

Sunlighting/daylighting assessments are to be undertaken and submitted for all applications where there is a potential adverse impact upon current levels of sunlight/daylight enjoyed by adjoining properties or buildings, including their gardens or amenity space.

Where significant external lighting is proposed as part of a development (for instance, floodlighting of a multi-use games area) the application must include a layout plan with beam orientation, a schedule of the proposed equipment and the proposed measures to reduce any impact on neighbouring sites/properties.

*Further information*

*British Research Establishment (BRE): Site layout planning for daylighting and sunlighting; a guide to good practice Report 209, 1991  
Lighting in the countryside; Towards good practice (1997)*

#### **15. Statement of Community Involvement**

Where relevant, applications need to be supported by a statement detailing how the requirements for pre-application consultation set out in the Council's adopted Statement of Community Involvement has been met. In particular this should demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.

*Further information*

*Nottinghamshire County Council Statement of Community Involvement- adopted January 2007 (see www.nottsc.gov.uk)  
Creating Local Development Frameworks; A Companion Guide to PPS12 (Nov 2004).*

### **Processing of applications**

The County Council will confirm in writing whether an application is valid within 3 working days from receipt (within 5 working days for major applications and within 10 working days for large-scale major applications – see definitions below).

A letter will be sent to the agent/applicant confirming the validity of the application and the start date of the statutory period for determination.

Where an application is considered to be invalid the notification letter will include a statement setting out the outstanding information required from the applicant to achieve validation. This will be based upon the information above.

**Definition of major applications**, (based on Town and Country Planning [General Development Procedure] [Amendment] [England] Order 2006) development involving:

- the winning and working of minerals or the use of land for mineral-working deposits,
- waste development (ie operational development designed to be used wholly or mainly for the purpose of, or material change of use to treating, storing, processing or disposing of refuse or waste materials),
- the provision of a building or buildings where the floorspace to be created by the development is 1,000 sq metres or more ( up to 9,999 m<sup>2</sup> ) or,
- development carried out on a site having an area of 1 hectare or more (but less than 2 hectares).

**Definition of large-scale major applications**, (based on DCLG Guidance issued August 2007 and DCLG Consultation on Planning Performance Agreements issued May 2007), development involving,

- provision of a building where the floorspace to be created is 10,000m<sup>2</sup> or more,
- development carried out on a site where the site area is more than 2 hectares.

## **Post Validation**

The following information will also be requested from applicants in relevant cases

### **Sustainability Appraisal**

Sustainability should be taken into account in all development proposals. A sustainability statement should accompany all applications for major development (see definition below). This should outline the elements of the scheme that address sustainable development issues, including positive environmental, social and economic implications. Examples include using locally sourced or recycled building materials, renewable energy measures, sustainable drainage systems, sustainable waste management etc.

### *Further information*

*Planning Policy Statement 1: Delivering Sustainable Development (See [www.communities.gov.uk](http://www.communities.gov.uk))  
Sustainable Developer Guide for Nottinghamshire – July 2004.*

### **Rights of Way**

Proposals which affect a right of way (eg public footpath or bridleway) within or adjacent to the site should indicate this on the submitted plans and include a statement outlining the details, including, where appropriate, the steps to be taken to comply with any legal requirement to stop up or divert the right of way.

### *Further information*

*Countryside Access Team, Communities Department, Nottinghamshire County Council.  
Nottinghamshire County Council: Rights of Way Improvement Plan- 2007*

### ***Wind Turbines: pre-application consultation***

Applications for wind turbines must contain a statement confirming that all the necessary pre-application consultation has been undertaken relating to potential interference with electromagnetic transmission routes across the application site. It is the responsibility of applicants to address any potential impacts **before** planning applications are submitted. The Office of Communications (Ofcom) holds a central register of all civil radio operators in the UK and acts as a central point for identifying specific consultees relevant to a site. Ofcom may be contacted on [windfarmenquiries@ofcom.org.uk](mailto:windfarmenquiries@ofcom.org.uk). Wind turbines can also create problems for aviation and can affect signals radiated from and received by aeronautical systems, specifically radar systems. Proposals for new wind turbines within 30km of East Midlands Airport should include an assessment on the aeronautical systems at EMA and details of any pre-application consultation.

### *Further information*

*Planning Policy Statement 22: Renewable Energy and the companion guide to PPS22 ([www.communities.gov.uk](http://www.communities.gov.uk)).  
Circular 01/03, Safeguarding aerodromes, technical sites and military explosives storage areas.  
Town and Country Planning (Safeguarding aerodromes, Technical sites and Military Explosive Storage Areas) Direction 2002.*

## **Contacts**

Further information and advice is available from the Development Control Team who may be contacted on 0115 977 4277.

Useful websites:

[www.nottsc.gov.uk](http://www.nottsc.gov.uk)

[www.communities.gov.uk](http://www.communities.gov.uk) (formerly odpm)

**CHECKLIST****Planning Application address:**

	Yes	No	Notes/Ref No
• Essential Information			
1. Supporting Planning Statement			
2. Environmental Statement			
3. Transport Assessment / TAPA			
4. Draft Travel Plan			
5. Planning Obligation			
6. Flood Risk Assessment			
7. Land Contamination survey			
8. Tree Survey/Arboricultural implications			
9. Listed Buildings/Conservation Areas			
10. Archaeological Assessment			
11. Biodiversity survey and Report			
12. Noise Assessment			
13. Air quality Assessment			
14. Sunlighting/daylighting/lighting Assessment			
15. Statement of Community Involvement			

**Please return this checklist with your planning application confirming which documents have been submitted.**

# CHECKLIST 1 : Application for Planning Permission

(including Minerals development, Waste development and County Council's own development / Regulation 3)

## NATIONAL REQUIREMENTS

Your application **must** include the following:

•	Completed application form (1APP form for Waste/County Council development and Nottinghamshire County Council's own form for Minerals development).
•	A site location plan, which identifies the land to which the application relates at 1:1250 or 1:2500 scale based on a metric, O.S. map and showing the direction of north.
•	Other plans and drawings or information necessary to describe the subject of the application as applicable 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 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 (where one is necessary)
•	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

### NOTE

One original and three copies of all of the above information to be submitted unless the application is submitted electronically. (This is the minimum numbers

to be submitted to make the application legally valid, however to facilitate consultation eight copies are required for applications for Minerals and Waste development and four copies for all other applications).

# CHECKLIST 1: Applications for Planning Permission

## LOCAL REQUIREMENTS / SUPPORTING DOCUMENTS

Your application should include the following documents, as appropriate (refer to the guidance note for clarification about which information needs to be submitted).

1.	Supporting planning statement (required for all applications)
2.	Environmental Statement
3.	Transport Assessment
4.	Draft Travel Plans
5.	Planning Obligations – Draft Heads of Terms
6.	Flood Risk Assessment
7.	Land Contamination Survey
8.	Tree Survey / Arborocultural implications
9.	Listed Buildings / Conservation Areas
10.	Archaeological Assessment
11.	Biodiversity survey and report
12.	Noise Assessment
13.	Air quality Assessment
14.	Sunlighting / daylighting / lighting assessment

15.	Statement of Community Involvement
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Other relevant plans (see planning application / guidance notes).

**CHECKLIST 2: Application for Outline Planning Permission – with all / some matters reserved** (Note outline applications can be submitted for built development only and cannot normally be submitted for minerals or waste development. Please seek advice before submitting an outline application for such development).

**NATIONAL REQUIREMENTS**

Your application **must** include the following:

•	Completed form (1APP form for Waste / County Council applications, and Nottinghamshire County Council’s own form for minerals applications).
•	A site location plan which identifies the land to which the application relates at 1:1250 or 1:2500 scale based on a metre / OS map and showing the direction of North.
•	Other plans and drawings or information necessary to describe the subject of the application, as applicable 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 (where one is necessary).
•	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

Even if layout, scale and access are reserved, an application will still require a basic level of information, as follows:

•	<b>Use</b> – the use of uses proposed for the development and any distinct development zones within the site identified.
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•	<b>Amount of development</b> – the amount of development proposed for each use.
•	<b>Indicative layout</b> – an indicative layout with separate development zones proposed within the site boundary where appropriate.
•	<b>Scale parameters</b> – an indication of the upper and lower limits for height, width and length of each building within the site boundary.
•	<b>Indicative access points</b> – an area or areas in which the access point or points to the site will be situated.
<b>NOTE</b>	
One original and three copies of all of the above information to be submitted unless the application is submitted electronically. (This is the minimum number to be submitted to make the application legally valid, however to facilitate consultation a minimum of eight copies for minerals and waste applications are required).	

## CHECKLIST 2: Applications for Outline Planning Permission

### LOCAL REQUIREMENTS / SUPPORTING DOCUMENTS

Your application should include the following documents, as appropriate (refer to the guidance note for clarification about which information needs to be submitted).

1.	Supporting planning statement (required for all applications)
2.	Environmental Statement
3.	Transport Assessment
4.	Draft Travel Plans
5.	Planning Obligations – Draft Heads of Terms
6.	Flood Risk Assessment
7.	Land Contamination Survey
8.	Tree Survey / Arborocultural implications
9.	Listed Buildings / Conservation Areas
10.	Archaeological Assessment
11.	Biodiversity survey and report
12.	Noise Assessment
13.	Air quality Assessment
14.	Sunlighting / daylighting / lighting assessment

15.	Statement of Community Involvement
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Other relevant plans (see planning application / guidance notes).

## CHECKLIST 3: Applications for Approval of Reserved Matters following outline approval.

### NATIONAL REQUIREMENTS

•	Completed form or application in writing containing sufficient information to enable the County Council 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:
	<ul style="list-style-type: none"> <li>• Block plan of the site (e.g. at a scale of 1:100 or 1:200 showing any site boundaries)</li> </ul>
	<ul style="list-style-type: none"> <li>• Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> </ul>
	<ul style="list-style-type: none"> <li>• Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> </ul>
	<ul style="list-style-type: none"> <li>• Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)</li> </ul>
	<ul style="list-style-type: none"> <li>• Roof plans (e.g. at a scale of 1:50 or 1:100)</li> </ul>
•	One original and three copies of the application and four copies of the plans and drawings submitted with it (unless the application is submitted electronically)
•	The appropriate fee.

## **CHECKLIST 3: Applications for Approval of Reserved Matters following outline approval.**

### **LOCAL REQUIREMENTS / SUPPORTING DOCUMENTS**

Your application should include the following documents, as appropriate (refer to the guidance note for clarification about which information needs to be submitted).

1.	Supporting planning statement (required for all applications)
2.	Environmental Statement
3.	Transport Assessment
4.	Draft Travel Plans
5.	Planning Obligations – Draft Heads of Terms
6.	Flood Risk Assessment
7.	Land Contamination Survey
8.	Tree Survey / Arborocultural implications
9.	Listed Buildings / Conservation Areas
10.	Archaeological Assessment
11.	Biodiversity survey and report
12.	Noise Assessment
13.	Air quality Assessment
14.	Sunlighting / daylighting/ lighting assessment

15.	Statement of Community Involvement

Other relevant plans (see planning application / guidance notes).

**CHECKLIST 4: Application for a Lawful Development Certificate** for an existing use or operation or activity including those in breach of a planning condition.

**NATIONAL REQUIREMENTS**

Your application **must** include the following:

•	Completed form.
•	A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of north.
•	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**

•	Plans of existing elevations, site survey – and floor plans, as applicable.
•	Lawful Development Certificate supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the use).
•	Relevant photographs.
•	Supporting planning statement.
•	Design and access statement, if required.
<b>NOTE</b>	

One original and three copies of the above forms and information to be submitted unless the application is submitted electronically.

# CHECKLIST 5 : Application for a Lawful Development Certificate for a proposed use of development.

## NATIONAL REQUIREMENTS

Your application **must** include the following:

•	Completed form.
•	A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of north.
•	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

•	Plans of existing and proposed elevations, site survey and floor plans, as applicable.
•	Relevant photographs, where appropriate
•	Supporting planning statement, where relevant

### NOTE

One original and three copies of the above forms and information to be submitted unless the application is submitted electronically.

**CHECKLIST 6 : 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**

Your application **must** include the following:

•	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.

**NOTE**

One original and three copies of the above forms and information to be submitted unless the application is submitted electronically.

**CHECKLIST 6: Application for Removal or Variation of a Condition** following grant of planning permission (Section 73 of the Town and County Planning Act 1990).

**LOCAL REQUIREMENTS / SUPPORTING DOCUMENTS**

Your application should include the following documents, as appropriate (refer to the guidance note for clarification about which information needs to be submitted).

1.	Supporting planning statement (required for all applications)
2.	Environmental Statement
3.	Transport Assessment
4.	Draft Travel Plans
5.	Planning Obligations – Draft Heads of Terms
6.	Flood Risk Assessment
7.	Land Contamination Survey
8.	Tree Survey / Arborocultural implications
9.	Listed Buildings / Conservation Areas
10.	Archaeological Assessment
11.	Biodiversity survey and report
12.	Noise Assessment
13.	Air quality Assessment
14.	Sunlighting / daylighting / lighting assessment

15.	Statement of Community Involvement

Other relevant plans (see planning application / guidance notes).