1APP and VALIDATION CHECKLISTS FOR PLANNING AND ASSOCIATED APPLICATIONS (March 2008)

Introduction

To provide a quicker, more predictable, consistent and efficient planning service, the Government proposes to amend the Town and Country Planning (General Development Procedure) Order 1995, and to introduce a national standard planning application form (1APP). The changes to the GDPO will specify the documentation and supporting information required for an application to be valid. The changes will refer to Planning Application Requirements (National) and Planning Application Requirements (Local). The changes will become mandatory by 6th April 2008 but Local Planning Authorities (LPA) are encouraged to adopt the changes at the earliest opportunity.

These notes outline the proposed procedures for the validation of planning applications by Cotswold District Council and Tewkesbury Borough Council and set out the scope of material that should be supplied with planning and associated applications.

Validation checklists are attached for each application type. For detailed guidance for each item in the checklists, applicants should refer to the information given in Part II (Adopted Local Application Requirements**)** of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided. These notes and the checklists closely follow the Department for Communities and Local Government Draft Guidance on the Validation of Planning Applications, published August 2007.

Electronic copies of the application forms and checklists can be obtained by using the hotlinks included on the Councils' websites or by contacting the Planning Portal (www.planningportal.gov.uk). Paper copies of the application forms and checklists can be submitted and the Councils will keep a supply of these forms at their offices.

Processing planning and associated applications

Under the Government's Best Value Performance Indicator (BVPI) 109 targets, Local Planning Authorities are required to determine applications within specific deadlines.

- 'Major' applications 60% must be determined within 13 weeks
- 'Minor' applications 65% must be determined within 8 weeks
- 'Other' applications 80% must be determined within 8 weeks.

These periods are based upon the time from the receipt of a valid application (together with the correct fee) to when the decision notice is issued. If additional information is required following the receipt of an application or if there is a period when an application is held in abeyance (for example if a legal agreement is required) the determination period is not suspended. This means that it is in everyone's interest to ensure that all the necessary information is supplied as early as possible, preferably at validation stage.

Pre-application Advice

An important element to this approach is the encouragement and provision of pre-application advice for all types of applications to guide applicants through the process and to ensure that applicants are aware of the information requirements. This is especially useful for larger and more complex schemes (such as those accompanied by a Statutory Environmental Statement). This can help minimise delays later in the determination process. It can also identify whether other permissions/consents may be required and the additional information required. In the near future Cotswold District Council will be introducing a scheme of charging for the provision of pre-application advice.

Validation Checklists

These notes provide the checklists for each application type and information required prior to the validation of an application. These can be used by applicants to determine what the Council requires to assist in the speedy processing of applications.

The checklists are divided into three parts:

- Part I - National Planning Application Requirements - compulsory requirements for the submission of an application.

- Part II – Local Planning Application Requirements - additional information that Cotswold District Council and Tewkesbury Borough Council deem to be necessary for certain application types. This information reflects the requirements of relevant policies of the Cotswold District Local Plan, the Tewkesbury Borough Local Plan and the Gloucestershire Structure Plan. (Refer to: www.cotswold.gov.uk, www.tewkesbury.gov.uk and www.gloucestershire.gov.uk.) Development proposals should accord with relevant policies and proposals in these documents;

- Part III - validation checklists outlining the requirements of different application types based on the information contained in Part I and II. (There are a few very specific requirements (local and national) that apply to only one or two application types and these are included in the checklists in Part III but are not included in the more generic information in Parts I and II.)

If the information that is required by Parts I – III is not included with any application, then Cotswold District Council and Tewkesbury Borough Council will be entitled to declare the application invalid and not register or process it. In this case, a letter will be sent to the applicant saying that the application is invalid and stating what additional information is required.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. ***It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.***

Applications for Outline Planning Permission

Applications for outline planning permission generally need not give details of any proposed reserved matters to be valid (under Regulation 3(2) of The Town and Country Planning (Applications) Regulations 1988 refers). However, Circular 01/2006 sets out the scope of information to be submitted with an outline application. Even if layout, scale and access are reserved, information is required on use, amount of development, indicative layout, scale parameters and indicative access points. Furthermore, where the Councils receive an application for outline planning permission but are of the opinion that, in the circumstances of the case, the application ought not to be considered separately from any or all of the reserved matters, we will (in accordance with Article 3(2) of The General Development Procedure Order 1995) notify the applicant within one month of the receipt of the application that we are unable to determine it unless further details are submitted. These details will be specified.

Certain kinds of applications (such as those for Conservation Area Consent or Listed Building Consent) will not be accepted in outline only.

Part I

National Planning Application Requirements

Applications may be submitted as either a hard copy or as an on-line application. Application forms can be obtained from the Council offices and an online application can be made via the Planning Portal (www.planningportal.gov.uk). When an application refers to the need for more than one copy of a plan or document, it is referring to this requirement for a hard copy application. Where an electronic application is submitted, only one copy will be required.

Applications for full planning permission will be required to include all of the following. Other application types will be required to include some or all of the following list, dependent on the type of application/notification

Part I	Information required	Detailed Guidance
Part I 1	Completed Application Form	1 copy required which must each be signed and dated.
Part I 2	Location Plan	All applications must include copies of an accurate location plan based on an up-to-date map. The plan should be of a scale that is appropriate to enable the location of the site. Normally a scale of either 1:1250 or 1:2500 would be acceptable (imperial scales will not be accepted). 1 copy of this plan should be submitted. The location plan should show the direction of north and at a minimum, two named roads where possible and all surrounding buildings named and numbered. The application site should be edged clearly with a **red** line, including all land necessary to carry out the proposed development (for example land required for access to the site from a public highway, landscaping, car parking and visibility splays). A **blue** line must be drawn around any other land owned by the applicant, close to or adjoining the application site.
Part I 3	Site Plan	copy of a site plan should be submitted at a recognised metric scale of at least 1:500 (imperial scales will not be accepted). This plan should show accurately: • the direction North; • the layout of the proposed development in relation to the site boundaries and other existing buildings on the site, with annotated dimensions; • all the buildings, roads and footpaths on land immediately adjoining the site including access arrangements; • the position of all trees on the site, and those on adjacent land that could influence or be affected by the development. • the extent and type of any hard surfacing

		• the boundary treatments, including walls or fencing where this is proposed.
Part I 4	Block Plan	These should be drawn at a scale of 1:50 or 1:100, clearly showing any site boundaries.
Part I 5	Existing and proposed elevations	These should be drawn to a scale of 1:50 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.
Part I 6	Existing and proposed 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).
Part I 7	Existing and proposed site sections and finished floor and site levels	Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighboring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.
Part I 8	Roof plans	Roof plans should normally be drawn at a scale of 1:50 or 1:100 and show the shape of the roof. It is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material, vents and their location are typically specified on the roof plan.

Part I 9	Ownership Certificates	Required under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Section 5 of The General Development Procedure Order 1995 for certain application types. 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. In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the GDPO must be given and/or published in accordance with this Article. A copy should be served on each of the individuals identified in the relevant certificate.
Part I 10	Agricultural Holdings 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 applicant is making an application for reserved matters, renewal of temporary planning permission, variation of conditions, tree preservation orders, or express consent to display an advertisement.

Part I 11	Design and Access Statement	A Design and Access Statement must accompany all applications for Listed Building Consent and applications for both outline and full planning permission unless they relate to one of the following:
		
		• A material change of use of land and buildings, (unless it also involves operational development);
		• Engineering or mining operations;
		• Householder developments. However, statements are required for applications where any part of a dwelling house or its curtilage fall within one of the following designated areas:
		  • Site of Special Scientific Interest
		  • Conservation Area
		  • Area of Outstanding Natural Beauty
		  • World Heritage Site
		
		A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. 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.
		
		The 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.
		
		Applicants may be required to make provision for access, parking and sanitary conveniences for people with disabilities in applications considered 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. These issues should

		be included within the Design and Access Statement. Guidance on the preparation of design and access statements is set out in the DCLG Circular 01/06 – *Guidance on Changes to the Development Control System*. It states that the following information should be included:- • **Use** (what the proposed development would be used for). • **Amount of development** (e.g. number of residential units or floor area). • **Layout** (how the proposed development would be arranged on the site and what the relationship would be with adjacent properties and spaces). • **Scale** (the height, width and length of the proposed buildings in relation to its surroundings). • **Appearance** and how it would relate to surrounding area (e.g. architectural style, materials, decoration and lighting). • **Landscape proposals** (the hard and soft treatment of both public and private space). • **Vehicular and transport links** (explanation of why certain access points have been chosen and how the site responds to the surrounding road layout and availability of public transport). Design and Access Statements accompanying applications for listed building consent should in addition address: • The special architectural or historic interest of the building; • The particular physical features of the building that justify its designation as a listed building; • The building's setting. Much of Cotswold District and a significant proportion of Tewkesbury Borough fall within the Cotswolds Area of Outstanding Natural Beauty or within a conservation area. The design and access statement should explain the guiding design principles and concepts of the proposed development and indicate how the design relates to its wider context, particularly with reference to the AONB and any Conservation Area. This should include a full contextual appraisal where appropriate. The design statement should be illustrated, as appropriate, by plans and elevations (at a minimum metric scale of 1:100), photographs of the site and its surroundings and other illustrations such as perspectives. Further guidance on design statements is available in publications by the Commission for Architecture and the Built Environment (CABE).
Part I 12	Correct Fee (where necessary)	

Part II

Adopted Local Application Requirements

The Councils may also request additional information prior to the validation of the application depending on the nature and type of application or the nature of the character of the area within which the application site is situated. Applicants may wish to seek advice on the need for such additional information at the pre-submission stage and to study relevant policies within the Local Plans, the Gloucestershire Structure Plan, the Regional Planning guidance and National guidance to see what kind of information may be required. Further information on government guidance contained within Circulars, planning policy statements or planning policy guidance can be found on the Government's website at www.communities.gov.uk.

If you are unsure about any of the requirements or whether they apply to your application please contact the Planning departments on 01285 623000 for Cotswold District Council or 01684 272152 for Tewkesbury Borough Council.

It should be noted that the council is able to request further information during the determination process and an application could still be deemed valid and then refused on the grounds of inadequate information, if the documentation submitted was subsequently found to be inadequate.

Below is a list of all local requirements in alphabetical order together with a brief description of what information will need to be submitted. Some or all of these are included in the list of requirements for specific applications.

Part II	Information required	Detailed Guidance
Part II 1	Affordable Housing Statement	The Councils have adopted supplementary planning documents (SPD) for the provision of affordable housing and application details should reflect the specified requirements. This guidance supports Cotswold District Local Plan Policy 21 and Tewkesbury Borough Local Plan Policy HOU14. The information submitted with the application shall include details of the number of residential units, the mix of units and the proposed tenure. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. If a proposal does not provide enough affordable units to comply with adopted policy then a full justification should be provided that includes a financial appraisal if appropriate. Further details on the adopted supplementary planning document can be viewed on the Councils' websites. Applicants are also encouraged to discuss proposals with the Councils' Housing Strategy Officers. Further advice is available in PPS3: Housing.
Part II 2	Agricultural/ Forestry Dwelling and other	Where an application is made for a dwelling in association with agricultural/forestry need, it will be required to demonstrate a functional and financial justification in accordance Cotswold District Local Plan Policy

	Agricultural Development Justification	29, Tewkesbury Borough Local Plan Policy AGR2 and the guidance in PPS7: Sustainable Development in Rural Areas. For other proposed agricultural developments, e.g. buildings, accesses engineering operations, an agricultural questionnaire will need to be completed to explain why the proposed development is required.
Part II 3	Air Quality Assessment	Application proposals, that impact upon air quality 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. Tewkesbury Borough Council has a small air quality management area (AQMA) adjacent junction 10 of the M5 and Cotswold District Council has one near the Air Balloon (A417). Applications within or adjacent the AQMA should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Further advice is available in PPS 23: Planning and Pollution Control.
Part II 4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	An archaeology (heritage) statement will be required for major development proposals, significant infrastructure works, and for other development within archaeologically sensitive areas. Such areas will include scheduled monuments, sites recorded in the County Sites and Monuments Record, historic towns and villages and other locations where archaeological remains may be present. Pre-application advice should be sought from the County Archaeologist on the scope of the archaeology (heritage) statement required. It is likely to comprise a desk-based archaeological assessment and/or a field evaluation. It will characterise the nature of the archaeological remains present in order that the impact of the proposed development may be assessed, in accordance with Cotswold District Council Local Plan Policy 12 or Tewkesbury Borough Local Plan Policy HEN21, and the advice contained in PPG 15 Planning and the Historic Environment and PPG 16 Archaeology and Planning.
Part II 5	Conversion Assessment for the Change of Use of Rural Buildings to Residential Use	Where a proposal is submitted for the conversion of a rural building to a residential use (other than as an agricultural/forestry dwelling) a report must be submitted that demonstrates that it is not practical or viable to use the building for other purposes or there is an amenity or environmental reason why these purposes are not acceptable. Cotswold District Local Plan Policies 14 and 28/ Tewkesbury Borough Local Plan Policy AGR6 provide the policy framework for the determination of applications of this nature.
Part II 6	Cycle and Car Parking. Pedestrian, cycle and Car Access Arrangements	As well as applications for commercial or residential development, householder applications may be required to provide details of existing and proposed cycle/car parking provision and pedestrian/cycle and car access arrangements. These details must be shown on a site layout plan and full details may be required for secure cycle parking. Further advice is provided in the CLG/DfT Guidance “Manual for Streets”.
Part II	Daylight/Sunlight	Applicable for all applications where there is a potential adverse impact

7	Assessment	upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s) including associated gardens and amenity space. – Further guidance is provided in the Building Research Establishment's (BRE) guidelines, Site layout and planning for daylight and sunlight: a guide to good practice (BRE Report 209, 1991). Cotswold District Local Plan Policy 46 provides the local policy for determination of applications impacting on neighbours' amenity. (If the application is greater than single storey in height then daylight/ sunlight assessment will be required to show the impact of the proposal on the gardens and internal rooms of neighbouring properties unless the applicant/agent can demonstrate an assessment is not required. An assessment will also be required for single storey buildings when the characteristics of the site or the proposal are likely to have a significant impact on the daylight/sunlight enjoyed by the residents of neighbouring properties) It should be noted that planning permission would not confer immunity on those whose works infringe another's property rights, and which might be subject to action under the Rights of Light Act 1959.
Part II 8	Environmental Impact Assessment	The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 require a developer to prepare an Environmental Statement for certain types of projects. The Regulations provide a checklist of matters to be considered for inclusion in the 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. Applicants may seek a 'Screening Opinion' from the Council to ascertain whether or not an Environmental Statement is required. Applicants are encouraged to do this for large-scale developments or those within sensitive areas at the pre-submission stage in order to avoid delay later in the application process. (Given the high level of environmental constraints within Cotswold District, for example AONB, Environmental Impact Assessments are often required.)
Part II 9	Evidence to accompany applications that may impact on town centres	An application should be accompanied by an assessment of the need for the proposal where this would be in an edge of centre or out of centre location, and where it is not in accordance with an up to date development plan document strategy. But it is not necessary to demonstrate the need for retail proposals within the primary shopping area or for other main town centre uses located within the town centre. Evidence should be provided to show that there are no sequentially preferable sites. Policy advice on the policy tests for town centre uses is provided in PPS6: Planning for Town Centres (March 2005).
Part II 10	Flood Risk Assessment, Drainage Strategy	A flood risk assessment may be required if a development falls within an Indicative Flood Plain or 'Flood Zone'. (Details on whether your site is within a flood zone can be obtained from the Environment Agency http://www.pipernetworking.com/floodrisk/matrix.html.)

		A Flood Risk Assessment (FRA) is required for planning applications for: • Development proposals of 1 hectare or greater in Flood Zone 1 • All proposals for new development located in Flood Zones 2 and 3 • Where drainage problems have been identified or mapped (such as in a Strategic FRA) (PPS25, Annex E, paragraph E9) This should identify and assess the risks of fluvial, surface water and other forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. For major developments in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should be prepared by a developer in consultation with the Environment Agency. The FRA should also form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. PPS25: 'Development and Flood Risk (December 2006) provides comprehensive guidance in relation to the undertaking of flood risk assessments (Table D1 and Annex E paragraphs E8-E10) and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. Details of any sustainable urban drainage system or similar may also be required.
Part II 11	Foul sewerage assessment	A foul sewerage assessment should include a description of the type, quantities and means of disposal of any trade waste or effluent. All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. The use of soakaways will require satisfactory percolation tests to have been undertaken. Technical guidance produced by DCLG can be found at www.planningportal.gov.uk/england/government/en/4000000000382.html If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will also be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land. Applications made in areas where there is no mains sewerage/sewage disposal must be accompanied by a foul drainage assessment form. This

		must that demonstrate that the proposed sewerage system is appropriate. Further advice about the requirements are set out in DETR Circular 03/99 and PPS23 paragraghs 8-15 and paragrapghs 1.21-1.23) Please note that a private sewage treatment plant generally needs consent to discharge from the Environment Agency.
Part II 12	Impact Assessment	Impact assessments are required for all retail and leisure developments over 2,500 square metres gross floorspace, and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Impact assessments should also be provided for applications for other main town centre uses when they are in an edge of centre or out of centre location and not in accordance with a development plan. Policy advice can be found in PPS6: Planning for Town Centres (March 2005).
Part II 13	Land Contamination Assessment	PPS 23: Planning and Pollution Control provides that land contamination needs to be assessed prior to the principle of development being determined. PPS23 advises that where contamination is known or suspected or the proposed use is especially vulnerable (such as schools, hospitals or residential use), the applicant should provide a **preliminary risk assessment** comprising: • Desk study • Walkover site reconnaissance • Conceptual model identifying potential pollutant sources, pathways and receptors (pollutant linkages) as a basis for assessing the risks and appraising the options for remediation. The initial provision of this information is essential to determine whether further more detailed investigation is required. Where the **preliminary risk assessment** does not provide sufficient information to assess the risks and appraise remedial options, Applications involving development on or within 250 metres of a former landfill site will need to include a risk assessment of landfill gas migration. 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. The Environment Agency website provides advice on the following link http://www.environment-agency.gov.uk/subjects/landquality/113813/?version=1&lang=_e
Part II 14	Landscape Assessment and Appraisal	Developments which may have a significant impact on the landscape of the area will require a landscape assessment; this is of particular concern in areas of high landscape assets, including Conservation Areas; historic parks and gardens; the Cotswold Water Park, the Cotswolds Area of Outstanding Natural Beauty (AONB), Special Landscape Areas and Landscape Protection Zones . (The AONB is recognised as being of national landscape importance and the Councils are statutorily obliged to assess whether or not proposals conserve or enhance the landscape of

		the AONB); The landscape assessment should include a written statement assessing the impact of the proposals on any relevant protected landscape assets, the impact of the development on the wider landscape – both countryside and settlements, the contribution of the proposals to enhancing the landscape character of the area and provide a written justification for the development. The scope and degree of detail necessary will depend on the particular circumstances of the case but the assessment should include photographs/ photomontages of the site and its surroundings and other illustrations, for example perspectives. Further advice can be found at PPS 7: Sustainable Development in Rural Areas and in the text supporting Cotswold District Local Plan Policy 7 and Tewkesbury Borough Local Plan Policy LND1.
Part II 15	Landscape Scheme	Many development proposals will require a landscape scheme, which should form part of the initial design concept. The key characteristics of a site and its surroundings, which are described within the landscape assessment, should be conserved and enhanced through the landscaping scheme. The Design and Access Statement should refer to landscape in providing a design concept, which can be used as the starting point for a more detailed landscape scheme. Existing trees and other vegetation should be retained, where possible in new developments and protected during construction of the development. For outline applications where landscape is a reserved matter a landscape strategy maybe sufficient. For applications for approval of reserved matters and full planning permission a more detailed Landscape scheme will be required and should include: • Existing trees/vegetation to be retained and removed to include a specification of species, age, condition, canopy spread. • The position and type of proposed temporary protective fencing during construction works (BS 5837). • Proposed landscape design to include soft landscape proposals (trees/shrubs/herbaceous materials/bulbs; grassed areas; changes in level) as appropriate; means of enclosure; hard surface materials; structures and furniture (e.g. refuse bins/lighting). • Proposed planting to show the variety, planting sizes and numbers of trees and other planting material. • Basic soft landscape specification for all planting material, grassed areas etc. E.g. (BS nos. 3936: 1992 part 1 specification Nursery Stock; BS 5236:1989 Advanced Nursery Stock and BS.4428: 1989 Landscape Operations). • Details of plant protection and support i.e. tree stakes and ties, rabbit guards. • Schedule of maintenance (usually 5 years) • A management plan where appropriate.

		Further information is available from the Council's website. Policy 45 of the Cotswold District Local Plan details the landscaping required in new developments.
Part II 16	Lighting Assessment	Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building, a conservation area, or open countryside, where external lighting would be provided or made necessary by the development are required to be accompanied by the details of external lighting and the proposed hours when lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of equipment in the design.' Lighting in the countryside: Towards good practice' (1997) is a valuable guide and is available online at www.communities.gov.uk/index.asp?id=1144822.This should include technical specification designed to ensure nuisance from lighting is minimised/prevented.
Part II 17	Listed Building Appraisal and Drawings	The Councils are legally obliged to preserve the special character and setting of its many listed buildings. It is essential that the Council be provided with detailed information that allows for the proper assessment of any proposed additions or alterations. Such assessments must provide an historical record of the building prior to the undertaking of any such works; a written statement that includes a schedule of the proposed works to the listed building; an analysis of the significance of the history and character of the structure; the principles of and justification for the proposed works and their impact on the fabric, special character and setting of the listed building and the setting of adjacent listed buildings. The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application. Drawings of proposed works will be required to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, paneling, fireplaces, plaster moulding and other decorative details. 1:5 sections may also be required e.g. for glazing bars. Further advice can also be found in PPG Note 15: Planning and the Historic Environment. Where consent is being sought for the total or substantive demolition of a listed building applicants will be required to supply details of the condition of the building, what efforts have been made to retain the building in use and what substantive community benefits would be secured for the wider community as a result of the redevelopment proposals.
Part II 18	Method Statement	A method statement must be submitted for applications for conversion of buildings in locations identified on the Local Plan as being outside a residential development boundary. The method statement will be supported by a structural survey (carried out by a suitably competent person) demonstrating that the building(s) are capable of conversion without major or complete reconstruction. The method statement must detail the steps whereby the conversion will be carried out and will

		incorporate the structural engineer's recommendations
Part II 19	Nature Conservation/ Ecological Assessment (including protected species)	The planning authorities have a duty to consider the conservation of biodiversity when determining a planning application; this includes having regard to the safeguard of designated sites, priority habitats and protected and priority species. Where a proposed development is likely to affect such a site, habitat, geological feature or species the applicant must submit a nature conservation survey and assessment. (For details of priority habitats and species and protected species refer to ODPM circular 06/2005 – Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system.) Certain types of development are particularly likely to require ecological assessments, for example barn conversions, lakeside developments in the Cotswold Water Park etc. Further information on species and habitats that are likely to be affected by particular types of development is given in appendix 1 or at www.alge.org.uk The Survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available. Further information on appropriate survey methods can be found in *Guidance on Survey Methodology* published by the Institute of Ecology and Environmental Management; available at: http://www.ieem.org.uk The survey should be informed by the results of a search for ecological or geological data from Gloucestershire Centre for Environmental Records (available from gcer@gloswild.cix.co.uk). The survey must be to an appropriate level of scope and detail and must:- • Record which species, habitats and features are present on, and where appropriate, around, the site; • Identify the extent/area/length/number present; • Map their distribution (and use of the area) on site and/or in the surrounding area shown on an appropriate scale plan. The Assessment should identify and describe potential development impacts likely to harm designated sites, priority habitats, other biodiversity or geological features and protected and priority species. (These should include both direct and indirect effects, both during construction and afterwards). Where harm is likely, evidence must be submitted to show:- • How alternatives designs or locations have been considered; • How adverse effects will be avoided wherever possible; • How unavoidable impacts will be mitigated or reduced; • How impacts that cannot be avoided or mitigated will be compensated. In addition proposals are to be encouraged that enhance, restore or add to designated sites priority habitats, other biodiversity or geological features and protected and priority species. The Assessment should give an

		indication of likely change (hectares; numbers etc.) in priority habitat or species on the site after development *i.e.* whether there will be a net loss or gain. For further information on nature conservation assessments refer to - PPS 9: Biodiversity and Geological Conservation, its accompanying ODPM Circular 06/2005, DEFRA Circular 01/2005 – A Guide to Good Practice
Part II 20	Noise Impact Assessment	Application proposals that raise issues of disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. Further guidance is provided in PPG 24: Planning and Noise.
Part II 21	Open Space assessment	Planning consent is not normally given for development of existing open spaces which local communities need. For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. In the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements and any such evidence should accompanying the planning application. Government planning policy is set out in PPG 17: Planning for open space, sport and recreation (July 2002)
Part II 22	Other Plans	These include additional plans or drawings which may be required in certain circumstances, dependent on factors such as the location or characteristics of the site and the scale and nature of the development and may include the following: Streetscenes: Street scenes at a scale of not less than 1:200. These must show the development in the context of relevant neighbouring properties (both existing and proposed) sufficient to assess the impact of the proposal upon the appearance of the area. Detailed drawings of key architectural details: Plans to a scale of not less than 1:20 will be required to show all new doors, windows, glazed screens, rooflights, eaves over hangs shop-fronts etc. and other key architectural details for sensitive buildings and locations details.
Part II 23	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.
Part II 24	Planning obligations – Draft Head(s) of Terms	Planning obligations (or “section 106 agreements”) are private agreements negotiated between the Council and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development

		which would otherwise be unacceptable in planning terms. A statement of the proposed Heads of Terms may be required to be submitted with the application. Further advice is available in ODPM Circular 05/2005, Planning Obligations
Part II 25	Planning Statement	Information will include how the proposed development accords with policies in the Cotswold District Local Plan, Tewkesbury Borough Local Plan, the Gloucestershire Structure Plan, Regional Planning Guidance, development briefs, Supplementary Planning Guidance or Advice Notes. It should also include details of consultations with officers and wider community/statutory consultees undertaken prior to submission. However, a separate statement of community involvement may also be appropriate.
Part II 26	Statement of Community Involvement	Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. Further guidance on Statements of Community Involvement is available in Chapter 7 of Creating Local Development Frameworks: A Companion Guide to PPS12 (November 2004).
Part II 27	Structural Survey	A structural survey of a property may be required, for example, when considering listed building applications or the demolition of unlisted buildings that make a positive contribution to the conservation area. The same applies to the proposed conversion of agricultural and other rural buildings to residential use.
Part II 28	Sustainability Statement	PPS 1 Delivering Sustainable Development sets out the key principles of sustainable development for the planning system. Development proposals should reflect these principles and consider the issues of accessibility, environmental impact and the use of resources during construction and use. Reference should be made to performance against Ecohomes standards for housing developments and BREEM standards for non-residential buildings. The statement should also include details of: Water use, particularly where water scarcity is an issue Energy consumption, incorporation of renewable energy proposals Sustainable construction, utilising recycled building materials. Further advice is available in PPS22: Renewable Energy. Relevant policies – Cotswold District Local Plan Policies 1 and 2. Tewkesbury Borough Local Plan Policy EVT1.
Part II 29	Telecommunication Supporting	A Telecommunications supporting statement is required for telecommunications development and shall include the following:

	Statement	• A signed declaration that the equipment and installation fully complies with the ICNIRP requirements • Confirmation as to whether the Council's mast register and/or the site database has been checked for suitable sites • Site type (micro or macro) • Details of all consultations carried out and copies of all written comments • Details of any consultations carried out with a particular school or further education college if relevant • Area of search • A map showing the relationship of the application site to schools and other • telecommunication equipment in the vicinity • A statement explaining the reasons for the choice of the design • 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 • Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area • An explanation if no alternatives considered • Visual impact assessment where relevant • Acoustic report
Part II 30	Transport Assessment	PPS 13 'Transport' (March 2001) advises that a Transport Assessment (TA) should be submitted as part of any planning 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 transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Information will include all existing and proposed commercial and residential 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. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems. Further advice is available in PPG13 and in Guidance on Transport Assessment, published by the Department for Transport (March 2007).
Part II 31	(Draft) Travel Plan	A (draft) travel plan should be submitted alongside planning applications, which are likely to have significant transport implications. A (draft) travel plan should outline the way in which the 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 for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site. Further advice is available in Using the planning process to secure travel plans: best practice guidance for local authorities, developers and occupiers [ODPM and DfT, 2002] and Making residential travel plans work [DfT, 2007].
Part II 32	Tree Survey/ Arboricultural Implications	An arboricultural statement must be submitted showing how the tree constraints on and adjacent to the site have been correctly incorporated into the design and how these trees are to be retained without damage during construction and future occupancy. The statement must be produced in line with the guidelines set out within BS5837:2005 and shall include: • *Tree survey drawing and schedule* - The survey shall provide clear data regarding the species, size, age, condition and useful life expectancy of trees. It shall also categorise trees, groups of trees or woodlands in terms of their quality and value within their *existing context* and not within the context of the proposals • *Arboricultural Constraints Plan (ACP)* – An aid to layout design that shows tree Root Protection Areas (RPA) as well as representing the effect that the mature height and spread of retained trees will have on the development. The ACP shall incorporate the tree survey information as well as illustrate both the above-ground (shade patterns) and below- ground RPA constraints posed by the trees. • *Tree Protection Plan* – Scale drawing produced by an arboriculturalist showing the finalised layout proposals, tree retention and tree and landscape protection measures detailed within the arboricultural method. • *Arboricultural Method Statement* (AMS) – sets out the information regarding the measures to be taken to protect the trees shown to be retained on the submitted drawings. It also details the methodology for the implementation of any aspect of the proposal that has the potential to result in loss or damage to a tree.
Part II 33	Utilities Statement	A utilities statement should include how an application connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal.

		Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains. Utilities statements should demonstrate that: • the availability of utility services has been examined • the proposals would not result in undue stress on the delivery of those services to the wider community; • proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; • service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains.
Part II 34	Ventilation/ Extraction Statement	Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.
Part II 35	Waste Minimisation Statement	Gloucestershire County Council adopted a SPD on Waste Minimisation in Development Projects. It is a material consideration when planning authorities in Gloucestershire determine planning applications. Waste should be managed in accordance with the 'waste hierarchy' (prevent, reduce, reuse, recycle and dispose) unless it can be demonstrated that an alternative approach is more environmentally sound. "Waste minimisation" means not producing waste in the first place. It also means reducing the quantity of waste that requires processing and/or disposal. The aspiration of the SPD is to divert 100% of construction/demolition waste from landfill. Any persons undertaking building works (including refurbishments) need to consider the principles of waste minimisation. The principles of waste minimisation are: • To design proposals sustainably; • To reduce the amount of waste generated from development; • To conserve natural resources through re-using waste arising from construction; • To re-use waste materials on-site to reduce transportation; • To use recycled materials where possible;

		• To reduce waste generation during the operational lifetime of the development, and; • facilitate recycling where waste does arise. For certain types of application - proposals for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more - a statement has to be submitted demonstrating that the above principles are addressed. The SPD can be viewed on Gloucestershire County Council's website at www.gloucestershire.gov.uk/mineralsandwaste.' In cases where waste will be stored on site, awaiting collection, details of storage facilities will be required.
Part II 36	Any other plan/s, information or statement/s as may be reasonably required	Subject to there being a substantive reason or substantive reasons and depending on particular circumstances, this Authority may request further details which may not be specified above. In this instance, this Authority will request such information in writing and provide a reason for the request. The checklists will also be periodically reviewed following changes to legislation. Substantial changes will result in further consultation, but this is considered unnecessary for minor changes to requirements such as small revisions to local and national policy requirements (which will have been subject to consultation anyway), or alterations to policy numbers or SPD.

APPLICATION TYPES

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Application Type 1	Householder application for planning permission for works or extension to a dwelling

All householder applications for planning permission for works or extension to a dwelling must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements	If the prescribed information is not submitted, please indicate the reasons below. If included mark 'Y' below.
Part I 1	Completed Application Form	
Part I 2	Location Plan	
Part I 3	Site Plan	
Part I 4	Block Plan	
Part I 5	Existing and proposed elevations	
Part I 6	Existing and proposed floor plans	
Part I 7	Existing and proposed site sections and finished floor and site levels	
Part I 8	Roof plans	
Part I 9	Ownership Certificates (where Ownership Certificates B,C or D have been completed, notice(s) as required by Article 6 of TCPA GDPO 1995 must be given and/or published in accordance with the Article.)	
Part I 10	Agricultural Holdings Certificate	
Part I	Design and Access Statement	

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Part I 12	Correct Fee (where necessary)	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	
Part II 6	Cycle and car parking. Pedestrian, cycle and car access arrangements For all applications that involve additional bedrooms or would affect existing parking/ access arrangements a scaled site plan showing existing and proposed parking and access arrangements is required.	
Part II 7	Daylight/Sunlight Assessment If the application is for an extension of greater than single storey in height then a daylight/sunlight assessment is required to show the impact of the proposal on the gardens and internal rooms of neighbouring properties. An assessment will also be required for single storey buildings when the characteristics of the site or the proposal are likely to have significant impact on the daylight/sunlight enjoyed by the residents of neighbouring properties.	
Part II 10	Flood Risk Assessment/Drainage Strategy If the application site is located within a flood risk zone 2 or 3 then a flood risk assessment will be required. Information on flood risk zones is available at http://www.pipernetworking.com/floodrisk/matrix.html However, all that is required are details of the existing and proposed floor levels for a householder application.	
Part II 19	Nature Conservation/ Ecological Assessment (including protected species) If the proposed development could affect a designated site, a priority habitat or other biodiversity feature (as listed at appendix 1) or if the application involves any of the development proposals listed in column 1, table1 of appendix 1, a nature conservation / ecological assessment (including protected species) will be required. Appendix 1 also explains when a survey and assessment will not be required.	
Part II 32	Tree Survey/ Arboricultural Implications Any proposals involving development (including hardstandings	

	and service runs) within 2m of the canopy spread of any tree(s) should indicate the position and spread of the tree(s) on the application plans. If the trees are protected (by a Tree Preservation Order or location within a Conservation Area), a more detailed tree survey / arboricultural implications study will be required.	

Application Type 2	Householder application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area

All householder applications for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed Application Form	
Part I 2	Location Plan	
Part I 3	Site Plan	
Part I 4	Block Plan	
Part I 5	Existing and proposed elevations	
Part I 6	Existing and proposed floor plans	
Part I 7	Existing and proposed site sections and finished floor and site levels	
Part I 8	Roof plans	
Part I 9	Ownership Certificates (where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of TCPA GDPO 1995 must be given and/or published in accordance with the Article.)	
Part I	Agricultural Holdings Certificate	

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Part I 11	Design and Access Statement	
Part I 12	Correct Fee (where necessary)	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	
Part II 6	Cycle and car parking. Pedestrian, cycle and car access arrangements For all applications that involve additional bedrooms or would affect existing parking/ access arrangements a scaled site plan showing existing and proposed parking and access arrangements is required.	
Part II 7	Daylight/Sunlight Assessment If the application is for an extension of greater than single storey in height then a daylight/sunlight assessment is required to show the impact of the proposal on the gardens and internal rooms of neighbouring properties. An assessment will also be required for single storey buildings when the characteristics of the site or the proposal are likely to have significant impact on the daylight/sunlight enjoyed by the residents of neighbouring properties.	
Part II 10	Flood Risk Assessment/Drainage Strategy If the application site is located within a flood risk zone 2 or 3 then a flood risk assessment will be required. However, all that is required are details of the existing and proposed floor levels for a householder application. Information on flood risk zones is available at http://www.pipernetworking.com/floodrisk/matrix.html	
Part II 19	Nature Conservation/ Ecological Assessment (including protected species) If the proposed development could affect a designated site, a priority habitat or other biodiversity feature (as listed at appendix 1) or if the application involves any of the development proposals listed in column 1, table1 of appendix 1, a nature conservation / ecological assessment (including protected species) will be required. Appendix 1 also explains when a survey and assessment will not be required.	
Part II 32	Tree Survey/ Arboricultural Implications	

	Any proposals involving development (including hardstandings and service runs) within 2m of the canopy spread of any tree(s) should indicate the position and spread of the tree(s) on the application plans. If the trees are protected (by a Tree Preservation Order or location within a Conservation Area), a more detailed tree survey / arboricultural implications study will be required.	

Application Type 3	Householder application for planning permission for works or extension to a dwelling and Listed Building Consent

All householder applications for planning permission for works or extension to a dwelling and Listed Building Consent must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed Application Form	
Part I 2	Location Plan	
Part I 3	Site Plan	
Part I 4	Block Plan	
Part I 5	Existing and proposed elevations	
Part I 6	Existing and proposed floor plans	
Part I 7	Existing and proposed site sections and finished floor and site levels	
Part I 8	Roof plans	
Part I 9	Ownership Certificates (where Ownership Certificates B,C or D have been completed, notice(s) as required by Article 6 of TCPA GDPO 1995 must be given and/or published in accordance with the Article.)	
Part I 10	Agricultural Holdings Certificate	

Part I 11	Design and Access Statement	
Part I 12	Correct Fee (where necessary)	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	
Part II 6	Cycle and car parking. Pedestrian, cycle and car access arrangements For all applications that involve additional bedrooms or would affect existing parking/ access arrangements a scaled site plan showing existing and proposed parking and access arrangements is required.	
Part II 7	Daylight/Sunlight Assessment If the application is for an extension of greater than single storey in height then a daylight/sunlight assessment is required to show the impact of the proposal on the gardens and internal rooms of neighbouring properties. An assessment will also be required for single storey buildings when the characteristics of the site or the proposal are likely to have significant impact on the daylight/sunlight enjoyed by the residents of neighbouring properties.	
Part II 10	Flood Risk Assessment/Drainage Strategy If the application site is located within a flood risk zone 2 or 3 then a flood risk assessment will be required. However, all that is required are details of the existing and proposed floor levels for a householder application. . Information on flood risk zones is available at http://www.pipernetworking.com/floodrisk/matrix.html	
Part II 17	Listed Building Appraisal and Drawings For all applications	
Part II 19	Nature Conservation/ Ecological Assessment (including protected species) If the proposed development could affect a designated site, a priority habitat or other biodiversity feature (as listed at appendix 1) or if the application involves any of the development proposals listed in column 1, table1 of appendix 1, a nature conservation / ecological assessment (including protected species) will be required. Appendix 1 also explains when a survey and assessment will not be required.	

Part II 23	Photographs and Photomontages For all applications. This should include photographs of any internal areas affected by the proposal.	
Part II 32	Tree Survey/ Arboricultural Implications Any proposals involving development (including hardstandings and service runs) within 2m of the canopy spread of any tree(s) should indicate the position and spread of the tree(s) on the application plans. If the trees are protected (by a Tree Preservation Order or location within a Conservation Area), a more detailed tree survey / arboricultural implications study will be required.	

Application Type 4	Application for Planning Permission

All applications for planning permission must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed Application Form	
Part I 2	Location Plan	
Part I 3	Site Plan	
Part I 4	Block Plan	
Part I 5	Existing and proposed elevations	
Part I 6	Existing and proposed floor plans	
Part I 7	Existing and proposed site sections and finished floor and site levels	
Part I 8	Roof plans	
Part I 9	Ownership Certificates (where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of TCPA GDPO 1995 must be given and/or published in accordance with the Article.)	
Part I 10	Agricultural Holdings Certificate	
Part I 11	Design and Access Statement	

Part I 12	Correct Fee (where necessary)	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 1	Affordable Housing Statement This is required if the proposal includes an element of affordable housing, includes 15 residential units or more or if the proposal is required to provide affordable housing in accordance with policies contained within the Local Plan.	
Part II 2	Agricultural/ Forestry Dwelling Justification For any proposal involving an agricultural/ forestry dwelling or the erection of an agricultural/ forestry building in open countryside.	
Part II 4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	
Part II 5	Conversion Assessment for the Change of Use of Rural Buildings to Residential Use For any proposal that involves the conversion of a building in open countryside as defined in the Local Plan.	
Part II 6	Cycle and car parking. Pedestrian, cycle and car access arrangements For all applications	
Part II 7	Daylight/Sunlight Assessment If the application is greater than single storey in height then a daylight/sunlight assessment is required to show the impact of the proposal on the gardens and internal rooms of neighbouring properties. An assessment will also be required for single storey buildings when the characteristics of the site or the proposal are likely to have significant impact on the daylight/sunlight enjoyed by the residents of neighbouring properties.	
Part II 8	Environmental Impact Assessment	
Part II 9	Evidence to accompany applications that may impact on town centres Any application for a retail development sited outside a town centre. Furthermore, it will be required for any application that involves a net increase in retail floorspace of more than 1000sqm	

Part II 10	Flood Risk Assessment/Drainage Strategy Required for any application located within a flood risk zone 2 or 3 and/ or for any development proposals of 1 hectare or greater in Flood Zone 1. . Information on flood risk zones is available at http://www.pipernetworking.com/floodrisk/matrix.html	
Part II 11	Foul sewerage assessment For any proposal involving the erection of a single dwelling or more and for the erection of any non-residential building.	
Part II 12	Impact Assessment For all retail and leisure developments over 2,500 square metres gross floorspace, and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Impact assessments should also be provided for applications for other main town centre uses when they are in an edge of centre or out of centre location and not in accordance with a development plan.	
Part II 13	Land Contamination Assessment Where the proposal involves the redevelopment of land previously occupied by an industrial use or where contamination is known or suspected to be present.	
Part II 14	Landscape Appraisal For all new commercial and residential built development.	
Part II 15	Landscape Scheme For all new commercial and residential built development.	
Part II 16	Lighting Assessment For all applications involving the erection of floodlights or similar.	
Part II 19	Nature Conservation/ Ecological Assessment (including protected species) If the proposed development could affect a designated site, a priority habitat or other biodiversity feature (as listed at appendix 1) or if the application involves any of the development proposals listed in column 1, table1 of appendix 1, a nature	

	conservation / ecological assessment (including protected species) will be required. Appendix 1 also explains when a survey and assessment will not be required.	
Part II 20	Noise Impact Assessment For any application for residential development that is close to an existing commercial or industrial use or adjoining a trunk road and for any application for commercial/ industrial development that is close to an existing residential use.	
Part II 21	Open Space assessment For any application that affects open space as defined in PPG17 or the Local Plan	
Part II 22	Other Plans	
Part II 24	Planning obligations – Draft Head(s) of Terms For any proposal that requires the completion of a legal agreement or where one is being offered.	
Part II 26	Statement of Community Involvement For any proposal involving the erection of more than 50 houses or a building with a floor area of more than 3000sqm.	
Part II 27	Structural Survey Where the proposal involves the conversion of a building in open countryside as defined in the local plan.	
Part II 28	Sustainability Statement For all new development involving the creation of additional floor space.	
Part II 30	Transport Assessment A transport assessment will be required if your proposal falls within any of the following categories:- i) Food retail with a floor area of 250sqm or more. ii) Non-food retail with a floor area of 800sqm or more. iii) B1 Business use with a floor area of1500sqm or more. iv) B2 General Industrial use with a floor area of 2500sqm or more. v) B8 Distribution use with a floor area of 3000sqm or more. vi) Hotels with 75 bedrooms or more. vii) Residential development with 50 dwellings or more. viii) Leisure uses with a floor area of 500sqm or more.	

	ix) Community uses with a floor area of 500sqm or more.	
Part II 31	(Draft) Travel Plan i) Food retail with a floor area greater than 800sqm. ii) Non-food retail with a floor area greater than 1500sqm. iii) B1 Business use with a floor area greater than 2500sqm. iv) B2 General Industrial use with a floor area greater than 4000sqm. v) B8 Distribution use with a floor area greater than 5000sqm. vi) Hotels with more than 100 bedrooms. vii) Residential development with more than 80 dwellings. ix) Leisure uses with a floor area of more than 1500sqm. viii) Community uses with a floor area of more than 1500sqm.	
Part II 32	Tree Survey/ Arboricultural Implications The position and spread of all trees within the development site should be shown on the application plans. If there are trees, outside the development site, but that have a canopy spread within 2m of any proposed development (including hardstandings and service runs), these should also be shown on the application plans. A detailed tree survey / arboricultural implications study should be submitted if there are trees within the development site or with canopy spread as stated above.	
Part II 33	Utilities Statement For any proposal involving the erection of a single residential unit or more and for the erection of any non-residential building	
Part II 34	Ventilation/Extraction statement Required for all applications for restaurants, hot food takeaways and other premises that will be selling/ serving hot food. Also required for the erection of or change of use to non-residential premises.	
Part II 35	Waste Minimisation Statement Is required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more.	

Application Type 5	Application for outline planning permission with some matters reserved

All applications for outline planning permission with some matters reserved must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	**Information required - National Planning Application Requirements**	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed Application Form	
Part I 2	Location Plan	
Part I 3	Site Plan	
Part I 4	Block Plan	
Part I 9	Ownership Certificates (where Ownership Certificates B,C or D have been completed, notice(s) as required by Article 6 of TCPA GDPO 1995 must be given and/or published in accordance with the Article.)	
Part I 10	Agricultural Holdings Certificate	
Part I 11	Design and Access Statement	
Part I 12	Correct Fee (where necessary)	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 1	Affordable Housing Statement This is required if the proposal includes an element of affordable	

	housing, includes 15 residential units or more or if the proposal is required to provide affordable housing in accordance with policies contained within the Local Plan.	
Part II 2	Agricultural/ Forestry Dwelling Justification For any proposal involving an agricultural/ forestry dwelling or the erection of an agricultural/ forestry building in open countryside.	
Part II 4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	
Part II 5	Conversion Assessment for the Change of Use of Rural Buildings to Residential Use For any proposal that involves the conversion of a building in open countryside as defined in the Local Plan.	
Part II 6	Cycle and car parking. Pedestrian, cycle and car access arrangements For all applications	
Part II 7	Daylight/Sunlight Assessment If the application is greater than single storey in height then a daylight/sunlight assessment is required to show the impact of the proposal on the gardens and internal rooms of neighbouring properties. An assessment will also be required for single storey buildings when the characteristics of the site or the proposal are likely to have significant impact on the daylight/sunlight enjoyed by the residents of neighbouring properties.	
Part II 8	Environmental Impact Assessment	
Part II 9	Evidence to accompany applications that may impact on town centres Any application for a retail development sited outside a town centre. Furthermore, it will be required for any application that involves a net increase in retail floorspace of more than 1000sqm	
Part II 10	Flood Risk Assessment/Drainage Strategy Required for any application located within a flood risk zone 2 or 3 and/ or for any development proposals of 1 hectare or greater in Flood Zone 1. . Information on flood risk zones is available at http://www.pipernetworking.com/floodrisk/matrix.html	

Part II 11	Foul sewerage assessment For any proposal involving the erection of a single dwelling or more and for the erection of any non-residential building.	
Part II 12	Impact Assessment For all retail and leisure developments over 2,500 square metres gross floorspace, and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Impact assessments should also be provided for applications for other main town centre uses when they are in an edge of centre or out of centre location and not in accordance with a development plan.	
Part II 13	Land Contamination Assessment Where the proposal involves the redevelopment of land previously occupied by an industrial use or where contamination is known or suspected to be present.	
Part II 14	Landscape Appraisal For all new commercial and residential built development.	
Part II 15	Landscape Scheme For all new commercial and residential built development.	
Part II 16	Lighting Assessment For all applications involving the erection of floodlights or similar.	
Part II 19	Nature Conservation/ Ecological Assessment (including protected species) If the proposed development could affect a designated site, a priority habitat or other biodiversity feature (as listed at appendix 1) or if the application involves any of the development proposals listed in column 1, table1 of appendix 1, a nature conservation / ecological assessment (including protected species) will be required. Appendix 1 also explains when a survey and assessment will not be required.	
Part II 20	Noise Impact Assessment For any application for residential development that is close to	

	an existing commercial or industrial use or adjoining a trunk road and for any application for commercial/ industrial development that is close to an existing residential use.	
Part II 21	Open Space assessment For any application that affects open space as defined in PPG17 or the Local Plan	
Part II 22	Other Plans	
Part II 24	Planning obligations – Draft Head(s) of Terms For any proposal that requires the completion of a legal agreement or where one is being offered.	
Part II 26	Statement of Community Involvement For any proposal involving the erection of more than 50 houses or a building with a floor area of more than 3000sqm.	
Part II 27	Structural Survey Where the proposal involves the conversion of a building in open countryside as defined in the local plan.	
Part II 28	Sustainability Statement For all new development involving the creation of additional floor space.	
Part II 30	Transport Assessment A transport assessment will be required if your proposal falls within any of the following categories:- i) Food retail with a floor area of 250sqm or more. ii) Non-food retail with a floor area of 800sqm or more. iii) B1 Business use with a floor area of1500sqm or more. iv) B2 General Industrial use with a floor area of 2500sqm or more. v) B8 Distribution use with a floor area of 3000sqm or more. vi) Hotels with 75 bedrooms or more. vii) Residential development with 50 dwellings or more. viii) Leisure uses with a floor area of 500sqm or more. ix) Community uses with a floor area of 500sqm or more.	
Part II 31	(Draft) Travel Plan i) Food retail with a floor area greater than 800sqm. ii) Non-food retail with a floor area greater than 1500sqm. iii) B1 Business use with a floor area greater than 2500sqm.	

	iv) B2 General Industrial use with a floor area greater than 4000sqm. v) B8 Distribution use with a floor area greater than 5000sqm. vi) Hotels with more than 100 bedrooms. vii) Residential development with more than 80 dwellings. ix) Leisure uses with a floor area of more than 1500sqm. viii) Community uses with a floor area of more than 1500sqm.	
Part II 32	Tree Survey/ Arboricultural Implications The position and spread of all trees within the development site should be shown on the application plans. If there are trees, outside the development site, but that have a canopy spread within 2m of any proposed development (including hardstandings and service runs), these should also be shown on the application plans. A detailed tree survey / arboricultural implications study should be submitted if there are trees within the development site or with canopy spread as stated above.	
Part II 33	Utilities Statement For any proposal involving the erection of a single residential unit or more and for the erection of any non-residential building	
Part II 34	Ventilation/Extraction statement Required for all applications for restaurants, hot food takeaways and other premises that will be selling/ serving hot food. Also required for the erection of or change of use to non-residential premises.	
Part II 35	Waste Minimisation Statement Is required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more.	

Application Type 6	Application for outline planning permission with all matters reserved

All applications for outline planning permission with all matters reserved must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	**Information required - National Planning Application Requirements**	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed Application Form	
Part I 2	Location Plan	
Part I 3	Site Plan	
Part I 4	Block Plan	
Part I 9	Ownership Certificates (where Ownership Certificates B,C or D have been completed, notice(s) as required by Article 6 of TCPA GDPO 1995 must be given and/or published in accordance with the Article.)	
Part I 10	Agricultural Holdings Certificate	
Part I 11	Design and Access Statement	
Part I 12	Correct Fee (where necessary)	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 1	Affordable Housing Statement This is required if the proposal includes an element of affordable	

	housing, includes 15 residential units or more or if the proposal is required to provide affordable housing in accordance with policies contained within the Local Plan.	
Part II 2	Agricultural/ Forestry Dwelling Justification For any proposal involving an agricultural/ forestry dwelling or the erection of an agricultural/ forestry building in open countryside.	
Part II 4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	
Part II 5	Conversion Assessment for the Change of Use of Rural Buildings to Residential Use For any proposal that involves the conversion of a building in open countryside as defined in the Local Plan.	
Part II 6	Cycle and car parking. Pedestrian, cycle and car access arrangements For all applications	
Part II 7	Daylight/Sunlight Assessment If the application is greater than single storey in height then a daylight/sunlight assessment is required to show the impact of the proposal on the gardens and internal rooms of neighbouring properties. An assessment will also be required for single storey buildings when the characteristics of the site or the proposal are likely to have significant impact on the daylight/sunlight enjoyed by the residents of neighbouring properties.	
Part II 8	Environmental Impact Assessment	
Part II 9	Evidence to accompany applications that may impact on town centres Any application for a retail development sited outside a town centre. Furthermore, it will be required for any application that involves a net increase in retail floorspace of more than 1000sqm	
Part II 10	Flood Risk Assessment/Drainage Strategy Required for any application located within a flood risk zone 2 or 3 and/ or for any development proposals of 1 hectare or greater in Flood Zone 1. . Information on flood risk zones is available at http://www.pipernetworking.com/floodrisk/matrix.html	

Part II 11	Foul sewerage assessment For any proposal involving the erection of a single dwelling or more and for the erection of any non-residential building.	
Part II 12	Impact Assessment For all retail and leisure developments over 2,500 square metres gross floorspace, and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Impact assessments should also be provided for applications for other main town centre uses when they are in an edge of centre or out of centre location and not in accordance with a development plan.	
Part II 13	Land Contamination Assessment Where the proposal involves the redevelopment of land previously occupied by an industrial use or where contamination is known or suspected to be present.	
Part II 14	Landscape Appraisal For all new commercial and residential built development.	
Part II 15	Landscape Scheme For all new commercial and residential built development.	
Part II 16	Lighting Assessment For all applications involving the erection of floodlights or similar.	
Part II 19	Nature Conservation/ Ecological Assessment (including protected species) If the proposed development could affect a designated site, a priority habitat or other biodiversity feature (as listed at appendix 1) or if the application involves any of the development proposals listed in column 1, table1 of appendix 1, a nature conservation / ecological assessment (including protected species) will be required. Appendix 1 also explains when a survey and assessment will not be required.	
Part II 120	Noise Impact Assessment For any application for residential development that is close to an existing commercial or industrial use or adjoining a trunk road and for any application for commercial/ industrial development	

	that is close to an existing residential use.	
Part II 21	Open Space assessment For any application that affects open space as defined in PPG17 or the Local Plan	
Part II 22	Other Plans	
Part II 24	Planning obligations – Draft Head(s) of Terms For any proposal that requires the completion of a legal agreement or where one is being offered.	
Part II 26	Statement of Community Involvement For any proposal involving the erection of more than 50 houses or a building with a floor area of more than 3000sqm.	
Part II 27	Structural Survey Where the proposal involves the conversion of a building in open countryside as defined in the local plan.	
Part II 28	Sustainability Statement For all new development involving the creation of additional floor space.	
Part II 30	Transport Assessment A transport assessment will be required if your proposal falls within any of the following categories:- i) Food retail with a floor area of 250sqm or more. ii) Non-food retail with a floor area of 800sqm or more. iii) B1 Business use with a floor area of1500sqm or more. iv) B2 General Industrial use with a floor area of 2500sqm or more. v) B8 Distribution use with a floor area of 3000sqm or more. vi) Hotels with 75 bedrooms or more. vii) Residential development with 50 dwellings or more. viii) Leisure uses with a floor area of 500sqm or more. ix) Community uses with a floor area of 500sqm or more.	
Part II 31	(Draft) Travel Plan i) Food retail with a floor area greater than 800sqm. ii) Non-food retail with a floor area greater than 1500sqm. iii) B1 Business use with a floor area greater than 2500sqm. iv) B2 General Industrial use with a floor area greater than 4000sqm.	☐

	v) B8 Distribution use with a floor area greater than 5000sqm. vi) Hotels with more than 100 bedrooms. vii) Residential development with more than 80 dwellings. ix) Leisure uses with a floor area of more than 1500sqm. viii) Community uses with a floor area of more than 1500sqm.	
Part II 32	Tree Survey/ Arboricultural Implications The position and spread of all trees within the development site should be shown on the application plans. If there are trees, outside the development site, but that have a canopy spread within 2m of any proposed development (including hardstandings and service runs), these should also be shown on the application plans. A detailed tree survey / arboricultural implications study should be submitted if there are trees within the development site or with canopy spread as stated above.	
Part II 33	Utilities Statement For any proposal involving the erection of a single residential unit or more and for the erection of any non-residential building	
Part II 34	Ventilation/Extraction statement Required for all applications for restaurants, hot food takeaways and other premises that will be selling/ serving hot food. Also required for the erection of or change of use to non-residential premises.	
Part II 35	Waste Minimisation Statement Is required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more.	☐

Application Type 7	Application for planning permission and Conservation Area consent for demolition

All applications for planning permission and Conservation Area consent for demolition must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed Application Form	
Part I 2	Location Plan	
Part I 3	Site Plan	
Part I 4	Block Plan	
Part I 5	Existing and proposed elevations	
Part I 6	Existing and proposed floor plans	
Part I 7	Existing and proposed site sections and finished floor and site levels	
Part I 8	Roof plans	
Part I 9	Ownership Certificates (where Ownership Certificates B,C or D have been completed, notice(s) as required by Article 6 of TCPA GDPO 1995 must be given and/or published in accordance with the Article.)	
Part I 10	Agricultural Holdings Certificate	
Part I	Design and Access Statement	

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Part I 12	Correct Fee (where necessary)	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 1	Affordable Housing Statement This is required if the proposal includes an element of affordable housing, includes 15 residential units or more or if the proposal is required to provide affordable housing in accordance with policies contained within the Local Plan.	
Part II 2	Agricultural/ Forestry Dwelling Justification For any proposal involving an agricultural/ forestry dwelling or the erection of an agricultural/ forestry building in open countryside.	
Part II 4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	
Part II 5	Conversion Assessment for the Change of Use of Rural Buildings to Residential Use For any proposal that involves the conversion of a building in open countryside as defined in the Local Plan.	
Part II 6	Cycle and car parking. Pedestrian, cycle and car access arrangements For all applications	
Part II 7	Daylight/Sunlight Assessment If the application is greater than single storey in height then a daylight/sunlight assessment is required to show the impact of the proposal on the gardens and internal rooms of neighbouring properties. An assessment will also be required for single storey buildings when the characteristics of the site or the proposal are likely to have significant impact on the daylight/sunlight enjoyed by the residents of neighbouring properties.	
Part II 8	Environmental Impact Assessment	
Part II 9	Evidence to accompany applications that may impact on town centres Any application for a retail development sited outside a town centre. Furthermore, it will be required for any application that involves a net increase in retail floorspace of more than	

	1000sqm	
Part II 10	Flood Risk Assessment/Drainage Strategy Required for any application located within a flood risk zone 2 or 3 and/ or for any development proposals of 1 hectare or greater in Flood Zone 1. . Information on flood risk zones is available at http://www.pipernetworking.com/floodrisk/matrix.html	
Part II 11	Foul sewerage assessment For any proposal involving the erection of a single dwelling or more and for the erection of any non-residential building.	
Part II 12	Impact Assessment For all retail and leisure developments over 2,500 square metres gross floorspace, and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Impact assessments should also be provided for applications for other main town centre uses when they are in an edge of centre or out of centre location and not in accordance with a development plan.	
Part II 13	Land Contamination Assessment Where the proposal involves the redevelopment of land previously occupied by an industrial use or where contamination is known or suspected to be present.	
Part II 14	Landscape Appraisal For all new commercial and residential built development.	
Part II 15	Landscape Scheme For all new commercial and residential built development.	
Part II 16	Lighting Assessment For all applications involving the erection of floodlights or similar.	
Part II 19	Nature Conservation/ Ecological Assessment (including protected species) If the proposed development could affect a designated site, a priority habitat or other biodiversity feature (as listed at appendix 1) or if the application involves any of the development	

	proposals listed in column 1, table1 of appendix 1, a nature conservation / ecological assessment (including protected species) will be required. Appendix 1 also explains when a survey and assessment will not be required.	
Part II 20	Noise Impact Assessment For any application for residential development that is close to an existing commercial or industrial use or adjoining a trunk road and for any application for commercial/ industrial development that is close to an existing residential use.	
Part II 21	Open Space assessment For any application that affects open space as defined in PPG17 or the Local Plan	
Part II 22	Other Plans	
Part II 24	Planning obligations – Draft Head(s) of Terms For any proposal that requires the completion of a legal agreement or where one is being offered.	
Part II 26	Statement of Community Involvement For any proposal involving the erection of more than 50 houses or a building with a floor area of more than 3000sqm.	
Part II 27	Structural Survey Where the proposal involves the conversion of a building in open countryside as defined in the local plan.	
Part II 28	Sustainability Statement For all new development involving the creation of additional floor space.	
Part II 30	Transport Assessment A transport assessment will be required if your proposal falls within any of the following categories:- i) Food retail with a floor area of 250sqm or more. ii) Non-food retail with a floor area of 800sqm or more. iii) B1 Business use with a floor area of1500sqm or more. iv) B2 General Industrial use with a floor area of 2500sqm or more. v) B8 Distribution use with a floor area of 3000sqm or more. vi) Hotels with 75 bedrooms or more. vii) Residential development with 50 dwellings or more.	

	viii) Leisure uses with a floor area of 500sqm or more. ix) Community uses with a floor area of 500sqm or more.	
Part II 31	(Draft) Travel Plan i) Food retail with a floor area greater than 800sqm. ii) Non-food retail with a floor area greater than 1500sqm. iii) B1 Business use with a floor area greater than 2500sqm. iv) B2 General Industrial use with a floor area greater than 4000sqm. v) B8 Distribution use with a floor area greater than 5000sqm. vi) Hotels with more than 100 bedrooms. vii) Residential development with more than 80 dwellings. ix) Leisure uses with a floor area of more than 1500sqm. viii) Community uses with a floor area of more than 1500sqm.	
Part II 32	Tree Survey/ Arboricultural Implications The position and spread of all trees within the development site should be shown on the application plans. If there are trees, outside the development site, but that have a canopy spread within 2m of any proposed development (including hardstandings and service runs), these should also be shown on the application plans. A detailed tree survey / arboricultural implications study should be submitted if there are trees within the development site or with canopy spread as stated above.	
Part II 33	Utilities Statement For any proposal involving the erection of a single residential unit or more and for the erection of any non-residential building	
Part II 34	Ventilation/Extraction statement Required for all applications for restaurants, hot food takeaways and other premises that will be selling/ serving hot food. Also required for the erection of or change of use to non-residential premises.	
Part II 35	Waste Minimisation Statement Is required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more.	

Application Type 8	Application for planning permission and Listed Building Consent

All applications for planning permission and Listed Building Consent must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed Application Form	
Part I 2	Location Plan	
Part I 3	Site Plan	
Part I 4	Block Plan	
Part I 5	Existing and proposed elevations	
Part I 6	Existing and proposed floor plans	
Part I 7	Existing and proposed site sections and finished floor and site levels	
Part I 8	Roof plans	
Part I 9	Ownership Certificates (where Ownership Certificates B,C or D have been completed, notice(s) as required by Article 6 of TCPA GDPO 1995 must be given and/or published in accordance with the Article.)	
Part I 10	Agricultural Holdings Certificate	
Part I	Design and Access Statement	

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Part I 12	Correct Fee (where necessary)	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 1	Affordable Housing Statement This is required if the proposal includes an element of affordable housing, includes 15 residential units or more or if the proposal is required to provide affordable housing in accordance with policies contained within the Local Plan.	
Part II 2	Agricultural/ Forestry Dwelling Justification For any proposal involving an agricultural/ forestry dwelling or the erection of an agricultural/ forestry building in open countryside.	
Part II 4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	
Part II 5	Conversion Assessment for the Change of Use of Rural Buildings to Residential Use For any proposal that involves the conversion of a building in open countryside as defined in the Local Plan.	
Part II 6	Cycle and car parking. Pedestrian, cycle and car access arrangements For all applications	
Part II 7	Daylight/Sunlight Assessment If the application is greater than single storey in height then a daylight/sunlight assessment is required to show the proposal on the gardens and internal rooms of neighbouring properties. An assessment will also be required for single storey buildings when the characteristics of the site or the proposal are likely to have significant impact on the daylight/sunlight enjoyed by the residents of neighbouring properties.	
Part II 8	Environmental Impact Assessment	
Part II 9	Evidence to accompany applications that may impact on town centres Any application for a retail development sited outside a town centre. Furthermore, it will be required for any application that involves a net increase in retail floorspace of more than 1000sqm	

Part II 10	Flood Risk Assessment/Drainage Strategy Required for any application located within a flood risk zone 2 or 3 and/ or for any development proposals of 1 hectare or greater in Flood Zone 1. . Information on flood risk zones is available at http://www.pipernetworking.com/floodrisk/matrix.html	
Part II 11	Foul sewerage assessment For any proposal involving the erection of a single dwelling or more and for the erection of any non-residential building.	
Part II 12	Impact Assessment For all retail and leisure developments over 2,500 square metres gross floorspace, and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Impact assessments should also be provided for applications for other main town centre uses when they are in an edge of centre or out of centre location and not in accordance with a development plan.	
Part II 13	Land Contamination Assessment Where the proposal involves the redevelopment of land previously occupied by an industrial use or where contamination is known or suspected to be present.	
Part II 14	Landscape Appraisal For all new commercial and residential built development.	
Part II 15	Landscape Scheme For all new commercial and residential built development.	
Part II 16	Lighting Assessment For all applications involving the erection of floodlights or similar.	
Part II 17	Listed Building Appraisal and Drawings	
Part II 19	Nature Conservation/ Ecological Assessment (including protected species) If the proposed development could affect a designated site, a priority habitat or other biodiversity feature (as listed at appendix	

	1) or if the application involves any of the development proposals listed in column 1, table1 of appendix 1, a nature conservation / ecological assessment (including protected species) will be required. Appendix 1 also explains when a survey and assessment will not be required.	
Part II 20	Noise Impact Assessment For any application for residential development that is close to an existing commercial or industrial use or adjoining a trunk road and for any application for commercial/ industrial development that is close to an existing residential use.	
Part II 21	Open Space assessment For any application that affects open space as defined in PPG17 or the Local Plan	
Part II 22	Other Plans	
Part II 24	Planning obligations – Draft Head(s) of Terms For any proposal that requires the completion of a legal agreement or where one is being offered.	
Part II 26	Statement of Community Involvement For any proposal involving the erection of more than 50 houses or a building with a floor area of more than 3000sqm.	
Part II 27	Structural Survey Where the proposal involves the conversion of a building in open countryside as defined in the local plan.	
Part II 28	Sustainability Statement For all new development involving the creation of additional floor space.	
Part II 30	Transport Assessment A transport assessment will be required if your proposal falls within any of the following categories:- i) Food retail with a floor area of 250sqm or more. ii) Non-food retail with a floor area of 800sqm or more. iii) B1 Business use with a floor area of1500sqm or more. iv) B2 General Industrial use with a floor area of 2500sqm or more. v) B8 Distribution use with a floor area of 3000sqm or more. vi) Hotels with 75 bedrooms or more.	

	vii) Residential development with 50 dwellings or more. viii) Leisure uses with a floor area of 500sqm or more. ix) Community uses with a floor area of 500sqm or more.	
Part II 31	(Draft) Travel Plan i) Food retail with a floor area greater than 800sqm. ii) Non-food retail with a floor area greater than 1500sqm. iii) B1 Business use with a floor area greater than 2500sqm. iv) B2 General Industrial use with a floor area greater than 4000sqm. v) B8 Distribution use with a floor area greater than 5000sqm. vi) Hotels with more than 100 bedrooms. vii) Residential development with more than 80 dwellings. ix) Leisure uses with a floor area of more than 1500sqm. viii) Community uses with a floor area of more than 1500sqm.	
Part II 32	Tree Survey/ Arboricultural Implications The position and spread of all trees within the development site should be shown on the application plans. If there are trees, outside the development site, but that have a canopy spread within 2m of any proposed development (including hardstandings and service runs), these should also be shown on the application plans. A detailed tree survey / arboricultural implications study should be submitted if there are trees within the development site or with canopy spread as stated above.	
Part II 33	Utilities Statement For any proposal involving the erection of a single residential unit or more and for the erection of any non-residential building	
Part II 34	Ventilation/Extraction statement Required for all applications for restaurants, hot food takeaways and other premises that will be selling/ serving hot food. Also required for the erection of or change of use to non-residential premises.	
Part II 35	Waste Minimisation Statement Is required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more.	

Application Type 9	Application for planning permission and Advertisement consent

All applications for planning permission and Advertisement consent must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed Application Form	
Part I 2	Location Plan	
Part I 3	Site Plan	
Part I 4	Block Plan	
Part I 5	Existing and proposed elevations	
Part I 6	Existing and proposed floor plans	
Part I 7	Existing and proposed site sections and finished floor and site levels	
Part I 8	Roof plans	
Part I 9	Ownership Certificates (where Ownership Certificates B,C or D have been completed, notice(s) as required by Article 6 of TCPA GDPO 1995 must be given and/or published in accordance with the Article.)	
Part I 10	Agricultural Holdings Certificate	
Part I	Design and Access Statement	

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Part I 12	Correct Fee (where necessary)	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 1	Affordable Housing Statement This is required if the proposal includes an element of affordable housing, includes 15 residential units or more or if the proposal is required to provide affordable housing in accordance with policies contained within the Local Plan.	
Part II 2	Agricultural/ Forestry Dwelling Justification For any proposal involving an agricultural/ forestry dwelling or the erection of an agricultural/ forestry building in open countryside.	
Part II 4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	
Part II 5	Conversion Assessment for the Change of Use of Rural Buildings to Residential Use For any proposal that involves the conversion of a building in open countryside as defined in the Local Plan.	
Part II 6	Cycle and car parking. Pedestrian, cycle and car access arrangements For all applications	
Part II 7	Daylight/Sunlight Assessment If the application is greater than single storey in height then a daylight/sunlight assessment is required to show the impact of the proposal on the gardens and internal rooms of neighbouring properties. An assessment will also be required for single storey buildings when the characteristics of the site or the proposal are likely to have significant impact on the daylight/sunlight enjoyed by the residents of neighbouring properties.	
Part II 8	Environmental Impact Assessment	
Part II 9	Evidence to accompany applications that may impact on town centres Any application for a retail development sited outside a town centre. Furthermore, it will be required for any application that	

	involves a net increase in retail floorspace of more than 1000sqm	
Part II 10	Flood Risk Assessment/Drainage Strategy Required for any application located within a flood risk zone 2 or 3 and/ or for any development proposals of 1 hectare or greater in Flood Zone 1. . Information on flood risk zones is available at http://www.pipernetworking.com/floodrisk/matrix.html	
Part II 11	Foul sewerage assessment For any proposal involving the erection of a single dwelling or more and for the erection of any non-residential building.	
Part II 12	Impact Assessment For all retail and leisure developments over 2,500 square metres gross floorspace, and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Impact assessments should also be provided for applications for other main town centre uses when they are in an edge of centre or out of centre location and not in accordance with a development plan.	
Part II 13	Land Contamination Assessment Where the proposal involves the redevelopment of land previously occupied by an industrial use or where contamination is known or suspected to be present.	
Part II 14	Landscape Appraisal For all new commercial and residential built development.	
Part II 15	Landscape Scheme For all new commercial and residential built development.	
Part II 16	Lighting Assessment For all applications involving the erection of floodlights or similar or involving the display of illuminated advertisements.	
Part II 19	Nature Conservation/ Ecological Assessment (including protected species) If the proposed development could affect a designated site, a priority habitat or other biodiversity feature (as listed at appendix 1) or if the application involves any of the development proposals listed in column 1, table1 of appendix 1, a nature conservation / ecological assessment (including protected	

	species) will be required. Appendix 1 also explains when a survey and assessment will not be required.	
Part II 20	Noise Impact Assessment For any application for residential development that is close to an existing commercial or industrial use or adjoining a trunk road and for any application for commercial/ industrial development that is close to an existing residential use.	
Part II 21	Open Space assessment For any application that affects open space as defined in PPG17 or the Local Plan	
Part II 22	Other Plans	
Part II 24	Planning obligations – Draft Head(s) of Terms For any proposal that requires the completion of a legal agreement or where one is being offered.	
Part II 26	Statement of Community Involvement For any proposal involving the erection of more than 50 houses or a building with a floor area of more than 3000sqm.	
Part II 27	Structural Survey Where the proposal involves the conversion of a building in open countryside as defined in the local plan.	
Part II 28	Sustainability Statement For all new development involving the creation of additional floor space.	
Part II 30	Transport Assessment A transport assessment will be required if your proposal falls within any of the following categories:- i) Food retail with a floor area of 250sqm or more. ii) Non-food retail with a floor area of 800sqm or more. iii) B1 Business use with a floor area of1500sqm or more. iv) B2 General Industrial use with a floor area of 2500sqm or more. v) B8 Distribution use with a floor area of 3000sqm or more. vi) Hotels with 75 bedrooms or more. vii) Residential development with 50 dwellings or more. viii) Leisure uses with a floor area of 500sqm or more. ix) Community uses with a floor area of 500sqm or more.	

Part II 31	(Draft) Travel Plan i) Food retail with a floor area greater than 800sqm. ii) Non-food retail with a floor area greater than 1500sqm. iii) B1 Business use with a floor area greater than 2500sqm. iv) B2 General Industrial use with a floor area greater than 4000sqm. v) B8 Distribution use with a floor area greater than 5000sqm. vi) Hotels with more than 100 bedrooms. vii) Residential development with more than 80 dwellings. ix) Leisure uses with a floor area of more than 1500sqm. viii) Community uses with a floor area of more than 1500sqm.	
Part II 32	Tree Survey/ Arboricultural Implications The position and spread of all trees within the development site should be shown on the application plans. If there are trees, outside the development site, but that have a canopy spread within 2m of any proposed development (including hardstandings and service runs), these should also be shown on the application plans. A detailed tree survey / arboricultural implications study should be submitted if there are trees within the development site or with canopy spread as stated above.	
Part II 33	Utilities Statement For any proposal involving the erection of a single residential unit or more and for the erection of any non-residential building	
Part II 34	Ventilation/Extraction statement Required for all applications for restaurants, hot food takeaways and other premises that will be selling/ serving hot food. Also required for the erection of or change of use to non-residential premises.	
Part II 35	Waste Minimisation Statement Is required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more.	

Application Type 10	Application for Conservation Area consent for demolition in a Conservation Area

All applications for Conservation Area consent for demolition in a Conservation Area must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed form (3 copies to be supplied unless the application is submitted electronically)	
Part I 2	A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)	
Part I 3	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)	
Part I 4	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	
Part I 5	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	

Part I 11	Design and Access statement	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	
Part II 19	Nature Conservation/ Ecological Assessment (including protected species) If the proposed development could affect a designated site, a priority habitat or other biodiversity feature (as listed at appendix 1) or if the application involves any of the development proposals listed in column 1, table1 of appendix 1, a nature conservation / ecological assessment (including protected species) will be required. Appendix 1 also explains when a survey and assessment will not be required.	
Part II 23	Photographs and Photomontages These should show the whole building and its setting and/or the particular section of the building affected by the proposals	
Part II 27	Structural Survey	
Part II 32	Tree Survey/ Arboricultural Implications The position and spread of all trees within the development site should be shown on the application plans. If there are trees, outside the development site, but that have a canopy spread within 2m of any proposed development (including hardstandings and service runs), these should also be shown on the application plans. A detailed tree survey / arboricultural implications study should be submitted if there are trees within the development site or with canopy spread as stated above.	

Application Type 11	Application for Listed Building consent for alterations, extension or demolition of a listed building

All applications for Listed Building consent for alterations, extension or demolition of a listed building must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed form (3 copies to be supplied unless the application is submitted electronically)	
Part I 2	A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)	
Part I 3	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) • 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)	

Part I 4	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	
Part I 5	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	
Part I 11	Design and Access Statement	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	
Part II 17	Listed Building Appraisal and Drawings	
Part II 19	Nature Conservation/ Ecological Assessment (including protected species) If the proposed development could affect a designated site, a priority habitat or other biodiversity feature (as listed at appendix 1) or if the application involves any of the development proposals listed in column 1, table1 of appendix 1, a nature conservation / ecological assessment (including protected species) will be required. Appendix 1 also explains when a survey and assessment will not be required.	
Part II 23	Photographs and Photomontages For all applications and should show the whole building and its setting and/or the particular section of the building affected by the proposals	
Part II 27	Structural Survey For all applications involving demolition or partial demolition	
Part II 32	Tree Survey/ Arboricultural Implications Any proposals involving development (including hardstandings and service runs) within 2m of the canopy spread of any tree(s) should indicate the position and spread of the tree(s) on the application plans. If the trees are protected (by a Tree Preservation Order or location within a Conservation Area), a more detailed tree survey / arboricultural implications study will be required.	

Application Type 12	Application for advertisement Consent

All applications for advertisement Consent must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	**Information required - National Planning Application Requirements**	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed form (3 copies to be supplied unless the application is submitted electronically)	
Part I 2	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)	
Part I 3	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])	
Part I 4	The appropriate fee	
Part II	**Information required - Adopted Local Application Requirements**	

Part II 4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	
Part II 16	Lighting Assessment where illuminated advertisements are proposed	

Application Type 13	Application for Listed Building consent for alterations, extension or demolition of a listed building and advertisement consent

All applications for Listed Building consent for alterations, extension or demolition of a listed building and advertisement consent must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed Application Forms	
Part I 2	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)	
Part I 3	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) • 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])	
Part I 4	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	
Part I 5	Design and access statement	
Part I 6	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	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	
Part II 16	Lighting Assessment Where illuminated advertisements are proposed	
Part II 17	Listed Building Appraisal and Drawings For all applications	
Part II 19	Nature Conservation/ Ecological Assessment (including protected species) If the proposed development could affect a designated site, a priority habitat or other biodiversity feature (as listed at appendix 1) or if the application involves any of the development proposals listed in column 1, table1 of appendix 1, a nature conservation / ecological assessment (including protected species) will be required. Appendix 1 also explains when a survey and assessment will not be required.	
Part II 23	Photographs and Photomontages For all applications and should show the whole building and its setting and/or the particular section of the building affected by the proposals	
Part II 27	Structural Survey	

	For all applications involving demolition or partial demolition	
Part II 32	Tree Survey/ Arboricultural Implications Any proposals involving development (including hardstandings and service runs) within 2m of the canopy spread of any tree(s) should indicate the position and spread of the tree(s) on the application plans. If the trees are protected (by a Tree Preservation Order or location within a Conservation Area), a more detailed tree survey / arboricultural implications study will be required.	

Application Type 14	Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition

All applications for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	**Information required - National Planning Application Requirements**	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed Application Form	
Part I 2	Location Plan	
Part I	Such evidence verifying the information included in the application as can be provided.	
Part I	Such other information as is considered relevant to the application	
Part I 12	The appropriate fee	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 23	Photographs/Photomontages This is required for all applications that involve the retention of a building or extension or other structure.	
Part II 36	Any other plan/s, information or statement/s as may be reasonably required. This should include the following:-	

	Existing floor plans (e.g. at a scale of 1:50 or 1:100) This is required for all applications that involve the use or retention of a building, extension or other structure. Existing elevational plans (e.g. at a scale of 1:50 or 1:100) This is required for all applications that involve the retention of a building, extension or other structure. Existing site survey plan This required for all applications and should show the extent of the use, operation or activity clearly marked.	

Application Type 15	Application for a Lawful Development Certificate for a proposed use of development

All applications for a Lawful Development Certificate for a proposed use of development must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	**Information required - National Planning Application Requirements**	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed Application Form	
Part I 2	A Location Plan identifying the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies to be supplied unless the application is submitted electronically)	
Part I 12	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	
Part II 12	The appropriate fee	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 36	Any other plan/s, information or statement/s as may be reasonably required. This should include the following:- 3 Copies of Existing and Proposed Plans The following plans are required for any application that involves the erection of a building, extension or other structure:-	

	• 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 plan (e.g. at a scale of 1:50 or 1:100) 3 Copies of Existing and proposed Site Plan Are required for any application involving a proposed use of land and should show clearly the existing use and the extent of the proposed use. 3 Copies of Existing and proposed Floor plans Are required for any application involving a proposed use of a building and should show clearly the existing use and the extent of the proposed use. For Householder applications for a proposed use or development the Householder Certificate of Lawfulness (Proposed Use) Questionnaire must be fully completed (attached at appendix 3).	

Application Type 16	Application for prior notification of proposed agricultural development – proposed building

All applications for prior notification of proposed agricultural development – proposed building must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	**Information required - National Planning Application Requirements**	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	A Completed Form or written description of the proposed development and the materials to be used	
Part I 2	A Plan indicating the site	
Part I 12	The appropriate fee	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 2	Agricultural/Forestry Dwelling and other Agricultural Development Justification For all applications	
Part II 36	Any other plan/s, information or statement/s as may be reasonably required. This should include the following:- • Existing and proposed site plan (e.g. at a scale of 1:100 or 1:200) • 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)	

Application Type 17	Application for prior notification of proposed agricultural development – proposed road

All applications for prior notification of proposed agricultural development – proposed road must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	**Information required - National Planning Application Requirements**	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	A Completed Form or written description of the proposed development and the materials to be used	
Part I 2	A Plan indicating the site	
Part I 12	The appropriate fee	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 2	Agricultural/Forestry Dwelling and other Agricultural Development Justification For all applications	
Part II 36	Any other plans A block plan showing the full extent of the proposed road	

Application Type 18	Application for prior notification of proposed agricultural development – proposed excavation of waste material from the farm

All applications for prior notification of proposed agricultural development – proposed excavation of waste material from the farm must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	**Information required - National Planning Application Requirements**	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	A Completed Form or written description of the proposed development and the materials to be used	
Part I 2	A Plan indicating the site	
Part I 12	The appropriate fee	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 2	Agricultural/Forestry Dwelling and other Agricultural Development Justification For all applications	

Application Type 19	Application for prior notification of proposed agricultural development – proposed fish tank

All applications for prior notification of proposed agricultural development – proposed fish tank must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	**Information required - National Planning Application Requirements**	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	A Completed Form or written description of the proposed development and the materials to be used	
Part I 2	A plan indicating the site	
Part I 12	Correct Fee	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 2	Agricultural/Forestry Dwelling and other Agricultural Development Justification For all applications	
Part II 36	Any other plans A scaled block plan showing the location and size of the proposed fish tank	

Application Type 20	Application for prior notification of proposed development in respect of permitted development by electronic communications code operators

All applications for prior notification of proposed development in respect of permitted development by electronic communications code operators must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	**Information required - National Planning Application Requirements**	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	A completed form or written description of the proposed development	
Part I 2	A plan indicating the proposed location	
Part I 12	The appropriate fee	
Part I	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	
Part I	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	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 29	A Telecommunications Supporting Statement	

	For all applications	

Application Type 21	**Application for Hedgerow Removal Notice**

All applications for Hedgerow Removal Notice must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	**Information required - National Planning Application Requirements**	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed Application Form (or the form set out in Schedule 4 to the Hedgerow Regulations 1997)	
Part I 2	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)	
Part I 3	Evidence of the date of planting	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 19	Nature Conservation/ Ecological Assessment (including protected species) If the proposed development could affect a designated site, a priority habitat or other biodiversity feature (as listed at appendix 1) or if the application involves any of the development proposals listed in column 1, table1 of appendix 1, a nature conservation / ecological assessment (including protected species) will be required. Appendix 1 also explains when a survey and assessment will not be required.	

Part II 32	Tree Survey/ Arboricultural Implications This should be provided for all applications that involve the removal of hedgerow within two metres of the canopy spread of any tree(s) and should indicate the position and spread of the tree(s) on the application plans.	

Application Type 22	Application for prior notification – proposed demolition

All applications for prior notification – proposed demolition must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	**Information required - National Planning Application Requirements**	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed Application Form or written description of proposed development	
Part I 12	Correct Fee	
Part I	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	
Part II	**Information required - Adopted Local Application Requirements** **There are NO LOCAL APPLICATION REQUIREMENTS**	

Application Type 23	Application for Approval of reserved Matter following outline approval

All applications for Approval of reserved Matter following outline approval must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	**Information required - National Planning Application Requirements**	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed Application Form	
Part I 4	Block Plan	
Part I 5	Existing and proposed elevations	
Part I 6	Existing and proposed floor plans	
Part I 7	Existing and proposed site sections and finished floor and site levels	
Part I 8	Roof plans	
Part I 11	Design and Access Statement	
Part I 12	Correct Fee (where necessary)	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 1	Affordable Housing Statement This is required if the proposal includes an element of affordable housing, includes 15 residential units or more or if the proposal is required to provide affordable housing in accordance with	

	policies contained within the Local Plan.	
Part II 2	Agricultural/ Forestry Dwelling Justification For any proposal involving an agricultural/ forestry dwelling or the erection of an agricultural/ forestry building in open countryside.	
Part II 4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	
Part II 5	Conversion Assessment for the Change of Use of Rural Buildings to Residential Use For any proposal that involves the conversion of a building in open countryside as defined in the Local Plan.	
Part II 6	Cycle and car parking. Pedestrian, cycle and car access arrangements For all applications	
Part II 7	Daylight/Sunlight Assessment If the application is greater than single storey in height then a daylight/sunlight assessment is required to show the impact of the proposal on the gardens and internal rooms of neighbouring properties. An assessment will also be required for single storey buildings when the characteristics of the site or the proposal are likely to have significant impact on the daylight/sunlight enjoyed by the residents of neighbouring properties.	
Part II 8	Environmental Impact Assessment	
Part II 9	Evidence to accompany applications that may impact on town centres Any application for a retail development sited outside a town centre. Furthermore, it will be required for any application that involves a net increase in retail floorspace of more than 1000sqm	
Part II 10	Flood Risk Assessment/Drainage Strategy Required for any application located within a flood risk zone 2 or 3 and/ or for any development proposals of 1 hectare or greater in Flood Zone 1. . Information on flood risk zones is available at http://www.pipernetworking.com/floodrisk/matrix.html	
Part II 11	Foul sewerage assessment	

	For any proposal involving the erection of a single dwelling or more and for the erection of any non-residential building.	
Part II 12	Impact Assessment For all retail and leisure developments over 2,500 square metres gross floorspace, and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Impact assessments should also be provided for applications for other main town centre uses when they are in an edge of centre or out of centre location and not in accordance with a development plan.	
Part II 13	Land Contamination Assessment Where the proposal involves the redevelopment of land previously occupied by an industrial use or where contamination is known or suspected to be present.	
Part II 14	Landscape Appraisal For all new commercial and residential built development.	
Part II 15	Landscape Scheme For all new commercial and residential built development.	
Part II 16	Lighting Assessment For all applications involving the erection of floodlights or similar.	
Part II 19	Nature Conservation/ Ecological Assessment (including protected species) If the proposed development could affect a designated site, a priority habitat or other biodiversity feature (as listed at appendix 1) or if the application involves any of the development proposals listed in column 1, table1 of appendix 1, a nature conservation / ecological assessment (including protected species) will be required. Appendix 1 also explains when a survey and assessment will not be required.	
Part II 20	Noise Impact Assessment For any application for residential development that is close to an existing commercial or industrial use or adjoining a trunk road and for any application for commercial/ industrial development that is close to an existing residential use.	

Part II 21	Open Space assessment For any application that affects open space as defined in PPG17 or the Local Plan	
Part II 22	Other Plans	
Part II 24	Planning obligations – Draft Head(s) of Terms For any proposal that requires the completion of a legal agreement or where one is being offered.	
Part II 26	Statement of Community Involvement For any proposal involving the erection of more than 50 houses or a building with a floor area of more than 3000sqm.	
Part II 27	Structural Survey Where the proposal involves the conversion of a building in open countryside as defined in the local plan.	
Part II 28	Sustainability Statement For all new development involving the creation of additional floor space.	
Part II 30	Transport Assessment A transport assessment will be required if your proposal falls within any of the following categories:- i) Food retail with a floor area of 250sqm or more. ii) Non-food retail with a floor area of 800sqm or more. iii) B1 Business use with a floor area of1500sqm or more. iv) B2 General Industrial use with a floor area of 2500sqm or more. v) B8 Distribution use with a floor area of 3000sqm or more. vi) Hotels with 75 bedrooms or more. vii) Residential development with 50 dwellings or more. viii) Leisure uses with a floor area of 500sqm or more. ix) Community uses with a floor area of 500sqm or more.	
Part II 31	(Draft) Travel Plan i) Food retail with a floor area greater than 800sqm. ii) Non-food retail with a floor area greater than 1500sqm. iii) B1 Business use with a floor area greater than 2500sqm. iv) B2 General Industrial use with a floor area greater than 4000sqm. v) B8 Distribution use with a floor area greater than	

	5000sqm. vi) Hotels with more than 100 bedrooms. vii) Residential development with more than 80 dwellings. ix) Leisure uses with a floor area of more than 1500sqm. viii) Community uses with a floor area of more than 1500sqm.	
Part II 32	Tree Survey/ Arboricultural Implications The position and spread of all trees within the development site should be shown on the application plans. If there are trees, outside the development site, but that have a canopy spread within 2m of any proposed development (including hardstandings and service runs), these should also be shown on the application plans. A detailed tree survey / arboricultural implications study should be submitted if there are trees within the development site or with canopy spread as stated above.	
Part II 33	Utilities Statement For any proposal involving the erection of a single residential unit or more and for the erection of any non-residential building	
Part II 34	Ventilation/Extraction statement Required for all applications for restaurants, hot food takeaways and other premises that will be selling/ serving hot food. Also required for the erection of or change of use to non-residential premises.	
Part II 35	Waste Minimisation Statement Is required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more.	

Application Type 24	Application for removal or variation of a condition following grant of planning permission (s.73 TCPA 1990)

All applications for removal or variation of a condition following grant of planning permission (s.73 TCPA 1990) must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	**Information required - National Planning Application Requirements**	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I 1	Completed Application Form	
Part I 9	Ownership Certificates (where Ownership Certificates B,C or D have been completed, notice(s) as required by Article 6 of TCPA GDPO 1995 must be given and/or published in accordance with the Article.)	
Part I 10	Agricultural Holdings Certificate	
Part I 11	Design and Access Statement	
Part I 12	Correct Fee (where necessary)	
Part II	**Information required - Adopted Local Application Requirements**	
Part II 1	Affordable Housing Statement This is required if the proposal includes an element of affordable housing, includes 15 residential units or more or if the proposal is required to provide affordable housing in accordance with policies contained within the Local Plan.	
Part II	Agricultural/ Forestry Dwelling Justification	

2	For any proposal involving an agricultural/ forestry dwelling or the erection of an agricultural/ forestry building in open countryside.	
Part II 4	Archaeology Statement (including archaeological features and Scheduled Ancient Monuments)	
Part II 5	Conversion Assessment for the Change of Use of Rural Buildings to Residential Use For any proposal that involves the conversion of a building in open countryside as defined in the Local Plan.	
Part II 6	Cycle and car parking. Pedestrian, cycle and car access arrangements For all applications	
Part II 7	Daylight/Sunlight Assessment If the application is greater than single storey in height then a daylight/sunlight assessment is required to show the impact of the proposal on the gardens and internal rooms of neighbouring properties. An assessment will also be required for single storey buildings when the characteristics of the site or the proposal are likely to have significant impact on the daylight/sunlight enjoyed by the residents of neighbouring properties.	
Part II 8	Environmental Impact Assessment	
Part II 9	Evidence to accompany applications that may impact on town centres Any application for a retail development sited outside a town centre. Furthermore, it will be required for any application that involves a net increase in retail floorspace of more than 1000sqm	
Part II 10	Flood Risk Assessment/Drainage Strategy Required for any application located within a flood risk zone 2 or 3 and/ or for any development proposals of 1 hectare or greater in Flood Zone 1. . Information on flood risk zones is available at http://www.pipernetworking.com/floodrisk/matrix.html	
Part II 11	Foul sewerage assessment For any proposal involving the erection of a single dwelling or more and for the erection of any non-residential building.	

Part II 12	Impact Assessment For all retail and leisure developments over 2,500 square metres gross floorspace, and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Impact assessments should also be provided for applications for other main town centre uses when they are in an edge of centre or out of centre location and not in accordance with a development plan.	
Part II 13	Land Contamination Assessment Where the proposal involves the redevelopment of land previously occupied by an industrial use or where contamination is known or suspected to be present.	
Part II 14	Landscape Appraisal For all new commercial and residential built development.	
Part II 15	Landscape Scheme For all new commercial and residential built development.	
Part II 16	Lighting Assessment For all applications involving the erection of floodlights or similar.	
Part II 19	Nature Conservation/ Ecological Assessment (including protected species) If the proposed development could affect a designated site, a priority habitat or other biodiversity feature (as listed at appendix 1) or if the application involves any of the development proposals listed in column 1, table1 of appendix 1, a nature conservation / ecological assessment (including protected species) will be required. Appendix 1 also explains when a survey and assessment will not be required.	
Part II 20	Noise Impact Assessment For any application for residential development that is close to an existing commercial or industrial use or adjoining a trunk road and for any application for commercial/ industrial development that is close to an existing residential use.	
Part II 21	Open Space assessment	

	For any application that affects open space as defined in PPG17 or the Local Plan	
Part II 22	Other Plans	
Part II 24	Planning obligations – Draft Head(s) of Terms For any proposal that requires the completion of a legal agreement or where one is being offered.	
Part II 26	Statement of Community Involvement For any proposal involving the erection of more than 50 houses or a building with a floor area of more than 3000sqm.	
Part II 27	Structural Survey Where the proposal involves the conversion of a building in open countryside as defined in the local plan.	
Part II 28	Sustainability Statement For all new development involving the creation of additional floor space.	
Part II 30	Transport Assessment A transport assessment will be required if your proposal falls within any of the following categories:- i) Food retail with a floor area of 250sqm or more. ii) Non-food retail with a floor area of 800sqm or more. iii) B1 Business use with a floor area of1500sqm or more. iv) B2 General Industrial use with a floor area of 2500sqm or more. v) B8 Distribution use with a floor area of 3000sqm or more. vi) Hotels with 75 bedrooms or more. vii) Residential development with 50 dwellings or more. viii) Leisure uses with a floor area of 500sqm or more. ix) Community uses with a floor area of 500sqm or more.	
Part II 31	(Draft) Travel Plan i) Food retail with a floor area greater than 800sqm. ii) Non-food retail with a floor area greater than 1500sqm. iii) B1 Business use with a floor area greater than 2500sqm. iv) B2 General Industrial use with a floor area greater than 4000sqm. v) B8 Distribution use with a floor area greater than 5000sqm. vi) Hotels with more than 100 bedrooms. vii) Residential development with more than 80 dwellings.	

	ix) Leisure uses with a floor area of more than 1500sqm. viii) Community uses with a floor area of more than 1500sqm.	
Part II 32	Tree Survey/ Arboricultural Implications Any proposals involving development (including hardstandings and service runs) within 2m of the canopy spread of any tree(s) should indicate the position and spread of the tree(s) on the application plans. If the trees are protected (by a Tree Preservation Order or location within a Conservation Area), a more detailed tree survey / arboricultural implications study will be required.	
Part II 33	Utilities Statement For any proposal involving the erection of a single residential unit or more and for the erection of any non-residential building	
Part II 34	Ventilation/Extraction statement Required for all applications for restaurants, hot food takeaways and other premises that will be selling/ serving hot food. Also required for the erection of or change of use to non-residential premises.	
Part II 35	Waste Minimisation Statement Is required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more.	

Application Type 25	Application for approval of details reserved by condition

All applications for approval of details reserved by condition must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
	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 • A Location Plan • 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)	
Part II	**Information required - Adopted Local Application Requirements** **There are NO LOCAL APPLICATION REQUIREMENTS**	

Application Type 26	Application for tree works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in a Conservation Areas

All applications for tree works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in a Conservation Areas must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Part I (National Planning Application Requirements) and Part II (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay; failure to do so may delay consideration of your application.

Part I	Information required - National Planning Application Requirements	If the prescribed information is not submitted, please indicate the reasons below. . If included mark 'Y' below.
Part I	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; • sketch 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.	
Part II	**Information required - Adopted Local Application Requirements** **No Local Application Requirements**	

APPENDIX 1

Local Requirements for Designated Sites and Priority Habitats
Criteria (Trigger List) for When a Survey and Assessment are Required

1. DESIGNATED SITES (as shown on the Council's Development Plan Proposals Map or listed in the Local Plan)

Internationally designated sites	Special Protection Area (SPA) Special Area of Conservation (SAC) Ramsar Site
Nationally designated sites	Site of Special Scientific Interest (SSSI) National Nature Reserve (NNR)
Regionally and locally designated sites Importance for Nature Conservation)	Local Sites (*e.g.* Key Wildlife Sites, Sites of Local Nature Reserve (LNR)

2. PRIORITY HABITATS (Habitats of Principal Importance for Biodiversity under S.41 of the NERC Act 2006)

- Ancient and/or species-rich hedgerows
- Coastal saltmarsh, sand dunes, vegetated shingle and inshore sands, muds and gravels, saline lagoons
- Floodplain grazing marsh
- Fen, marsh, swamp and reedbeds
- Purple moor grass and rush pastures
- Lowland beech and yew woodland
- Lowland calcareous grassland (e.g. species-rich chalk and limestone grasslands)
- Lowland heathland and/or dry acid grassland
- Lowland meadows (e.g. species-rich flower meadows)
- Lowland mixed deciduous woodland (ancient woodland)
- Lowland raised bog or Upland blanket bog
- Lowland wood-pasture and parkland
- Maritime cliffs and slopes and littoral and sub-littoral rock outcrops
- Native pine woodlands or Upland woodlands (*e.g.* mixed ashwoods, oakwoods, and birchwoods)
- Rivers and streams (*e.g.* chalk streams)
- Standing open water and canals (*e.g.* lakes, reservoirs, ponds, aquifer fed fluctuating water bodies)
- Upland calcareous grassland and upland hay meadows
- Upland heathland
- Wet woodland

3. OTHER BIODIVERSITY FEATURES

(as identified by the Local Biodiversity Partnership - see paragraph 84 ODPM Circular 06/2005)

- Secondary Woodland and Mature/Veteran Trees
- Caves and disused tunnels and mines (*e.g.* roosts for bats)
- Trees and scrub used for nesting by breeding birds
- Previously developed land with biodiversity interest
- Urban green space (*e.g.* parks, allotments, flower-rich road verges and railway embankments)
- Other habitats and features identified in the Local Biodiversity Action Plan (to be specified by LPA)

Exceptions When a Full Survey and Assessment May Not Be Required

International and National Sites: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

Regional and Local Sites and Priority Habitats: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with the Local Planning Authority's ecologist (where employed), or ecological advisor that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance or any other priority habitats or listed features.

Guidance: ECOLOGICAL SURVEY SEASONS

Key: Optimal Survey Time

Extending into

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Badgers												
Bats (Hibernation Roosts)												
Bats (Summer Roosts)												
Bats (Foraging/Commuting)												
Birds (Breeding)												
BIRDS (Over Wintering)												
Dormice												
Great–Crested Newts		AQUATIC	AQUATIC	AQUATIC		TERRESTRIAL	TERRESTRIAL	TERRESTRIAL	TERRESTRIAL	TERRESTRIAL		
Invertebrates												
Natterjack Toads												
Otters												
Reptiles												
Water Voles												
White-Clawed Crayfish												
Habitats/Vegetation												

Points to note regarding surveys are as follows:

- For certain species and habitats surveys can be carried out at any time of year, but for other species, particular times of year are required to give the most reliable results, as indicated above

- Surveys conducted outside of optimal times may be unreliable. For certain species (*e.g*. Great Crested Newt) surveys over the winter period are unlikely to yield any useful information. Similarly negative results gained outside the optimal period should

not be interpreted as absence of a species and further survey work may be required during the optimal survey season. This is especially important where existing surveys and records show the species has been found previously on site or in the surrounding area. An application may not be valid until survey information is gathered from an optimum time of year.

- Species surveys are also very weather dependent so it may be necessary to delay a survey or to carry out more than one survey if the weather is not suitable, *e.g*. heavy rain is not good for surveying for otters, as it washes away their spraint (droppings). Likewise bat surveys carried out in wet or cold weather may not yield accurate results.

- Absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected (*e.g.* a bat roost is protected whether any bats are present or not).

- Local Biological / Environmental Records Centre may have useful existing information and records.

- Competent ecologists should carry out any surveys. Where surveys involve disturbance, capture or handling of a protected species, then only a licensed person can undertake such surveys (*e.g.* issued by Natural England). Surveys should follow published national or local methodologies. Further details may be found on the following web sites:

IEEM at: (http://www.ieem.org.uk/Publications.htm - Guidelines for Survey Methodology)
Natural England: http://www.naturalengland.org.uk/publications/default.htm

TABLE 1

Local Requirement for Protected Species: Criteria and Indicative Thresholds (Trigger List) for when a Survey and Assessment is Required

Column 1 Proposals for Development That Will Trigger a Protected Species Survey	**Species Likely To Be Affected And For Which A Survey Will Be Required**														
	Bats	Barn Owls	Breeding Birds	Gt. Crested Newts	Otters	Dormouse	Wintering Birds	Water Vole	Badger	Reptiles	Amphibians	Plants			
Proposed development which includes the modification conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:															
▪ all agricultural buildings (*e.g.* farmhouses and barns) particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick;	●	●	●												
▪ all buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water;	●														
▪ pre-1960 detached buildings and structures within 200m of woodland and/or water;	●														
▪ pre-1914 buildings within 400m of woodland and/or water;	●														
▪ pre-1914 buildings with gable ends or slate roofs, regardless of location;	●														
▪ all tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;	●														
▪ all bridge structures, aqueducts and viaducts (especially over water and wet ground).	●														
Proposals involving lighting of churches and listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.	●	●	●												
Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.	●		●			●	●		●			●			

	Bats	Barn Owls	Breeding Birds	Great Crested Newt	Otters	Dormouse	Wintering Birds	Water Vole	Badgers	Reptiles	Amphibians	Plants			
Proposed tree work (felling or lopping) and/or development affecting: ▪ old and veteran trees that are older than 100 years; ▪ trees with obvious holes, cracks or cavities, ▪ trees with a girth greater than 1m at chest height;	● ● ●		● ● ●												
Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices, caves or swallets.	●		●							●					
Major proposals within 500*m of a pond or Minor proposals within 100*m of pond (Note: A major proposals is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 1000m^2 floor area or more than 1 hectare)				●											
Proposals affecting or within 200*m of rivers, streams, canals, lakes, or other aquatic habitats.	●		●		●		●	●			●	●			
Proposals affecting 'derelict' land (brownfield sites), allotments and railway land.			●	●					●	●	●				
Proposed development affecting any buildings, structures, feature or locations where protected species are known to be present **.	●	●	●	●	●	●	●	●	●	●	●	●	●		

* Distances may be amended to suit local circumstance on the advice of the local Natural England team and/or Local Biodiversity Partnership

** Confirmed as present by either a data search (for instance via the local environmental records centre) or as notified to the developer by the local planning authority, and/or by Natural England, the Environment Agency or other nature conservation organisation.

Exceptions for When a Full Species Survey and Assessment may not be Required

a. Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.

b. If it is clear that no protected species are present, despite the guidance in the above table indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (*e.g.* this might be in the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).

c. If it is clear that the development proposal will not affect any protected species present, then only limited information needs to be submitted. This information should, however, (i) demonstrate that there will be no significant affect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

In some situations, it may be appropriate for an applicant to provide a protected species survey and report for only one or a few of the species shown in the Table above *e.g.* those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.

APPENDIX 2.

ABBREVIATIONS

1.

a. What is the size of the proposed development - calculated by external measurements in METRES**:**

Description e.g. garage	**Length**	**Width**	**Height**			**Distance to House**
			To ridge	**To Eaves**	**If Flat Roof**	

(in the case of building works the plans should indicate the precise siting and exact dimensions in metric)

AONB	Area of Outstanding Natural Beauty
BVPI	Best Value Performance Indicator
DCLG	Department of Communities and Local Government
GDPO	General Development Procedure Order
LPA	Local Planning Authority
ODPM	Office of the Deputy Prime Minister
PPG	Planning Policy Guidance
PPS	Planning Policy Statement
SPD	Supplementary Planning Document

APPENDIX 3

Householder Certificate of Lawfulness (Proposed Use) Questionnaire

2.

a. Has the original house previously been extended or any additions added e.g. conservatory, garage, shed, within 5 metres of the house:

Yes □ NO □ (if no go to **6.b.**)

IF YES please indicate on your plans or drawings all previously added buildings and extensions (garages, carports, outbuildings, covered ways or dormer windows)

And please give dimensions below – calculated by external measurement in METRES:

Description e.g. conservatory	**Length**	**Width**	**Height**			**Distance to House**
			To ridge	**To Eaves**	**If Flat Roof**	

b. Are there any outbuildings, garages, sheds etc more than 5 metres away from the dwelling:

Yes □ No □

IF YES what are the dimensions of the outbuildings:

Description e.g. garage	**Length**	**Width**	**Height**			**Distance to House**
			To ridge	**To Eaves**	**If Flat Roof**	