

Application for planning permission and Advertisement Consent

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the required information is not included with your application, it will be made invalid and we will not register or process it. In this case, we will advise you about the additional information that is required. Please supply one copy of each document and plan.

Part 1 Information Required- National Planning Application Requirements

1.	<p>Completed form</p> <ul style="list-style-type: none"> • Including a signed ownership and agricultural holdings certificate (either A, B, C or D) and declaration. 	
2.	<p>Design and Access Statement Required for:</p> <ul style="list-style-type: none"> • Applications for major development, as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015; • Applications for listed building consent • Applications for development in a Conservation Area, where the proposed development consists of: <ul style="list-style-type: none"> • one or more dwellings; or • a building or buildings with a floor space of 100 square metres or more. • Applications for a material change of use or engineering operations do not require a design and access statement. 	
3.	<p>Location Plan at a scale of 1:1250 or 1:2500.</p> <ul style="list-style-type: none"> • Up-to-date, ordnance survey based showing the direction of North and two road names, if possible. • Identifies the land to which the application relates, with a red outline around the application site and all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway). • Blue outline around other land owned by the applicant. • The plan must cover a large enough area to enable the location to be easily found. • Land registry documents will not be accepted unless accompanied with proof of purchase. 	
4.	<p>Existing and Proposed Block Plan at a scale of 1:200 or 1:500</p> <ul style="list-style-type: none"> • The plans must show the existing structures, boundary treatments, trees etc. on the site. • The proposed plan must also show the proposed development in relation to the site boundaries and other existing buildings on the site, as well as any adjacent buildings, roads or footpaths. • Any trees or hedges affected by the development should be shown. • Any new boundary walls or fencing proposed as part of the development. • Parking areas, existing or proposed or any other hard surfacing. 	
5.	<p>Existing and Proposed Elevations at a scale of 1:50 or 1:100</p> <ul style="list-style-type: none"> • Required for any extensions, external alterations or new buildings. • All existing and proposed elevations affected by the proposal must be shown and labelled (e.g. North Elevation). • If the property is semi-detached or terraced, this must be shown on the drawings 	
6.	<p>Existing and Proposed Floor plans at a scale of 1:50 or 1:100</p> <ul style="list-style-type: none"> • Required for applications proposing new or amended floorspace and for proposals to alter existing buildings 	

	<ul style="list-style-type: none"> • All existing and proposed uses of rooms and any additional floor space should be shown. 	
7.	<p>Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100</p> <ul style="list-style-type: none"> • Required if a proposal involves a change in ground levels, the plans should show the existing and finished levels and the relationship to neighbouring development. • Levels should be related to a fixed point datum. • The impact of any significant change in levels should be illustrated by sectional drawings which show both existing and proposed levels. 	
8.	<p>Fire Statement</p> <p>Required for buildings that are 18 metres or higher or buildings that comprise 7 or more storeys, and the building contains 2 or more dwellings or educational accommodation. Further information is available here.</p>	
9.	<p>Roof Plans at a scale of 1:50 or 1:100</p> <ul style="list-style-type: none"> • Showing the shape of the roof and any alterations e.g. materials, roof lights, flues etc. • It may be possible to combine the roof plan with the proposed block plan, where the roof plan is simple. 	
10.	<p>The correct fee: Planning Portal Fee Calculator</p>	
11.	<p>Where Ownership Certificates B, C or D have been completed</p> <ul style="list-style-type: none"> • Evidence of notice as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. 	

Part 2 Information Required- Adopted Local Application Requirements

1.	<p>Affordable Housing Statement</p> <p>Required if the proposal is for 10 dwellings or any rural exception site.</p>	
2.	<p>Agricultural, Forestry or Occupational Worker Dwelling Justification</p> <p>Any applications proposing new agricultural, forestry or other occupational workers dwellings in open countryside or to remove occupancy conditions on existing dwellings.</p>	
3.	<p>Agricultural Building Justification</p> <p>Required for any application for a new agricultural building. All applications to be accompanied by a completed development for agricultural purposes questionnaire (docx, 21 KB) (sections A and C), to explain why the proposed development is required.</p>	
4.	<p>Air Quality Assessment</p> <p>Likely to be required for:</p> <ul style="list-style-type: none"> • 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 floor-space exceeds 1,000 square metres or the site area is 1 hectare or more within or adjoining an air quality management area (AQMA) • Proposals that would lead to an increase in congestion or HGV movements, include significant amounts of car parking, emit dust • Proposals that introduce “sensitive receptors” e.g. dwellings, schools, hospitals, into an area of poor air quality <p>There is one AQMA in Tewkesbury Town Centre. Further details on: Tewkesbury Town AQMA</p>	

	Further information is available in the National Planning Practice Guidance NPPG Air Quality	
5.	Bin Store All proposals involving development that would require bin storage, including all new dwellings. Bin Storage can be shown on the block plan but on major schemes a separate plan will be required. The drawings should clearly show the appropriate bin storage and identify collection points.	
6.	Biodiversity Survey and Report A Habitats Regulations Assessment is required where an application may be connected to and impact upon any European/Internationally designated Site (i.e. Wetlands of International Importance (Ramsar Site), Special Areas of Conservation, Special Protection Areas as well as sites with candidate status).	
7.	Community Infrastructure Levy Additional Information Requirement Form Required for any application for a new dwelling. The form can be downloaded here: CIL Additional Information Requirement Form	
8.	Condition Survey Applications for listed building consent where partial or total demolition is proposed. A detailed condition survey will be required, together with, details of efforts to retain the asset in use e.g. marketing information. The survey/report should be prepared by an appropriately qualified specialist familiar with heritage assets.	
9.	Daylight/Sunlight Assessment Any application where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or where the proposed development may be adversely affected by adjoining sites.	
10.	Drainage Strategy Including SuDS (Sustainable Urban Drainage Systems) See item 32, Water Management Statement, for requirements.	
11.	Energy Statement 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 floor-space exceeds 1,000 square metres or the site area is 1 hectare or more.	
12.	Environmental Impact Assessment Required for any proposal that is a 'Schedule 1' or some proposals that are 'Schedule 2' development as defined in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.	
13.	Flood Risk Assessment Required for planning applications for: <ul style="list-style-type: none"> • Any development of 1 hectare or greater in Flood Zone 1. • All proposals for Development in Flood Zones 2 and 3 • Areas within flood zone 1 which are affected other sources of flooding, e.g. critical drainage problems, reservoirs etc. 	
14.	Flood Risk Sequential Test And Exception Test Required for all development in flood zones 2 and 3 unless any of the following apply: <ol style="list-style-type: none"> 1) The development is classified as minor development for flood risk. 	

	<p>2) The development involves a change of use (unless the proposed development is a caravan, camping chalet, mobile home or park home site)</p> <p>3) A sequential test has already been completed as part of the local authority's Strategic Flood Risk Assessment (SFRA), or Local Plan.</p> <p>The sequential test must demonstrate that there are no alternative sites for the development proposal in locations outside flood zones 2 and 3.</p>	
15.	<p>Foul Sewerage Assessment Required for any application proposing:</p> <ul style="list-style-type: none"> • Over 200 residential units or 10,000 m² of new floor space or; • Non-mains drainage <p>Where non-mains drainage is proposed a foul drainage assessment form (FDA1) should be submitted with the planning application. A copy of this form can be found here: Foul Drainage Assessment Form (FDA1)</p>	
16.	<p>Historic Environment Statement Required for planning applications where heritage assets are affected. Heritage assets include:</p> <ul style="list-style-type: none"> • Designated assets: Scheduled Monuments, Listed Buildings, Buildings in Conservation Areas; Registered Parks and Gardens; Registered Battlefields. • Undesignated assets: unlisted historic buildings and structures; undesignated archaeological sites. • Heritage assets that are identified during the preparation of development proposals e.g. through desk-based assessment or field evaluation. 	
17.	<p>Land Contamination Assessment Required for applications on any sites where risks from land contamination may be reasonably suspected, including:</p> <ul style="list-style-type: none"> • Known contaminated sites (for example landfill, petrol station or some agricultural uses) • Sites previously used for industrial purposes 	
18.	<p>Landscape and Visual Impact Assessment For any proposal in a medium to high landscape sensitivity area as identified in the Joint Core Strategy Landscape Characterisation Assessment and Sensitivity Analysis</p>	
19.	<p>Lighting Assessment Required for all development within the Area of Outstanding Natural Beauty where external lighting is proposed and proposals for floodlighting, e.g. for playing pitches, maneges , etc. Details should include a technical specification, layout plan with beam orientation, a schedule of equipment and Intended hours of illumination. Refer to Institution of Lighting Professionals guidance for the reduction of obtrusive light: Reducing Obtrusive light</p>	
20.	<p>Noise Impact Assessment: Required for any proposal:</p> <ul style="list-style-type: none"> • Where the proposed development involves the installation of any plant or equipment or the carrying out of any operations, activity or use that may adversely affect adjoining or nearby noise sensitive properties. • Proposed noise sensitive developments that adjoin or are likely to be affected by an existing source of noise e.g. residential development close to a commercial/industrial use or trunk road/railway line where the proposed residential development may be impacted upon by unacceptable levels of noise. 	

21.	<p>Open Space Assessment Required for applications which involve the loss or partial loss of existing open space as defined in Annex 2 of the National Planning Policy Framework</p>	
22.	<p>Social and Community Infrastructure Justification statement Required for proposals to develop land or buildings currently or previously in use as a community facility.</p>	
23.	<p>Structural Survey/report Applications for listed building consent or conversion of rural buildings outside a settlement boundary where the proposed works have implications for the structural integrity of the building or where the proposed works are to address structural issues associated with the building.</p> <p>The survey/report should be prepared by an appropriately qualified engineer.</p>	
24.	<p>Town Centre Impact Assessment Developments for town centre uses located outside town and local centres must comply with the sequential test.</p>	
25.	<p>Transport Assessment/Statement Required for applications likely to that generate significant amounts of transport movement. A judgment as to whether a development proposal would generate significant amounts of movement will be considered on a case by case basis (i.e. significance may be a lower threshold where road capacity is already stretched or a higher threshold for a development in an area of high public transport accessibility). Detailed guidance for all development types is available in: Gloucestershire Manual for Streets 2020 (see pages 22-24) For developments creating new dwellings:</p> <ul style="list-style-type: none"> • 50-79 dwellings require a transport statement (TS) • 80+ dwellings require a transport assessment (TA) <p>There may be circumstances where developments with lower dwelling numbers require a TS/TA, Gloucestershire Manual for Streets provides further information.</p>	
26.	<p>Travel Plan Required for applications likely to generate significant amounts of transport movement.</p>	
27.	<p>Telecommunications Supporting Statement All applications proposing telecommunications development, including applications for prior approval under the Town and Country Planning (General Permitted Development) Order.</p>	
28.	<p>Tree Survey/ Arboricultural Assessment Required for:</p> <ul style="list-style-type: none"> • Proposals affecting trees covered by a tree preservation order • Proposals involving development (including new buildings/extensions, hard surfacing, site set up, utilities, excavations or changes in ground level) which could affect trees or hedges within or adjoining a site.. <p>Applications with implications for trees shall provide a tree survey drawing and schedule. The survey shall provide clear data regarding the species, size, age, condition and useful life</p>	

	<p>expectancy of trees. The tree survey should be undertaken by a competent arboriculturist and should follow the guidelines set out in BS5837:2012 “ Trees in relation to design, demolition and construction – recommendations” or any subsequent revisions.</p> <p>Following an assessment of the tree survey, and depending upon the size and scale of the proposals, further assessment of the implications for trees maybe required. This is likely to include the following:</p> <p>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.</p> <p>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.</p> <p>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. I also detail the methodology for the implementation of any aspect of the proposal that has the potential to result in loss or damage to a tree.</p>	
29.	<p>Ventilation/Extraction Statement Required for applications for restaurants, cafes, takeaways, premises selling / serving hot food and any proposals which include a ventilation or extraction system (except householder development)</p>	
30.	<p>Viability Assessment Required for applications where the proposal does not provide planning policy requirements for affordable housing and infrastructure.</p>	
31.	<p>Waste Minimisation Statement 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 floor-space exceeds 1,000 square metres or the site area is 1 hectare or more</p>	
32.	<p>Water Management Statement Required for all applications for full or outline planning permission except:</p> <ul style="list-style-type: none"> • non-residential extensions with a footprint less than 250 square metres. • alterations that do not increase the size of buildings e.g. alterations to external appearance. • householder development <p>The Water Management Statement (WMS) shall comprise:</p> <ul style="list-style-type: none"> • a report, proportionate to the scale and nature of development proposed, outlining the water cycle issues relevant to the development proposal and suitable means of providing for the sustainable drainage of the site in the long term. • specification of how foul and storm water sewage from the development will be addressed. • details of existing drainage systems and problems, infiltration, groundwater, surface water flow, foul and storm wate disposal and any other drainage related flooding issues that may relate to the development. <p>Further guidance is available on</p>	

	<p><u>Tewkesbury Borough Council: Water Management Statements (Link to text on pages 56 to 56 of the Flood and Water Management SPD)</u></p> <p><u>Tewkesbury Borough Council: Flood and Water Management SPD</u></p> <p><u>Gloucestershire County Council SuDS Design & Maintenance Guide</u></p> <p><u>CIRIA SuDS Manual (C753)</u></p>	
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