

ADVICE ABOUT THE INFORMATION REQUIRED TO ACHIEVE A VALID
APPLICATION (LOCAL LIST)

APPLICATION FOR PLANNING PERMISSION AND CONSENT TO DISPLAY ADVERTISEMENT(S)

Application Form

One completed original plus two copies of the mandatory Standard Application Form are required.

Note: you must sign and date sections 29 (ownership certificates), 30 (agricultural land declaration) and 32 (declaration).

Fee

The correct fee must be submitted with the application. See the Planning Portal or our web-site for further information.

Plans, Drawings and Supporting Information

You must provide enough information to describe your proposal.

The table below lists the types of plans, drawings and supporting information that might be required. Those items marked with a ✓ are mandatory national requirements. The other items are our local requirements.

Plans and Drawings	
Location Plan (scale 1:2500 or 1:1250) with site outlined in red	✓
Block Plan (scale 1:500) or Site Plan (scale 1:200) – if the proposal will alter an existing building footprint or create a new building footprint	✓
Block Plan (scale 1:500) or Site Plan (scale 1:200) – to show the exact position of any advertisements that are not on a building	✓
Site Levels (scale 1:200) – if the proposal will lead to a change in the level of the land	✓
Floor Plans – Existing and Proposed (scale 1:50 or 1:100) – if the proposal will create, alter or add to a floor	✓
Elevation Drawings – Existing and Proposed (scale 1:50 or 1:100) – if the proposal will create, alter or add to a building	✓
Elevation Drawings – Existing and Proposed (scale 1:50 or 1:100) – to show the position, materials and the colour of existing and proposed signage – if sited on a building must show the whole of the side of the building	✓
Elevation Drawings Contextual – Existing and Proposed (scale 1:50 or 1:100) – if the proposal is ‘major’	
Cross Section Drawings through building – Existing and Proposed (scale 1:50 or 1:100) – if the proposal is for a new building	✓
Cross Section Drawings – Proposed (scale 1:10 or 1:20) of surface treatment if the proposal is for a track or a horse-riding arena	✓
Supporting Information	
Design and Access Statement – see the ‘glossary’ for a list of proposals that do not require a statement	✓

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Heritage Statement (including photographs and a schedule of works) – if the proposal will affect a Heritage Asset	✓
Wildlife Trigger List (and, if required, Wildlife Report)	✓
Affordable Housing – Statement – if the proposal is for new dwellings	
Agricultural / Forestry / Rural Business Appraisal – if the proposal is for a new dwelling for an agricultural/forestry/rural business worker/manager	
Air Quality Assessment – if the proposal will impact on air quality	
Arboricultural Implications Assessment – if the proposal will affect trees or hedges on or adjacent to the site	
Coal Mining Risk Assessment – if the site is within a former coal mine	
Community Involvement – Statement – if the proposal is 'major'	
Contamination Report – if the previous use of the site is likely to have resulted in contamination	
Crime and Disorder – Statement – if the proposal is 'major' or is for 5 or more dwellings, a take-away, a public house, public toilets	
Environmental Statement – if the proposal falls within Schedule 1 or 2 of the <i>Environmental Impact Assessment Regulations</i>	
Financial Viability Assessment – if proof of the economic viability of the proposal is required	
Flood Risk Assessment – if the site is in Environment Agency's Flood Zones 2 or 3 or is identified as being at flood risk in surface water mapping or if the site is over 1 hectare	
Foul Drainage Assessment – if the proposal would lead to increased outputs and sewerage is dealt with by non-mains	
Landscape and Visual Impact Assessment – if the proposal is likely to have a significant visual impact	
Landscape Proposals – if the proposal will affect the existing character or appearance of a site	
Letter of justification from an appropriately qualified person – if the proposal is for a Dependant Relative's Annexe	
Lighting Scheme – if the proposal includes external lighting	
Manufacturer's details – if the proposal is for solar / photovoltaic panels, a wind turbine or any other form of energy generating equipment	
Noise Impact Assessment – if the proposal raises issues of disturbance	
Overcoming Reasons for Refusal Statement – if the proposal is a re-submission following the refusal of an earlier application	
Planning Obligations / Section 106 Agreement – if the proposal triggers an infrastructure provision	
Regeneration Statement – if the proposal is 'major'	
Renewable Energy Statement – if the proposal is 'major'	

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Retail Impact Assessment – if the site is outside a designated town centre or an allocated site	
Road Safety Audit (Stage 1) – if the proposal includes re-alignment of highway or construction of highway features	
Sewerage Statement – if the proposal is 'major'	
Structural survey or statement – if the proposal is for the conversion of a barn / outbuilding	
Sunlight / Daylight Assessment – if the proposal will have an adverse impact on existing properties and buildings	
Supporting Statement – if the proposal is 'major'	
Surface Water Drainage Strategy – if the site is in Flood Zones 2 or 3 or the site area over 1 hectare	
Sustainability Assessment – if the proposal is 'major'	
Transport Assessment – if the proposal is 'major'	
Travel Plan / Statement – if the proposal will generate new traffic	
Waste Audit – if the proposal is 'major'	
Water Interest Survey – if the proposal is 'major' or for a wind farm or for a large scale solar / photovoltaic array	

The 'glossary of terms for plans, drawings and supporting information' that supports this Local List provides for more information about each item.

A proposal will be classed as 'major' if it:

- is for 10 or more dwellings
- has a proposed residential site area of 0.5 hectare (or more)
- proposes the creation of 1000m² (or more) of floor space
- has a non-residential site area of 1 hectare (or more).

Notes:

- If you do not provide enough information to describe your proposal, or the information that you provide is inadequate, your application will be invalid. If this happens we will contact you (by phone, by e-mail or by letter) to explain what is required to create a valid application. If we do not receive the information we have requested within 21 days the application will be withdrawn and any fees paid refunded (unless a time extension has been agreed).
- 1 original and 2 copies of each plan, drawing and supporting document should be provided.
- The location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to us that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.