

**Bromsgrove District Council
Planning and Regeneration Services**

Local Validation Checklist

Advice and guidance on compiling and submitting planning and other related applications for the development or change of use of land

Adopted May 2012



Bromsgrove
District Council
www.bromsgrove.gov.uk



CONTENTS

1. Introduction and purpose of document	Page 5
2. Types of Application	Page 7
3. National and local requirements for validating planning and associated Applications	
Important information Relating to all Applications	Page 11
Householder Application for planning permission for works or extension(s) to a dwelling (Application type 1)	Page 16
Householder application for planning permission for works or extension(s) to a dwelling and for Conservation Area Consent for demolition in a Conservation Area (Application Type 2)	Page 18
Householder application for planning permission for works or extension(s) to a dwelling and for Listed Building Consent for works to a Listed Building (Application Type 3)	Page 20
Application for Full Planning Permission for operational development or material change of use (Application type 4)	Page 22
Outline Application for Planning Permission with <i>some</i> matters reserved (Application Type 5)	Page 24
Outline Application for Planning Permission with <i>all</i> matters reserved (Application Type 6)	Page 26
Outline Application for Full Planning Permission and for Conservation Area Consent for Demolition in a Conservation Area (Application Type 7)	Page 28
Outline Application for Full Planning Permission and for Listed Building Consent for Alterations, extensions or demolition of a listed Building (Application Type 8)	Page 30
Application for Full Planning Permission and for Advertisement Consent (Application Type 9)	Page 32

Conservation Area Consent for Demolition in a Conservation Area (Application Type10)	Page 34
Listed Building Consent for alterations, extensions or demolition of a Listed Building (Application Type 11)	Page 35
Advertisement Consent for the Display of Advertisements (Application Type 12)	Page 37
Listed Building Consent for alteration, extension or demolition of a Listed Building and Advertisement Consent (Application Type 13)	Page 38
Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition (Application Type 14)	Page 40
Application for a Lawful Development Certificate for a proposed use or development (Application Type 15)	Page 41
Application for Prior Notification of Proposed Agricultural Development for a proposed building (Application Type 16)	Page 42
Application for Prior Notification of Proposed Agricultural Development for a proposed road (Application Type 17)	Page 43
Application for Prior Notification of Proposed Agricultural Development for proposed excavation/deposit of waste material from the farm (Application Type 18)	Page 44
Application for Prior Notification of Proposed Agricultural Development for proposed fish tank (Application Type 19)	Page 45
Application for Prior Notification of Proposed Telecommunications Installations (Application Type 20)	Page 46
Application for Hedgerow Removal Notice (Application Type 21)	Page 48

Application for Prior Notification of Demolition (Application Type 22)	Page 49
Application for Approval of Reserved Matters of a previously Granted Outline Planning Permission (Application Type 23)	Page 50
Application for Removal or Variation of a Condition following the grant of Planning Permission (Section 73 of the Town and Country Planning Act 1990 as amended) (Application Type 24)	Page 52
Application for Approval of details Reserved by a Condition following the grant of Planning Permission (Application Type 25)	Page 53
Application for Tree Works: (1) Tree subject to a Tree Preservation Order (2) Works to a tree in a Conservation Area (Application Type 26)	Page 54
Application for Extensions of time for extant Planning Permission, Listed Building Consent or Conservation Area Consent.	Page 55
Application for Non Material Amendments	Page 56
4. Guidance on the content of supporting statements and a description of what the 'Information Needed' Should Contain	Page 57
5. List of reference materials	Page 76
6. Final Checklist to ensure that all information has been compiled ready for the submission of an application	Page 79
7. Appendices	Page 80

Please note that all contact details and websites were correct at publication. Bromsgrove District Council takes no responsibility for any information that became incorrect over time.

1. Introduction and Purpose of Document

Why have Validation Criteria for Planning Applications?

In 2008, the Government introduced a national standard application form for applications made under the Town and Country Planning system and the Listed Building and Conservation Area consent regime. A national checklist was also introduced to ensure that all applicants knew what information they would need to provide when submitting applications to their local authority. To accompany and support this, Government also introduced new requirements for the validation of applications. Collectively these measures were aimed at providing a more predictable and efficient planning service, whilst recognising the need for locally relevant information. Amendments were made to the Town and Country (General Development Procedure) Order 1995 (GDPO) in March 2008 to make the use of the Standard Application Form and validation checklists mandatory from April 2008. The provisions in the 1995 GDPO has been merged with subsequent amendments has been replaced with the Town and Country Planning (Development Management Procedure) (England) 2010 (DMPO). Also, the 2008 Circular has been cancelled and replaced with the Development Management Policy Annex: Information Requirements and Validation for Planning Applications. (See reference list at the end of this document for details of where to find any supplementary documents).

The intention of the checklist is to make the planning process more transparent, and allow applicants and agents to check what information will be required in support of their applications. Applications will not be validated and registered until all the requirements of both the national **and** local checklists have been received. Applicants and agents should therefore be aware that if they have provided insufficient information, they will be asked for the remaining information prior to their application being registered. This should limit the number of times further information will be requested from the local authority in order to complete an application, thereby reducing delays in the application process.

The national checklist mainly refers to the plans required, but also reflects the requirement for a Design and Access Statement to accompany all applications, except those proposing only a change of use and no physical alterations; householder applications where the dwelling is neither statutorily listed nor in a Conservation Area and; applications for Lawful Development Certificates.

This document represents the local validation checklist for Bromsgrove. It has been organised into application types and provides a list of references for further information and guidance. It sets out the national requirements for different types of applications followed by the local requirements. There is also guidance on how to prepare supporting statements as well as a final checklist to ensure that each application is ready to be submitted

Where there are any queries or doubts regarding the requirements, or whether planning permission is required, applicants or their agents are recommended to contact the Development Control Team at the Council to clarify their position

prior to submitting an application. (Contact details can be found in the opening pages.)

What are the criteria made up of?

There are two sets of requirements for planning (and related) applications: the national requirements (statutory information required to accompany all applications as specified by the DMPO and the national standard planning application form) and the local ones (extra information which Local Planning Authorities can require) in order to register an application as valid. An invalid application is one which does not include some aspect of either the national or local requirement and as such will not be registered as valid by Bromsgrove District Council.

As a local planning authority, Bromsgrove District Council has the power to set out its own local requirements and to review and amend them over time.

Pre application discussions with the Local Planning Authority will assist in identifying the relevant requirements for application submissions. In addition, this document will set out the different levels of information and supporting documentation needed for the variety of types and scales of application.

What is included in this document?

This document is divided into three main sections:

1. The different types of application as used by the national standard application form (Section 2).
2. The information needed (both nationally and locally) as applicable to each application type (Section 3).
3. A description of what the 'information needed' should contain (Section 4).

There is also a list of reference materials (Section 5) and a Final checklist (Section 6) together with an appendix (Section 7).

Local Authorities are encouraged to consult on and adopt locally relevant validation criteria and as a result this document has been subject to a programme of consultation with interested parties including local Agents, Parish Councils and statutory consultees.

2. Types of Application

The national standard application form covers many different types of application. This list identifies the type of forms and the relevant type of development or work.

Form 1 - Householder;

Extensions and alterations to houses, changes to residential property which do not create additional dwelling units

Form 2 - Householder and Conservation Area Consent

Extensions and alterations to house as above, but in this case the property is in a conservation area and there is some demolition involved.

Form 3 - Householder and Listed Building Consent

Extensions and alterations to houses as above, but in this case the property is a listed building and the works need not only planning permission but also listed building consent. For other types of proposals for Listed Buildings see types 8 and 11.

Form 4 - Planning Permission

The basic planning application form to be used for all development which requires a planning application in its own right whether it is a change of use or new building operations (or both). Development which involves more than just extensions to a house, e.g. alterations to a property to create new dwelling units will need this form and not the householder one. This form is the appropriate one for the full range of types of development including new buildings of all types and material changes of use, also earthmoving and engineering operations.

Also use this form for material amendments and minor material amendments to previous schemes. In this case please state the previous application number and clearly identify the material difference proposed.

Form 5 - Outline application with some reserved matters

It is possible to establish the principle of new building projects first with an "Outline" application. There is a list of "Reserved Matters" which may not need to be submitted at this stage. The Reserved matters are: layout, scale, appearance, access and landscaping. This form is for use when some of the reserved matters are being provided at this stage.

Form 6 - Outline application with all matters reserved

As above, but with all of the above matters reserved for later consideration.

Form 7 - Planning permission and Conservation Area Consent

Conservation Area Consent is required for demolitions in conservation areas. Where a development project in a conservation area requires some demolition then this form can be used as a composite application form to cover both planning permission and conservation area consent applications.

Form 8 - Planning permission and Listed Building Consent.

Where development involves a listed building, this form can be used as a composite form to cover both the planning application and the application for listed building consent (not all works to a listed building will require planning permission). This form should not be used for alterations to Listed Buildings or Structures that are an existing dwelling.

Form 9 - Planning permission and Advertisement Consent.

Commercial development, such as new shop fronts, often include an element of advertising. This form can be used as a composite application for both the planning permission and the commercial signage on the new (or altered) building.

Form 10 - Conservation Area Consent

This form is used when the only works proposed are for the demolition (or part demolition) of a building in a conservation area. If planning permission is also required, use form 7 above

Form 11- Listed building Consent

This form is used for works to listed buildings which do not also require planning permission. If planning permission is required for the works, use form 8 above

Form 12- Advertisement Consent

The display of commercial (and other) advertising may require the “Express consent” of the Council. There is a wide range of “Deemed consent” where an application is not required. This form is needed where the amount, type and position of the advertisements requires the consent of the Council

Form 13 - Listed building consent and Advertising Consent

A composite form for use when the proposal involves both alterations to a listed building and the display of advertising.

Form 14 - Lawful Development Certificate (for existing uses or operations)

Where any person believes that certain existing uses or operations are lawful and/or immune from enforcement, it is possible to apply for a Lawful Development Certificate. The extract from Annex 8 of Circular 10/97 at Appendix D of this document may also serve to provide further explanation.

Form 15 - Lawful Development Certificate (for proposed uses or operations)

This is used when seeking a formal decision on whether planning permission will be required for something which is proposed.

Form 16 - Prior Approval for Agricultural Development involving new buildings

There is a wide range of “Permitted development” which, effectively, already benefit from a general planning permission, granted not by the local planning authority but by Parliament through legislation [(The Town and Country (General

Permitted Development) Order 1995)]. However, notwithstanding the permitted development rights for agricultural development involving new buildings, the Prior Approval of the Council is needed for the siting and design of the new building, and confirmation is needed that the building is genuinely required in connection with agriculture. This form is used for Prior Approvals for new agricultural buildings

Form 17 - Prior Approval for Agricultural Development involving new roadways

As for form 16 above but involving new roadways rather than new buildings

Form 18 - Prior Approval for Agricultural Development involving excavations and/or the deposit of waste on the land

As for form 16 above but in this case the development involves excavations or the deposit of waste on the land, including soil and rubble. This also includes the creation of farm ponds and reservoirs necessary for agriculture

Form 19 - Prior Approval for Agricultural Development involving the creation of a new fish tank

As above, but for the purposes of commercial fish farming.

Form 20 - Prior Approval for Telecommunications Development

The main mobile phone providers are classed as “Telecommunications Code Operators” and can erect telephone masts up to certain limitations subject to the Prior Approval procedure which is concerned solely with siting and appearance (and not the principle of the development).

Form 21 - Hedgerow Removal Notices

For use where it is intended to remove a section of protected hedgerow.

Form 22 - Prior Approval for Demolitions

For use when it is intended to demolish a residential property which is not in a conservation area.

Form 23 - Reserved Matters

Following the grant of outline permission (see items 5 and 6 above) individual reserved matters can be made the subject of a separate application to seek approval. Development cannot commence lawfully until either full permission has been granted or Outline Permission *and* the relevant Reserved Matters have been approved.

Form 24 - Application to remove or vary a condition

Where permission has been granted subject to a condition it is possible to apply subsequently to vary or dispense with that condition. This is the form to use in that circumstance

Form 25 - Application to discharge a condition

In this case the condition is not challenged, but the details needed to comply with it are formally submitted for approval.

Form 26 - Tree Preservation Order or Conservation Area Tree Application

Where trees benefit from protection either because they are subject to a tree preservation order or are in a Conservation Area then this form is used to seek consent for works to the tree including, pruning, lopping, topping or felling.

The national standard application form does not cover Extensions of Time or applications for Non Material Amendments following the grant of planning permission. However the Planning Portal does include generic forms to cover these instances and associated guidance notes, these can be found at

<http://www.planningportal.gov.uk/planning/applications/planningapplications#ex>

Extensions of time

This form should be used to make an application for a new planning permission to replace an extant planning permission, where the applicant is seeking to extend the time limit for implementation. It should also be used where an extant listed building consent or conservation area consent is associated with the planning permission, and the applicant wishes to extend the time limit for implementation for that consent also

Non Material amendments

This form should be used to make an application for a non-material amendment (or amendments) to an existing planning permission. Following a grant of planning permission, it may be necessary to make amendments to the permission. Where these are non-material, this form can be used to apply. Whether or not a proposed amendment is non-material will depend on the circumstances of the case – a change which may be non-material in one case could be material in another.

3. National and local requirements for validating planning and associated applications.

Important Information relating to all Applications

The standard application form

From 6 April 2008, all planning applications are required to be presented on the standard national application form (known as “1-APP”) which is available electronically. However some essential information is not included in the national form and thus the use of additional forms is required especially in respect of drainage and waste matters. Paper forms will continue to be available on request (See contacts at end of this document).

Number of documents

Bromsgrove District Council actively encourages the submission of online applications via the Planning Portal <http://www.planningportal.gov.uk> Where this is not possible two copies of an application form, plans and any supporting document will be acceptable.

All submissions, paper or electronic, will be stored in electronic format by the authority to enable paperless consultation where possible.

Note in respect of all plans.

All submitted plans and drawings should be identified with a unique plan or drawing number and title. Plans are referred to in decision notices and it is essential that they are correctly identified from the beginning of the process. Plans or drawings must be in adobe pdf format, with the scale embedded in the document and no single document should exceed should exceed 2mb in size. The total size of all files submitted should not exceed 20mb.

PDF format is an international standard (ISO 32000-1:2008) created to represent documents in a manner independent of software, hardware and any operating system. Each PDF file encapsulates a complete description of a fixed-layout flat document, including the text, fonts, graphics, and other information needed to display it.

The location plan

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site

Site and Other Plans

Copies of the site plan should be submitted. The site plan should be drawn at a scale of

1:500 or 1:200 and should accurately show:

- a) the direction of North;
- b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- c) all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) all public rights of way crossing or adjoining the site;
- e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- f) the extent and type of any hard surfacing; and
- g) boundary treatment including walls or fencing where this is proposed.

In addition other plans should be submitted (dependent on the type of application – refer to the relevant checklist for specific requirements) and may include:

- **Block plan of the site** at a scale of 1:100 or 1:200, should show any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries.
- **Existing and proposed elevations** 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.
- **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).
- **Existing and proposed site sections and finished floor and site levels** 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 neighbouring 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.

- **Roof plans** (e.g. at a scale of 1:50 or 1:100) A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.
- Where multiple plans are shown on one document the scale of each plan should be clearly shown.

Ownership Certificates

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 12 of the DMPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed, which are now set out in the national application form. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

Notice(s)

A notice to owners of the application site must be completed and served in accordance with Article 11 of the DMPO.

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, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

The Correct Fee (where one is necessary)

Design and Access Statements

A Design and Access Statement must accompany 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 or results in the creation of a new dwelling.)

- Engineering or mining operations
- Development of an existing dwellinghouse, or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, where no part of that dwellinghouse or curtilage is within a designated area (This may relate to alterations to a flat or the erection of a wall or gate within the curtilage of a dwellinghouse)
- Extensions to the time limits for implementing existing planning permissions
- The extension of an existing building used for non-domestic purposes where the floorspace created by the development does not exceed 100 square metres and where no part of the building or the development is within a designated area
- Development on operational land consisting of the erection of a building or structure up to 100 cubic metres in volume and 15m in height and where no part of the development is within a designated area
- The erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery would not exceed the greater of 15 metres above ground level, or the height of the original plant or machinery, and where no part of the development is within a designated area; or
- Development of land pursuant to section 73 (determination of applications to develop land without conditions previously attached) of the Town and Country Planning Act 1990.
- Applications relating to advertisement control, tree preservation orders or storage of hazardous substances. Neither are they required for applications for prior approval for proposed development, or non-material amendments to existing planning permissions.

However, statements **are** required for householder applications where any part of a dwellinghouse or its curtilage falls within one of the following designated areas:

- Site of Special Scientific Interest
- Conservation Area
- Area of Outstanding Natural Beauty

Applications for listed building consent will also be required to be accompanied by a Design and Access Statement. In particular, such a statement should address:

- (i) The special architectural or historic interest of the building;

(ii) The particular physical features of the building that justify its designation as a listed building; and

(iii) The building's setting. The legislative requirements are set out in regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 (Listed Building Regulations).

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 Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with.

What is required in a Design and Access Statement is set out in Article 8 of the DMPO and DCLG Circular 01/06 –*Guidance on Changes to the Development Control System*. Further information on when a Design and Access statement is required see;

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1505220.pdf>

Requirements

The Local requirements are divided into those relevant in all cases and those relevant in some cases. Applicants should indicate in writing, why they have not submitted the full range of additional information in order to avoid delay in the applications being registered.

In circumstances where applicants disagree with the requirement for information or plans as set out by Bromsgrove District Council, they may challenge this decision not to validate the application. This process would be a right of appeal for non-validation under section 78 of the Town and Country Planning Act 1990 (as amended). In addition the right to contact the Local Government Ombudsman on grounds of maladministration remains open to the applicant.

**Householder Application for Planning Permission for works or extension(s)
to a dwelling
(Application type 1)**

1. National Requirements

- Completed form which must be signed and dated by either the applicant/agent.
- A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North
- Other plans and drawings or information necessary to describe the subject of the application 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)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the DMP.
- Agricultural Holdings Certificate
- Design and Access Statement, if the property is in a Conservation Area or S.S.S.I.
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the DMPO must be given and/or published in accordance with this Article and the relevant schedule.

2. Local Requirements – items required in all cases

- Plans and elevations must follow the following principles:
 - They must be sufficient to show clearly how the property will look before and after the house and/or its curtilage are altered or extended.
 - They must show the relative positions of adjacent properties
 - On sloping sites the existing natural ground level must be shown on the main elevations, along with any proposed level changes
 - They must be drawn to recognised metric scales
 - The site layout plan should be at a scale of 1:500 to show any neighbouring properties, buildings and boundaries accurately along with the access and parking arrangements for the house both before and after the proposed alterations/extension.
 - The layout plan must also show any hedges and trees on the site and proposals for their protection or replacement
- Details of external materials must be given either by annotation on the plans or in a written statement
- A note of any pre-application discussions and the name of the Planning Officer who gave the advice.

3. Local Requirements – items required where relevant
<ul style="list-style-type: none">• Archeological Evaluation Report• Biodiversity Survey and Report• Daylight/sunlight assessment• Flood risk assessment• Land contamination assessment• Noise impact assessment• Tree Survey• Statement of Significance

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

**Householder Application for Planning Permission for works or extension(s)
to a dwelling and for Conservation Area Consent for demolition in a
Conservation Area
(Application type 2)**

1. National Requirements

- Completed form which must be signed and dated by either the applicant/agent.
- A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North
- Other plans and drawings or information necessary to describe the subject of the application 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)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the DMPO [and Article 6 of the Listed Building Regulations, where relevant].
- Agricultural Holdings Certificate
- Design and Access Statement, if the property is in a Conservation Area, or S.S.S.I.
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the DMPO must be given and/or published in accordance with this Article and the relevant schedule

2. Local Requirements – items required in all cases

- A Statement of Significance in respect of the part of the works which requires conservation area consent for demolition.
- Photographic record of what is to be demolished
- Plans and elevations must follow the following principles:
 - They must be sufficient to show clearly how the property will look before and after the house and/or its curtilage are altered or extended.
 - They must show the relative positions of adjacent properties
 - On sloping sites the existing natural ground level must be shown on the main elevations, along with any proposed level changes
 - They must be drawn to recognised metric scales
 - The site layout plan should be at a scale of 1:500 to show any neighbouring properties, buildings and boundaries accurately along with the access and parking arrangements for the house both before and after the proposed alterations/extension.
 - The layout plan must also show any hedges and trees on the site and proposals for their protection or replacement

<ul style="list-style-type: none"> • Details of external materials must be given either by annotation on the plans or in a written statement • A note of any pre-application discussions and the name of the Planning Officer who gave the advice.
3. Local Requirements – items required where relevant <ul style="list-style-type: none"> • Photographs • Archeological Evaluation Report • Biodiversity Survey and Report • Daylight/sunlight assessment • Flood risk assessment • Land contamination assessment • Noise impact assessment • Site Waste Management Plan • Structural Survey • Tree Survey

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Householder Application for Planning Permission for works or extension(s) to a dwelling and for Listed Building Consent for works to a Listed Building (Application type 3)

1. National Requirements

- Completed form which must be signed and dated by either the applicant/agent.
- A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North
- Other plans and drawings or information necessary to describe the subject of the application 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)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the DMPO [and Article 6 of the Listed Building Regulations, where relevant].
- Agricultural Holdings Certificate
- Design and Access Statement, if the property is in a Conservation Area or S.S.S.I.
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the DMPO must be given and/or published in accordance with this Article and the relevant schedule

2. Local Requirements – items required in all cases

- A Statement of Significance
- Plans and elevations must follow the following principles:
 - They must be sufficient to show clearly how the property will look before and after the house and/or its curtilage are altered or extended.
 - They must show the relative positions of adjacent properties
 - On sloping sites the existing natural ground level must be shown on the main elevations, along with any proposed level changes
 - They must be drawn to recognised metric scales
 - The site layout plan should be at a scale of 1:500 to show any neighbouring properties, buildings and boundaries accurately along with the access and parking arrangements for the house both before and after the proposed alterations/extension.
 - The layout plan must also show any hedges and trees on the site and proposals for their protection or replacement
- Details of external materials must be given either by annotation on the plans or in a written statement

<ul style="list-style-type: none"> • A note of any pre-application discussions and the name of the Planning Officer who gave the advice.
3. Local Requirements – items required where relevant
<ul style="list-style-type: none"> • Photographs and photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals • Archeological Evaluation Report • Biodiversity Survey and Report • Daylight/sunlight assessment • Flood risk assessment • Land contamination assessment • Noise impact assessment • Planning Statement • Structural survey • Tree Survey

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Application for Full Planning Permission for operational development or material changes of use (Application type 4)
1. National Requirements
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent. • A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North • Other plans and drawings or information necessary to describe the subject of the application including: <ul style="list-style-type: none"> 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) Roof plans (e.g. at a scale of 1:50 or 1:100) • The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the DMPO. • Agricultural Holdings Certificate • Design and Access Statement, (except for applications for Engineering Operations or for Material Changes of Use where there are no associated operational development). • The appropriate fee • In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the DMPO must be given and/or published in accordance with this Article and the relevant schedule
2. Local Requirements – items required in all cases
<ul style="list-style-type: none"> • Plans and elevations must follow the following principles: <ul style="list-style-type: none"> ○ They must be sufficient to show clearly how the property and site will look before and after the development has taken place. In the case of changes of use there may be no physical changes to the property – but it needs to be made clear in a statement that no physical changes are proposed. ○ They must show the relative positions of adjacent properties ○ On sloping sites the existing natural ground level must be shown on the main elevations, along with any proposed level changes ○ They must be drawn to recognised metric scales ○ The site layout plan should be at a scale of 1:500 to show any neighbouring properties, buildings and boundaries accurately along with the access and parking arrangements for the unit both before and after the proposed alterations/extension. ○ The layout plan must also show any hedges and trees on the site and proposals for their protection or replacement

- Details of external materials must be given either by annotation on the plans or in a written statement
- A note of any pre-application discussions and the name of the Planning Officer who gave the advice.

3. Local Requirements – items required where relevant

- Affordable Housing Statement
- Agricultural Dwelling Justification
- Air Quality Assessment
- Archaeological evaluation report
- Daylight/sunlight assessment
- Drainage Assessment
- Ecological Assessment (Biodiversity Statement)/Protected Species Survey
- Economic Statement
- Environmental Impact Assessment
- Flood Risk Assessment
- Land Contamination Assessment
- Landscape Impact Assessment
- Landscape Scheme
- Lighting Impact Assessment
- Noise Impact Assessment
- Open Space/Recreational Needs Assessment
- Plans, Photographs and Montages
- Planning Obligation Agreement Heads of Terms
- Planning Statement
- Retail Impact Assessment
- Site Waste Management Plan
- Statement of Community Involvement
- Statement of Significance
- Structural Survey
- Sustainability Statement
- Topographical Survey
- Transport Assessment
- Travel Plan
- Tree Surveys and Proposals
- Utilities Statement
- Ventilation/Fume Extraction Details

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Outline Application for Planning Permission with <i>some</i> matters reserved (Application type 5)
<p>1. National Requirements</p> <ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent on behalf of the applicant. • A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North • A Block Plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries. • The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the DMPO. • Agricultural Holdings Certificate • Design and Access Statement including indicative block plan • The appropriate fee • In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the DMPO must be given and/or published in accordance with this Article and the relevant schedule • In addition, DCLG Circular 1/2006 requires that the following <i>minimum</i> information should be provided: <ul style="list-style-type: none"> Use – the use or uses proposed for the development and any district development zones within the suite identified. Amount of development – the amount of development proposed for each use proposed within the site boundary where appropriate Scale parameters – an indication of the upper and lower limits for height, width and length of each building within the site boundary Indicative access points – an area or areas in which the access point or points to the site will be situated. Indicative layout – an indicative with separate development zones proposed within the site boundary where appropriate.
<p>2. Local Requirements – items required in all cases</p> <ul style="list-style-type: none"> • Other plans and drawings or information necessary to describe the reserved matters for which approval is sought at this stage. These should include an indicative layout and, in respect of any buildings for which approval is sought at this stage, the following: <ul style="list-style-type: none"> ○ Proposed elevations (e.g. at a scale of 1:50 or 1:100) ○ Proposed floor plans (e.g. at a scale of 1:50 or 1:100) ○ Proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100) ○ Roof plans (e.g. at a scale of 1:50 or 1:100) • A note of any pre-application discussions and the name of the Planning Officer who gave the advice.
<p>3. Local Requirements – items required where relevant</p>
<ul style="list-style-type: none"> • Affordable Housing Statement

- Agricultural Dwelling Justification
- Air Quality Assessment
- Archaeological evaluation report
- Daylight/sunlight assessment
- Drainage Assessment
- Ecological Assessment (Biodiversity Statement)/Protected Species Survey
- Economic Statement
- Environmental Impact Assessment
- Flood Risk Assessment
- Land Contamination Assessment
- Landscape Impact Assessment
- Landscape Scheme
- Lighting Impact Assessment
- Noise Impact Assessment
- Open Space/Recreational Needs Assessment
- Plans, Photographs and Montages
- Planning Obligation Agreement Heads of Terms
- Planning Statement
- Retail Impact Assessment
- Site Waste Management Plan
- Statement of Community Involvement
- Statement of Significance
- Structural Survey
- Sustainability Statement
- Topographical survey
- Transport Assessment
- Travel Plan
- Tree Surveys and Proposals
- Utilities Statement
- Ventilation/Fume Extraction Details

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Outline Application for Planning Permission with <i>all</i> matters reserved (Application type 6)
<p>1. National Requirements</p> <ul style="list-style-type: none"> Completed form which must be signed and dated by either the applicant or the agent on behalf of the applicant. A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North A Block Plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries. The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the DMPO Agricultural Holdings Certificate Design and Access Statement including indicative block plan The appropriate fee In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the DMPO must be given and/or published in accordance with this Article and the relevant schedule In addition, DCLG Circular 1/2006 requires that the following <i>minimum</i> information should be provided: <ul style="list-style-type: none"> Use – the use or uses proposed for the development and any district development zones within the suite identified. Amount of development – the amount of development proposed for each use proposed within the site boundary where appropriate Scale parameters – an indication of the upper and lower limits for height, width and length of each building within the site boundary Indicative access points – an area or areas in which the access point or points to the site will be situated. Indicative layout – an indicative with separate development zones proposed within the site boundary where appropriate.
<p>2. Local Requirements – items required in all cases</p> <ul style="list-style-type: none"> A note of any pre-application discussions and the name of the Planning Officer who gave the advice
<p>3. Local Requirements – items required where relevant</p> <ul style="list-style-type: none"> Affordable Housing Statement Agricultural Dwelling Justification Air Quality Assessment Archaeological evaluation report Daylight/sunlight assessment Drainage Assessment Ecological Assessment (Biodiversity Statement)/Protected Species Survey Economic Statement

- Environmental Impact Assessment
- Flood Risk Assessment
- Land Contamination Assessment
- Landscape Impact Assessment
- Landscape Scheme
- Lighting Impact Assessment
- Noise Impact Assessment
- Open Space/Recreational Needs Assessment
- Plans, Photographs and Montages
- Planning Obligation Agreement Heads of Terms
- Planning Statement
- Retail Impact Assessment
- Site Waste Management Plan
- Statement of Community Involvement
- Statement of Significance
- Structural Survey
- Sustainability Statement
- Topographical survey
- Transport Assessment
- Travel Plan
- Tree Surveys and Proposals
- Utilities Statement
- Ventilation/Fume Extraction Details

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

<p align="center">Application for Full Planning Permission and for Conservation Area Consent for Demolition in a Conservation Area (Application type 7)</p>
<p>1. National Requirements</p>
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent. • A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North • Other plans and drawings or information necessary to describe the subject of the application including: <ul style="list-style-type: none"> 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) Roof plans (e.g. at a scale of 1:50 or 1:100) • The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the DMPO [and Article 6 of the Listed Building Regulations, where relevant]. • Agricultural Holdings Certificate • Design and Access Statement, (except for applications for Engineering Operations or for Material Changes of Use where there are no associated operational development). • The appropriate fee • In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the DMPO must be given and/or published in accordance with this Article and the relevant schedule.
<p>2. Local Requirements – items required in all cases</p>
<ul style="list-style-type: none"> • A Statement of Significance • A note of any pre-application discussions and the name of the Planning Officer who gave the advice
<p>3. Local Requirements – items required where relevant</p>
<ul style="list-style-type: none"> • Affordable Housing Statement • Air Quality Assessment • Archaeological evaluation report • Biodiversity Survey and Report • Daylight/sunlight assessment • Drainage Assessment • Ecological Assessment (Biodiversity Statement)/Protected Species Survey • Economic Statement • Environmental Impact Assessment • Flood Risk Assessment

- Land Contamination Assessment
- Landscape Impact Assessment
- Landscape Scheme
- Lighting Impact Assessment
- Noise Impact Assessment
- Open Space/Recreational Needs Assessment
- Plans, Photographs and Montages
- Planning Obligation Agreement Heads of Terms
- Planning Statement
- Retail Impact Assessment
- Site Waste Management Plan
- Statement of Community Involvement
- Statement of Significance
- Structural Survey
- Sustainability Statement
- Topographical survey
- Transport Assessment
- Travel Plan
- Tree Surveys and Proposals
- Utilities Statement
- Ventilation/Fume Extraction Details

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Application for Full Planning Permission and for Listed Building Consent for alterations, extensions or demolition of a Listed Building (Application type 8)
1. National Requirements
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent. • A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North • Other plans and drawings or information necessary to describe the subject of the application including: <ul style="list-style-type: none"> 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) Roof plans (e.g. at a scale of 1:50 or 1:100) • The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the DMPO [and Article 6 of the Listed Building Regulations, where relevant]. • Agricultural Holdings Certificate • Design and Access Statement, (except for applications for Engineering Operations or for Material Changes of Use where there are no associated operational development). • The appropriate fee • In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the DMPO must be given and/or published in accordance with this Article and the relevant schedule.
2. Local Requirements – items required in all cases
<ul style="list-style-type: none"> • A Statement of Significance • A note of any pre-application discussions and the name of the Planning Officer who gave the advice
3. Local Requirements – items required where relevant
<ul style="list-style-type: none"> • Affordable Housing Statement • Air Quality Assessment • Archaeological evaluation report • Daylight/sunlight assessment • Drainage Assessment • Ecological Assessment (Biodiversity Statement)/Protected Species Survey • Economic Statement • Environmental Impact Assessment • Flood Risk Assessment

- Land Contamination Assessment
- Landscape Impact Assessment
- Landscape Scheme
- Lighting Impact Assessment
- Noise Impact Assessment
- Marketing Report (Where total or substantial demolition)
- Open Space/Recreational Needs Assessment
- Plans, Photographs and Montages
- Planning Obligation Agreement Heads of Terms
- Planning Statement
- Retail Impact Assessment
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Sustainability Statement
- Topographical survey
- Transport Assessment
- Travel Plan
- Tree Surveys and Proposals
- Utilities Statement
- Ventilation/Fume Extraction Details

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Application for Full Planning Permission and for Advertisement Consent (Application type 9)
1. National Requirements
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent. • A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North • Other plans and drawings or information necessary to describe the subject of the application including: <ul style="list-style-type: none"> 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) Roof plans (e.g. at a scale of 1:50 or 1:100) • The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the DMPO • Agricultural Holdings Certificate • Design and Access Statement, (except for applications for Engineering Operations or for Material Changes of Use where there are no associated operational development). • The appropriate fee • In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the DMPO must be given and/or published in accordance with this Article and the relevant schedule • Advertisement drawings (at a scale of 1:50 or 1:100) to show advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of method and colour(s) of illumination (where illuminated).
2. Local Requirements – items required in all cases
<ul style="list-style-type: none"> • The advertisement drawings must include details of any existing advertisements on the site, making it clear which ones are to be retained and which are to be removed • A note of any pre-application discussions and the name of the Planning Officer who gave the advice • Form of mounting – fixed, hanging, projecting, pole etc
3. Local Requirements – items required where relevant
<ul style="list-style-type: none"> • Affordable Housing Statement • Air Quality Assessment • Archaeological evaluation report • Daylight/sunlight assessment • Drainage Assessment

- Ecological Assessment (Biodiversity Statement)/Protected Species Survey
- Economic Statement
- Environmental Impact Assessment
- Flood Risk Assessment
- Heritage Statement
- Land Contamination Assessment
- Landscape Impact Assessment
- Landscape Scheme
- Lighting Impact Assessment
- Noise Impact Assessment
- Open Space/Recreational Needs Assessment
- Plans, Photographs and Montages
- Planning Obligation Agreement Heads of Terms
- Planning Statement
- Retail Impact Assessment
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Sustainability Statement
- Topographical survey
- Transport Assessment
- Travel Plan
- Tree Surveys and Proposals
- Utilities Statement
- Ventilation/Fume Extraction Details

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Conservation Area Consent for Demolition in a Conservation Area (Application type 10)
1. National Requirements
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent. • A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North • Other plans and drawings or information necessary to describe the subject of the application (including: Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries • Existing (and, if only partial demolition is involved, proposed) elevations (e.g. at a scale of 1:50 or 1:100) • The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the DMPO [and Article 6 of the Listed Building Regulations, where relevant]. • In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the DMPO must be given and/or published in accordance with this Article and the relevant schedule
2. Local Requirements – items required in all cases
<ul style="list-style-type: none"> • Statement of Significance • Photographic record of what is to be demolished • The Block Plan must show any site boundaries, and buildings and properties on and adjacent to the site • Statement of proposals (if any) for future use and/or future development proposals for the site • A note of any pre-application discussions and the name of the Planning Officer who gave the advice.
3. Local Requirements – items required where relevant
<ul style="list-style-type: none"> • Ecological Assessment (Biodiversity Statement)/Protected Species Survey • Site Waste Management Plan • Structural Survey • Tree Surveys and Proposals

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Listed Building Consent for alterations, extension or demolition of a Listed Building (Application type 11)
1. National Requirements
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent. • A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North • Other plans and drawings or information necessary to describe the subject of the application including: <ul style="list-style-type: none"> 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, paneling, fireplaces, plaster mouldings and other decorative details Roof plans (e.g. at a scale of 1:50 or 1:100) • Design and Access Statement • The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the DMPO [and Article 6 of the Listed Building Regulations, where relevant]. • In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the DMPO must be given and/or published in accordance with this Article and the relevant schedule
2. Local Requirements – items required in all cases
<ul style="list-style-type: none"> • Statement of Significance • The Block Plan must show any site boundaries, and buildings and properties on and adjacent to the site • A note of any pre-application discussions and the name of the Planning Officer who gave the advice.
3. Local Requirements – items required where relevant
<ul style="list-style-type: none"> • Ecological Assessment (Biodiversity Statement)/Protected Species Survey • Marketing Report (Where total or substantial demolition) • Photographs and photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals • Planning Statement • Structural survey (Where total or substantial demolition) • Tree Surveys and Proposals

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Advertisement Consent for the Display of Advertisements (Application type 12)	
1. National Requirements	
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent. • A location 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(s) and shows the direction of North • Other plans and drawings or information necessary to describe the subject of the application (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) • Advertisement drawings (at a scale of 1:50 or 1:100) to show advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of method and colour(s) of illumination (where illuminated). • The appropriate fee 	
2. Local Requirements – items required in all cases	
<ul style="list-style-type: none"> • The advertisement drawings must include details of any existing advertisements on the site, making it clear which ones are to be retained and which are to be removed • Form of mounting – fixed, hanging, projecting, pole etc • A note of any pre-application discussions and the name of the Planning Officer who gave the advice 	
3. Local Requirements – items required where relevant	
<ul style="list-style-type: none"> • Lighting Assessment (where the advertisements are to be illuminated) • Planning Statement • Photographs and Photomontages 	

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Listed Building Consent for alteration, extension or demolition of a Listed Building and Advertisement Consent (Application type 13)
1. National Requirements
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent. • A location 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(s) and shows the direction of North • Other plans and drawings or information necessary to describe the subject of the application including: <ul style="list-style-type: none"> 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 mouldings and other decorative details Roof plans (e.g. at a scale of 1:50 or 1:100) • Advertisement drawings (at a scale of 1:50 or 1:100) to show advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of method and colours of illumination (where illuminated). • Design and Access Statement • The appropriate fee • The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the DMPO [and Article 6 of the Listed Building Regulations, where relevant]. • In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the DMPO must be given and/or published in accordance with this Article and the relevant schedule
2. Local Requirements – items required in all cases
<ul style="list-style-type: none"> • Statement of Significance • Form of mounting – fixed, hanging, projecting, pole etc • The Block Plan must show any site boundaries, and buildings and properties on and adjacent to the site • The advertisement drawings must include details of any existing advertisements on the site, making it clear which ones are to be retained and which are to be removed • A note of any pre-application discussions and the name of the Planning Officer who gave the advice.

3. Local Requirements – items required where relevant
<ul style="list-style-type: none">• Ecological Assessment (Biodiversity Statement)/Protected Species Survey• Lighting Assessment• Marketing Report (Where total or substantial demolition)• Photographs and photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals• Planning Statement• Structural Survey• Tree Surveys and Proposals

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

<p align="center">Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition (Application type 14)</p>
<p>1. National Requirements</p> <ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent on behalf of the applicant. • A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North • Such evidence verifying the information included in the application as can be provided • Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) • Such other information as is considered to be relevant to the application • The appropriate fee
<p>2. Local Requirements – items required in all cases</p> <ul style="list-style-type: none"> • In the case of building or engineering operations plans, elevations and sections to describe the development. These should include: <ul style="list-style-type: none"> ◦ Existing elevation at a scale of 1:50 or 1:100 ◦ Existing floor plans at a scale of 1:50 or 1:100 ◦ Existing site survey plan at a scale of 1:50 or 1:100 • In the case of uses, documented evidence that the use has existed continuously for at least 10 years – such evidence may include financial statements, sworn affidavits, written evidence of trading taking place and or other documentary evidence. • A note of any pre-application discussions and the name of the Planning Officer who gave the advice.
<p>3. Local Requirements – items required where relevant</p> <ul style="list-style-type: none"> • Photographs • Planning Statement • In the case of possible contaminated land, a contaminated land assessment may be relevant

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Application for a Lawful Development Certificate for a proposed use or development (Application type 15)	
1. National Requirements	
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent. • A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North • Such evidence verifying the information included in the application as can be provided • Such other information as is considered to be relevant to the application • The appropriate fee 	
2. Local Requirements – items required in all cases	
<ul style="list-style-type: none"> • In the case of building or engineering operations plans, elevations and sections to describe the development. These should include: <ul style="list-style-type: none"> ○ Existing and proposed elevations at a scale of 1:50 or 1:100 ○ Existing and proposed floor plans at a scale of 1:50 or 1:100 ○ Existing site survey plan at a scale of 1:50 or 1:100 • A note of any pre-application discussions and the name of the Planning Officer who gave the advice. 	
3. Local Requirements – items required where relevant	
<ul style="list-style-type: none"> • Planning Statement • In the case of possible contaminated land, a contaminated land assessment may be relevant 	

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

<p align="center">Application for Prior Notification of Proposed Agricultural Development for a proposed building (Application type 16)</p>
<p>1. National Requirements</p>
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent. • A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North • The appropriate fee
<p>2. Local Requirements – items required in all cases</p>
<ul style="list-style-type: none"> • Plans, elevations and sections to describe the development. These should include: <ul style="list-style-type: none"> ○ Existing and proposed elevations at a scale of 1:50 or 1:100 ○ Existing and proposed floor plans at a scale of 1:50 or 1:100 ○ Existing site survey plan at a scale of 1:50 or 1:100 • Explanation of the purpose of the new building • A note of any pre-application discussions and the name of the Planning Officer who gave the advice.
<p>3. Local Requirements – items required where relevant</p>
<ul style="list-style-type: none"> • Photographs/photomontages • Planning Statement

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Application for Prior Notification of Proposed Agricultural Development for a proposed road (Application type 17)	
1. National Requirements	
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent. • A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North • The appropriate fee 	
2. Local Requirements – items required in all cases	
<ul style="list-style-type: none"> • Explanation of the need for the road • Type/s and source/s of material to be used and method of construction with sections • A note of any pre-application discussions and the name of the Planning Officer who gave the advice 	
3. Local Requirements – items required where relevant	
<ul style="list-style-type: none"> • Planning Statement 	

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

<p align="center">Application for Prior Notification of Proposed Agricultural Development for proposed excavation/deposit of waste material from the farm (Application type 18)</p>
<p>1. National Requirements</p>
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent. • A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North • The appropriate fee
<p>2. Local Requirements – items required in all cases</p>
<ul style="list-style-type: none"> • Topographical survey of existing site including sections and levels • Details of final proposed landform including realistic sections from at least 2 directions, and levels • For pools and reservoirs, full details of any embankments, dams, sluices, weirs, inflow/overflow mechanisms, quantity and source of water to be held, and reasons for need • Site Waste Management Plan; to explain the source and or destination of all waste materials involved including soil, stone and rubble • A note of any pre-application discussions and the name of the Planning Officer who gave the advice.
<p>3. Local Requirements – items required where relevant</p>
<ul style="list-style-type: none"> • Planning Statement • Tree surveys and proposals

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Application for Prior Notification of Proposed Agricultural Development for proposed fish tank (Application type 19)	
1. National Requirements	
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent on behalf of the applicant. • A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North • The appropriate fee 	
2. Local Requirements – items required in all cases	
<ul style="list-style-type: none"> • Details of the water tank/s, quantity and source of water to be held, flood protection and overflow contingency measures • Site Waste Management Plan; to explain the source and or destination of all waste materials involved • A note of any pre-application discussions and the name of the Planning Officer who gave the advice. 	
3. Local Requirements – items required where relevant	
<ul style="list-style-type: none"> • Planning Statement 	

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Application for Prior Notification of Proposed Telecommunications Installations (Application type 20)	
1. National Requirements	
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent or a written description of the proposed development. • A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North • The appropriate fee • Evidence that the developer has given notice of the proposed development in accordance with condition A.3(1) of Part 24 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 or any order revoking and re-enacting that Order. • 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 condition A.3(2) of Part 24 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 or any order revoking and re-enacting that Order. 	
2. Local Requirements – items required in all cases	
<ul style="list-style-type: none"> • A full statement in accordance with the Code of Best Practice on Mobile Phone Network Development to include: <ul style="list-style-type: none"> ○ Technical information including the frequency, modulation characteristics, power output, height of the proposed mast and antennas ○ Area of search ○ Alternatives considered ○ “Before” and “After” diagrams to show signal coverage with and without the proposed installation ○ Details of any consultation undertaken • Other plans and drawings or information necessary to describe the subject of the application including: Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries, buildings and properties. • Proposed elevations at a scale of 1:50 or 1:100 • Signed declaration that the equipment and installation fully complies with the ICNIRP requirements • A note of any pre-application discussions and the name of the Planning Officer who gave the advice. 	
3. Local Requirements – items required where relevant	
<ul style="list-style-type: none"> • Noise Impact Assessment • Landscape Impact Assessment • Landscape Scheme 	

- | |
|---|
| <ul style="list-style-type: none">• Planning Statement• Statement of Community Involvement |
|---|

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Application for Hedgerow Removal Notice (Application type 21)	
1. National Requirements	
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent to include all the details set out in Schedule 4 to the Hedgerow Regulations 1997 • A plan which clearly shows the location and length of the hedgerow(s) to be removed (preferably at a scale of 1:2500) • Evidence of the date of planting 	
2. Local Requirements – items required in all cases	
<ul style="list-style-type: none"> • Arboricultural implications • Ecological Assessment (Biodiversity Statement)/Protected Species Survey • Estimate of the age of the hedge if known • A note of any pre-application discussions and the name of the Planning Officer who gave the advice 	
3. Local Requirements – items required where relevant	
<ul style="list-style-type: none"> • Tree surveys and proposals • Archaeology Statement - where the process of removing the hedgerow may require earthworks affecting an archaeologically sensitive feature or remains 	

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Application for Prior Notification of Demolition (Application type 22)	
1. National Requirements	
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent and gives a written description of the proposed development • A statement that the applicant has displayed a site notice in accordance with condition A.2(b)(iii) of Part 31 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 or any order revoking and re-enacting that Order. • The appropriate fee 	
2. Local Requirements – items required in all cases	
<ul style="list-style-type: none"> • A plan which identifies the land and building(s) to which the application relates drawn to an identified scale and showing the direction of North • Photographs of the building(s) to be demolished – with the position and direction of the photographs identified on the site plan • A note of any pre-application discussions and the name of the Planning Officer who gave the advice 	
3. Local Requirements – items required where relevant	
<ul style="list-style-type: none"> • Ecological Assessment (Biodiversity Statement)/Protected Species Survey • Planning Statement • Structural Survey • Tree survey and proposals 	

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Application for Approval of Reserved Matters of a previously Granted Outline Planning Permission (Application type 23)
1. National Requirements
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent. • Such particulars as are necessary to deal with the matters reserved for subsequent approval in the outline planning permission • Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including: <ul style="list-style-type: none"> 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) Roof plans (e.g. at a scale of 1:50 or 1:100) • The appropriate fee
2. Local Requirements – items required in all cases
<ul style="list-style-type: none"> • Plans and elevations must follow the following principles: <ul style="list-style-type: none"> ○ They must show the relative positions of any adjacent properties ○ On sloping sites the existing natural ground level must be shown on the main elevations, along with any proposed level changes ○ The site layout plan should be at a scale of 1:500 to show any neighbouring properties accurately along with the access and parking arrangements for the development The layout plan must also show any hedges and trees on the site and proposals for their protection or replacement • Details of external materials must be given either by annotation on the plans or in a written statement • Design and Access Statement (where one was not submitted with the outline application) or updated Design and Access Statement in all other cases. • A note of any pre-application discussions and the name of the Planning Officer who gave the advice
3. Local Requirements – items required where relevant
<ul style="list-style-type: none"> • Affordable Housing Statement • Air Quality Assessment • Archaeological evaluation report • Ecological Assessment (Biodiversity Statement)/Protected Species Survey • Daylight/sunlight • Drainage Assessment • Environmental Impact Assessment • Flood Risk Assessment

- Land Contamination Assessment
- Landscape Impact Assessment
- Landscape Scheme
- Lighting Impact Assessment
- Noise Impact Assessment
- Open Space/Recreational Needs Assessment
- Plans, Photographs and Montages
- Planning Obligation Agreement Heads of Terms
- Planning Statement
- Retail Impact Assessment
- Site Waste Management Plan
- Statement of Community Involvement
- Statement of Significance
- Structural Survey
- Sustainability Statement
- Topographical survey
- Transport Assessment
- Travel Plan
- Tree Surveys and Proposals
- Utilities Statement
- Ventilation/Fume Extraction Details

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

<p style="text-align: center;">Application for Removal or Variation of a Condition following the grant of Planning Permission (Section 73 of the Town and Country Planning Act 1990) (Application type 24)</p>
<p>1. National Requirements</p>
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent. • The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the DMPO. • Agricultural Holdings Certificate • In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the DMPO must be given and/or published in accordance with this Article and the relevant schedule • Design and Access Statement, where required. • The appropriate fee
<p>2. Local Requirements – items required in all cases</p>
<ul style="list-style-type: none"> • Planning Statement to identify the permission and condition(s) concerned and to explain why the condition(s) is (are) no longer necessary or require(s) variation, and to identify the likely impacts of the change. • Site Location Plan • Where the condition relates to built development, plans and elevations must follow the following principles: <ul style="list-style-type: none"> ○ They must be sufficient to show clearly how the property will look before and after the development. ○ They must show the relative positions of adjacent properties ○ On sloping sites the existing natural ground level must be shown on the main elevations, along with any proposed level changes ○ They must be drawn to recognised metric scales ○ The site layout plan should be at a scale of 1:500 to show any neighbouring properties accurately along with the access and parking arrangements for the house both before and after the proposed alterations/extension. The layout plan must also show any hedges and trees on the site and proposals for their protection or replacement • A note of any pre-application discussions and the name of the Planning Officer who gave the advice.
<p>3. Local Requirements – items required where relevant</p>
<ul style="list-style-type: none"> • (all as required for the original grant of planning permission)

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

<p align="center">Application for Approval of Details Reserved by a Condition following the grant of Planning Permission (Application type 25)</p>	
1. National Requirements	
<ul style="list-style-type: none"> • There are no National requirements for the approval of detail reserved by a condition, except that they should be made in writing. 	
2. Local Requirements – items required in all cases	
<ul style="list-style-type: none"> • Preferably a completed form however alternatively a letter or written statement to identify the permission and condition(s) concerned and to explain the details which are being submitted. • The written scheme or details required by the condition/s • Fee where applicable • A note of any pre-application discussions and the name of the Planning Officer who gave the advice 	
3. Local Requirements – items required where relevant	
<ul style="list-style-type: none"> • (all as required for the original grant of planning permission where relevant to the condition(s) concerned) 	

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Application for Tree Works:(1) Tree subject to a Tree Preservation Order (2) Works to a tree in a Conservation Area (Application type 26)	
1. National Requirements	
<ul style="list-style-type: none"> • (None) 	
2. Local Requirements – items required in all cases	
<ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent. • Site Location Plan • For works to a tree the subject of Tree Preservation Order or in a Conservation Area: <ul style="list-style-type: none"> ○ Scale plan showing the location of all relevant trees (this may include adjacent trees which are not the subject of proposals but may be in proximity to the affected trees) ○ A full and clear specification of the works to be carried out ○ A statement of reasons for the work ○ Evidence in support of the proposed works including a report by an arboriculturalist or horticultural adviser if your reasons relate to the health or safety of the tree, and/or a report by an engineer or surveyor if subsidence damage is alleged ○ Method statement for the works • Photographs of the tree(s) and any alleged damage or weaknesses in them • A note of any pre-application discussions and the name of the Planning or other Officer who gave the advice. 	
3. Local Requirements – items required where relevant	
<ul style="list-style-type: none"> • Ecological Assessment (Biodiversity Statement)/Protected Species Survey • Tree survey of the whole site 	

For advice and guidance as to the content and nature of reports or surveys listed above, please see section 4 at the back of this document

Application for Extensions of time for extant planning permission, Listed Building Consent or Conservation Area Consent.

NB It is only possible to apply to replace a planning permission in order to extend the time limit for implementation if the permission is extant at the time of this application, was extant on 1 October 2009, and if the development has not already commenced. See Planning portal for more information

1. National Requirements

- Completed form which must be signed and dated by either the applicant or the agent.
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the DMPO [and Article 6 of the Listed Building Regulations, where relevant].
- Agricultural Holdings Certificate
- The appropriate fee

- And for applications to replace Listed Building or Conservation Area Consents only: Location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North
- Plans and drawings or information used to describe the subject of the application which may include :
 - 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)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- Design and Access Statement.

2. Local Requirements – items required in all cases/where relevant

- None

<p style="text-align: center;">Application for Non Material Amendments</p> <p>NB; Whether or not a proposed amendment is non-material will depend on the circumstances of the case – a change which may be non-material in one case could be material in another.</p>
<p>1. National Requirements</p> <ul style="list-style-type: none"> • Completed form which must be signed and dated by either the applicant or the agent. • Only a person who has an interest in the land to which the non-material amendments relates, or someone else acting on their behalf, can apply. Examples of people with a legal interest in the land are: <ul style="list-style-type: none"> A freeholder A holder of a lease of over 7 years (whether as head lessee, sub-lessee or tenant of an agricultural holding) A mortgagee Someone with an estate contract (i.e. an option to acquire a legal interest in the land or a contract to purchase the land) <p>If you are not the sole owner of all the land to which this application relates, you are required to notify any other owners or tenants of agricultural holdings of this application, as set out in article 9(3) of the Town and Country Planning (Development Management Procedure) (England) Order 2010. This notification must state what the application is for, and where the person can view a copy of it, and that any representations about the application must be made to the local planning authority within 14 days of the date when the notice is given.</p> <ul style="list-style-type: none"> • A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North • Other plans and drawings or information necessary to describe the subject of the application including: <ul style="list-style-type: none"> 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) Roof plans (e.g. at a scale of 1:50 or 1:100) • The appropriate fee
<p>2. Local Requirements – items required in all cases/where relevant</p> <ul style="list-style-type: none"> • None

4. Guidance on the Content of Supporting Statements and a description of what the 'Information Needed' should contain

This section identifies the situations in which the relevant requirements may occur and sets out what that information should include.

Affordable Housing Statement

Criteria: Required for proposals for residential development, which are at or above the following thresholds (either by number of units or by site size):

Affordable Housing Thresholds

	Number of Units Proposed	Site Area
Population of 3000 or more	25	1ha. Or more
Population of 3000 or less	15	0.5ha. or more

A statement setting out what the identified housing need is for the locality and how the scheme proposes to meet that need. This will normally include details of tenure, house type(s) and locations of affordable houses within the scheme. If different levels or types of affordability or tenure are proposed for different units this should be clearly specified and explained. There will also be a Section 106 Agreement in most cases and the statement should therefore include draft Heads of Terms of the agreement.

Supplementary Guidance:

The Council is currently preparing a supplementary planning document (SPD) concerning affordable housing. This SPD will look at affordable housing needs together with appropriate thresholds from development sites.

Planning Policy Statement 3 (PPS3): Housing (June 2011). Available from:
<http://www.communities.gov.uk/publications/planningandbuilding/pps3housing>

Agricultural/Forestry Dwelling Justification

Criteria: Required for:

- All proposals for an agricultural or other rural dwelling.
- All proposals to remove an agricultural occupancy condition from a farm dwelling;
- Proposals for agricultural buildings where the agricultural need for the proposed building(s) is questioned.

An appraisal is required demonstrating the essential need for such a dwelling having particular regard to the functional and financial tests outlined in PPS7:Sustainable

Developments in Rural Area (August 2004), Annex A Agricultural, Forestry and other Occupational Dwellings.

Supplementary Guidance:

Supplementary Planning Guidance Note 6: Agricultural Dwellings and Occupancy Conditions

<http://www.bromsgrove.gov.uk/cms/pdf/SPG%206%20-%20Agricultural%20buildings%20and%20occupancy%20conditions.pdf>

A Farmer's Guide to the Planning System

<http://www.communities.gov.uk/publications/planningandbuilding/farmersguide>

Planning Policy Statement 7: Sustainable Development in Rural Areas -

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147402.pdf>

Air Quality Assessment

Criteria: Required for

- Proposals for industrial or commercial activity requiring regulation under Pollution Prevention and Control Regulations
- Proposals that will result in increased congestion, a change in traffic volumes (typically a change in annual average daily traffic (AADT) or peak traffic flows of more than + 5% or 10%, depending on local circumstances), or a change in vehicle speed (typically of more than +/- 10kph), or both, usually on a road with more than 10,000 AADT
- Proposals which significantly alter the composition of traffic locally (i.e. increase the proportion of HGVs) for example bus stations, HGV parks, increased delivery traffic etc.
- Proposals that include new parking –m e.g. >300 spaces or an increase in current parking provision by, for example 25%, although account should be taken of car park turnover, i.e. the difference between short term and long term car parking or new coach or lorry parks
- Developments located in, or which may affect sensitive areas (e.g. ecological sites) or areas of poor air quality (including AQMAs), where either direct emissions to air occur, or where any of the preceding criteria are met
- Introduction of new exposure close to existing sources of air pollutants, including road traffic, industrial operations, agricultural operations etc;
- Potential impacts for from construction on nearby residents;
- Development which would give rise to significant dust emissions in areas where people and/or commercial activities would be exposed.

There are three Air Quality Management Areas (AQMA) in the Bromsgrove District:

- Lickey End M42 J1
- Redditch Road, Bromsgrove
- Kidderminster Road, Hagley
- A further AQMA is being declared at Worcester Road, Bromsgrove

Applications should be supported by such information as necessary to allow full consideration of the impact of the proposal on the air quality of the area.

Supplementary Guidance:

Planning Policy Statement 23: Planning and Pollution Control (November 2004).

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolycstatement23.pdf>

A locally developed air quality Planning Protocol for Herefordshire and Worcestershire can be inspected at:

<http://www.bromsgrove.gov.uk/cms/environment-and-planning/environmental-health/air-quality.aspx>

This document was developed by the Hereford & Worcester Pollution Group which comprises local authority officers responsible for air quality management. It outlines what is expected in terms of when assessments are required and what they should include.

Archaeological Evaluation Report

Criteria: Required for any development involving any excavation in an archaeologically sensitive area, including adjacent or near to a Scheduled Ancient Monument.

A statement setting out what steps have been taken to establish the likelihood of archaeological remains existing on the site, the impact of the development on any existing features as well as proposals to mitigate against that impact will be required. A written scheme of investigation should be submitted (see para 99 – 109 of best practice guide) A desk study or test pits undertaken by a suitably qualified person will be needed. Contact should be made with the County Archaeologist.

Supplementary Guidance:

Planning Policy Statement 5: Planning for the Historic Environment (March 2010)

<http://www.communities.gov.uk/publications/planningandbuilding/pps5>

Also see Planning Policy Statement 5 Best Practice Guide ; <http://www.english-heritage.org.uk/publications/pps-practice-guide/pps5practiceguide.pdf>

Daylight/Sunlight Assessment

Criteria: Where new buildings or extensions to existing ones would be likely to adversely affect the sunlight or daylight to windows of habitable rooms of nearby dwellings.

In the case of household extensions a diagram to illustrate the “45 degree” rule – i.e. to show if the extension projects forward of a line (on plan) drawn from the reveal of the neighbour’s habitable window at an angle of 45 degrees from the centre line of the window.
In the case of new housing estates a more comprehensive assessment may be required.

Supplementary Guidance: Building Research Establishments publication Site Layout planning for daylight and sunlight: a guide to good practice.

Details of External Materials

Criteria: All proposals for new development or works to Listed Buildings.

Details of the proposed materials must be clearly specified on the drawings. This requirement refers specifically to details of bricks, tiles and windows types.

Drainage Assessment

Criteria: All proposals which would give rise to any change in connections to water supply, connection to existing services, or the provision of new drainage/sewerage facilities to serve the development.

The requirements for an assessment of development involving non-mains drainage are set out in DETR Circular 03/99. (See also PPS 23 paragraphs 8-15 and Annex 1 paragraphs 1.21 -1.23.) In the first instance, the applicant should confirm with the LPA whether a connection to the mains foul sewer is feasible and practicable, in consultation with the Utility Company (i.e. Severn Trent Water Limited). This should be demonstrated through an appropriate drainage assessment in line with Circular 3/99 and PPS23.

In line with Circular 3/99, if it is demonstrated that a connection to the mains foul sewer is not practical or feasible then a package treatment plant should be considered as the next preferred option, followed by a septic tank.

Under the Environmental Permitting Regulations (2010) the discharge of treated effluent to surface water (watercourses) or groundwater may require an Environmental Permit (EP) or an Exemption from a Permit from the Environment Agency.

A Water Cycle Study has been completed by Royal Haskoning in 2009. The Study provides information on the wastewater collection system, the wastewater treatment capacity and the receiving water quality of the Sewerage Treatment Works. A Draft Water Cycle Study Update has just been completed by MWH and more up-to-date information, including any infrastructure and environmental constraints, is available.

Ecological Assessment (Biodiversity Statement)/Protected Species Surveys

Criteria: Any application for development that could reasonably be considered to affect biodiversity* must be accompanied by an Ecological Assessment detailing the current ecological features at the site, the potential impacts upon these features from the development and actions to mitigate and/or compensate for said impacts. Details of ongoing management and maintenance that will deliver biodiversity enhancements should also be provided.

*Biodiversity should be considered to include statutorily protected species, local biodiversity action plan habitats (LBAP) and species, wildlife habitats and corridors, nationally and locally

designated sites (e.g. SSSI, potential SSSI, LNR, Local Wildlife Sites and potential Local Wildlife Sites).

An Ecological Assessment is required for:

- All proposals for new development that may affect Sites of Special Scientific Importance (SSSIs), Local Nature Reserves (LNRs), Local Biodiversity Action Plan (LBAP) habitats and Local Wildlife Sites (LWS)
- All proposals involving works to traditional agricultural buildings;
- All proposals involving development adjacent to streams or rivers;
- All proposals where there is a pond within the ownership boundary
- All proposals which would affect protected species.

A Bat Survey is required for:

- All proposals for the conversion of rural buildings
- All proposals which would affect the roofspace of existing buildings (including domestic extensions and loft conversions where planning permission is required, unless otherwise agreed with the LPA);
- All proposals involving tunnels, mines, kilns, icehouses, air raid shelters, cellars and similar underground ducts and structures;
- All proposals involving works to bridge structures; and
- All proposals which would involve the felling of, or substantial works to, mature trees.

At least An Extended Phase 1 Habitat Survey should be submitted. This should include up to date information and be undertaken at the appropriate time of year to allow the identification of the main wildlife interests and this may require survey work some time before the submission of any application. These surveys should be undertaken by suitably qualified individuals and should include analysis of the existing ecological data available from Worcestershire Biological Records Centre. An evaluation of the ecological importance of the site as well as the impact of the proposed development on the nature conservation interests in the short, medium and long term should also be included.

Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation of Habitats and Species Regulations 2010 or the Protection of Badgers Act 1992 or as defined by Section 41 of the Natural Environment and Rural Communities Act 2006:

<http://www.naturalengland.org.uk/ourwork/conservation/biodiversity/protectandmanage/habsa ndspeciesimportance.aspx>

Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows

or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.

In relation to water-based bio-diversity, PPS 9 (Biodiversity and Geological Conservation) Practice Guide identifies two types of surveys that may be required as part of a planning application: **Ecological Surveys and Species Surveys**. These are required when the type and location of development may have significant impacts on nature conservation, legally protected species or Biodiversity Action Plan priority species. They are also required if there is insufficient information about the nature or quantity of sites or species.

Supplementary Guidance:

Policy Statement 9: Biodiversity and Geological Conservation (PPS9) (August 2005), PPS9 is accompanied by a Government Circular: Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system (ODPM Circular 06/2005, Defra Circular 01/2005 and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice. <http://www.communities.gov.uk/documents/planningandbuilding/pdf/137764.pdf>

The Institute of Ecology and Environmental Management provides an online tool to locate accredited professional Ecologists and Environmental Managers see <http://www.ieem.net/ieemdirectory.asp> ENDS also provides a list of ecological surveyors at <http://www.endsdirectory.com/>

Certain ecological surveys are seasonally constrained; the seasonality of species specific surveys is summarized on page 16 of the document below

<http://www.alge.org.uk/publications/files/Pilot%20Template%20Validation%20Checklists%2007.doc>

Economic Statement

Criteria:

Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

Supplementary Guidance: Planning Policy Statement 4 Planning for Sustainable Economic Growth (December 2009)

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>

Environmental Impact Assessment

Criteria: The Town and Country Planning (Environmental Impact Assessment) Regulations (2011) as amended set out the circumstances in which an Environmental Impact Assessment (EIA) is required. For a summary see <http://www.ecosulis.co.uk/blog/2011-eia-regulations>

Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement.

Applicants may seek a Screening opinion from the Council to identify whether or not an Environmental Impact Assessment is required. Applicants are encouraged to do this at pre application stage for major applications or those applications in sensitive areas and to enclose the resultant response with the application. Applicants can also seek an EIA scoping opinion from the Council where an EIA is required.

Supplementary Guidance: Circular 02/99 (Environmental Impact Assessment) and Environmental Impact: A Guide to Procedures. Both available at: <http://www.communities.gov.uk/publications/planningandbuilding/circularenvironmentalimpact>

The Environment Agency has also produced EIA Scoping Guidance which identifies requirements for a range of project types. <http://www.environment-agency.gov.uk/research/policy/33013.aspx>

Final Landform details/Topographical survey

Criteria: Proposals involving earthmoving and engineering operations, hardstandings, bunds, embankments, excavations, landfilling, cut and fill operations or land raising.

The final landform details/topographical survey will include detailed plans showing existing and proposed levels and realistic sections, construction methods, timescales, amount of imported material and phases of development.

Flood Risk - Planning Policy Statement (PPS) 25 Development and Flood Risk

All development in areas of flood risk should carry out a site-specific Flood Risk Assessment.

Development should apply the sequential risk-based approach (see Annex D and Table D.1 of PPS25) to demonstrate that there are no reasonably available sites in areas with a lower probability of flooding that would be appropriate to the type of development or land use proposed. A sequential approach should be used in areas known to be at risk from all sources of flooding (not just fluvial flooding). This test is designed to direct vulnerable development towards areas of lower flood risk and involves considering alternative sites for development.

In areas at risk of river flooding, development in Flood Zone 1 automatically passes the Sequential Test (Note: please note that many watercourses in the District are not modelled and hence there is no flood definition available, but this does not mean that areas next to these un-modelled watercourses fall within Flood Zone 1).

The Planning Authority determines the Sequential Test, and it should be discussed at pre-application stage. Evidence of the Sequential Test should be submitted with the application.

A Level 1 Strategic Flood Risk Assessment (SFRA) has been completed by Royal Haskoning where flood zones of Main Rivers, implications of climate change on flood risks from Main

Rivers as well as locations and forms of historic flooding are covered. A Level 2 SFRA is now being carried out by MWH to facilitate application of the Sequential and Exception Tests on the proposed Strategic Sites in Draft Core Strategy 2.

The **Exception Test** also needs to be passed for certain types and locations of development. Evidence of this should also be included in planning applications where relevant. For more details of the Sequential and Exception Tests see PPS 25 paragraphs 16 – 21 and Annex D, particularly Table D3.

Evidence of both Sequential and Exception Tests can be included in a flood risk assessment (see below).

Flood Risk Assessment

A Flood Risk Assessment (FRA) is required for:

- Planning applications for development of 1 hectare or greater in Flood Zone 1
- All proposals for development 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).

FRAs should assess the risks of fluvial, surface water and other sources of flooding along with assessing climate change impacts and the impact on any inland waterway including abstraction, navigation and effect on water quality. Sustainable Drainage Systems (SUDS) should be included in development wherever possible to reduce surface water run-off. (This also helps protect water quality and add amenity value to development).

For more detail on when a FRA is required see Table D1 and Annex E paragraphs E8-E10. More information on flood risk, FRA's and flood maps is available at <http://www.environment-agency.gov.uk/research/planning/82584.aspx>

Guidance on undertaking a FRA is found in Annex E of PPS25.

Supplementary Guidance: Planning Policy Statement 25: Development and Flood Risk (March 2010) and its associated Practice Guide provide comprehensive guidance in relation to the undertaking of FRAs.

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement25.pdf>

Landscape (and Visual) Impact Assessment

Criteria: Required for any scale of development that is likely to have a significant impact on the surrounding landscape and/or townscape character. This may include where the setting of a designated heritage asset is impacted upon by a development.

Supporting information to show how these impacts have been assessed and how the development has been designed to address or mitigate these impacts.

Landscape Scheme

Soft and hard landscape proposals form an integral part of the external design of new developments yet these elements are often left as an afterthought or are shown purely illustratively on plans and sketches. Realising the details and quality of the proposals may then prove difficult to achieve once planning permission has been granted. By submitting professionally prepared landscape details from the outset, applicants can also help to avoid requests for additional information and amendments and the delay that these entail. Site boundaries are particularly important within a development as they help soften the impact and tie an area into its local context. The use of Native species is encouraged on sites to help support with local integration and good biodiversity opportunities.

Criteria:

Applications **for full planning permission** involving erection of buildings or engineering works must be submitted with an accompanying landscape master plan including drawings and a supporting design statement. The drawings should include accurate plotting and labeling of existing trees and hedges that are to be retained or removed, as well as details of new hard and soft landscape proposals

In terms of **soft landscape** details the following information is required:

- Planting plan, plant schedule, (showing plant species, size and numbers/density) written specification of cultivation operations (eg soil preparation, herbicide, including quality of workmanship and materials for establishment of the planting)

In terms of **hard landscape** details the following information is required:

- Existing and proposed finished levels, proposed hard surface treatment (e.g. paving or gravel type, colour, size) and edging, boundary treatments and forms of enclosure (e.g. walls, railings, fence types). Standard elevation details should illustrate these as well for the avoidance of doubt.

Land Contamination Assessments

Planning Policy Statement 23: Planning and Pollution Control (PPS23) takes a precautionary approach to land contamination. This means land contamination needs to be assessed prior the principle of development being determined – it is no longer acceptable to control these matters simply by condition. PPS 23 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 as a minimum 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.

A phased or tiered approach is recommended in the Defra/Environment Agency's Model Procedures for the Management of Contamination (CLR11). The initial provision of this information is essential to determine whether further more detailed investigation is required. Where the above detailed **preliminary risk assessment** does not provide sufficient information to assess the risks and appraise remedial options, further site investigations may need to be carried out and a remediation strategy submitted before the application is determined.

Applications involving development of sites located on or within 250 metres of a former landfill site will need to include a **risk assessment of landfill gas migration**.

In addition, **long-term monitoring** (i.e. of groundwater, of appropriate remediation measures and verification works where contamination issues are identified, surface water and landfill gas) may be required, and this should be secured by Section 106 Agreement. Such matters need to be considered early in the planning process (see Section 106/Planning Obligations below).

For further advice see PPS 23, in particular paragraphs 22-25 and Appendix A. Table 2.1 in Annex 2 of PPS 23 gives examples of potentially contaminative uses of land.

The Environment Agency website also provides advice on land contamination at the following link:

<http://www.environment-agency.gov.uk/research/planning/33706.aspx>

The Environment Agencies Groundwater Protection Policy and Practice document part 4 also contains advice on the protection of ground water, types of activities and land contamination at ; <http://www.environment-agency.gov.uk/research/library/publications/40741.aspx>.

Lighting Impact Assessment

Criteria: Required for:

- Floodlit outdoor uses such as sports pitches or golf driving ranges; and
- Other uses which would require extensive outdoor lighting such as commercial developments with illuminated forecourts.

The application should include

- a schedule of the lighting equipment,
- a plan showing the position of lights
- a plan showing the "Lux levels" in and adjacent to the site,
- full details of the hours of illumination as required on each day of the week .
- a statement of why the lighting is required.

Supplementary Guidance: Lighting in the countryside: Towards good practice (1997). Please note that this guidance was published jointly with the (then) Countryside Commission. The findings and recommendations in this report are those of the consultant authors and do not necessarily represent the views or proposed policies of the Department for Communities and Local Government.

<http://www.communities.gov.uk/archived/publications/planningandbuilding/lighting> is a good guide on what can be done to lessen the effects of external lighting. The advice is applicable in towns as well as the countryside. There may be an indirect consequence of the use of high power lighting for protected species, such that may deter bats from using an area. Applicants should be aware of the need to address this matter separately under the Ecological Report.

Management and maintenance of landscape areas

- A schedule of landscape maintenance, including a table of monthly operations and a brief description of these maintenance operations, is likely to be required for a period of 5 years after planting has been implemented (not required for domestic gardens)

Applications for outline permission, where landscaping is to be approved as a reserved matter, may also require the submission of a landscape master plan as supporting information or, depending on the type of scheme, indicative planting areas so that the potential for future landscape details, in particular sufficient space, can be assessed.

Noise Impact Assessment

Criteria: Proposals for noise sensitive developments (residential, education, religious or similar uses) adjacent to potentially noisy uses (for instance major roads, industrial, storage and distribution, hotels, night clubs, take aways) or proposals for potentially noisy uses close to noise sensitive development (i.e. wind turbines)

The Noise Assessment should be prepared by a suitably qualified acoustician and include

- measurement of the existing background noise levels at the site;
- measurement of existing sources or the prediction of noise from future sources; and
- evaluation of the actual or predicted value against the most relevant criteria and assessing whether complaints from local residents are likely to occur.

There may be an indirect consequence of the use of noise generating development for protected species using wildlife corridors and applicants should be aware of the need to address this matter separately under the Ecological Report

Supplementary Guidance: Planning Policy Guidance 24: Planning and Noise (October 1994)
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/156558.pdf>

Open Space/Recreational Needs Assessment

Where a development entails the loss of outdoor sports facilities or any public open space applications should be accompanied by plan showing any areas of existing or proposed open space/outdoor sports facilities within or adjoining the application site. Together with an assessment to demonstrate the consequences of the loss and any proposed mitigation.

Applications for residential development of 6 residential units or more or on sites of a minimum area of 0.2 hectares shall include a plan to show provision for playing space as specified in the *Local Plan/SPG Outdoor Play space in the District of Bromsgrove*. A financial contribution towards maintenance may also be required. This would be secured either through a direct payment, a unilateral undertaking or through a S106 agreement. Where a

section 106 agreement is to be used this should be included in the draft Heads of Terms submitted with the application.

Supplementary Guidance: National planning policy is set out in Planning Policy Guidance note 17: Planning for open space, sport and recreation. (July 2002)

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/ppg17.pdf>

Photographs and Montages

These provide useful background information and can help show how large developments can be satisfactorily integrated within the street scene.

Photomontages will be required where development is likely to have an impact on the street scene or as part of a Landscape Assessment.

Criteria: Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

Photographs should be provided if the proposal involves the demolition of an existing building to provide a record of the building. In addition photographs are helpful should to assess the impact on the appearance of Conservation Areas, the setting of listed buildings, and/or the impact on the landscape qualities of the district.

Planning Obligation Agreements – Heads of Terms

Planning obligations (or section 106 agreements) are private agreements negotiated between local planning authorities 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.

Criteria: - Normally will not apply to developments of less than 5 dwellings or 250m³ of floor space.

Notes: Potential Planning Obligations may include

- Affordable Housing
- Open Space/Playspace
- Education Contributions
- Highway Works Provision/Contributions

For applications where a legal agreement/planning obligation (for example a Section 106 Agreement or a unilateral undertaking under Section 106) will be required you will need to supply the following information with the planning application:

- (i) Statement of the anticipated planning obligations (Heads of Terms).
- (ii) Proof of title;

(iii) In the event that there are any charges, mortgages or other securities secured on the land or leases, the names and addresses of the Chargees/Mortgagees/holders of the security and/or lessees since it will be usually be necessary for any such to be joined as parties to the agreement;

(v) A unilateral undertaking (if applicable);

(vi) An undertaking to pay a contribution towards the Council's legal costs and those of any other Authority (such as the County Council) in connection with the preparation and sealing of a Section 106 agreement regardless of whether or not the planning permission is granted;

(vii) In the event that you or your clients are represented by solicitors, the relevant contact address and name of person dealing with the matter.

In relation to environmental infrastructure and major development and certain other applications, applicants should submit draft heads of terms for a Section 106 Agreement or Unilateral Undertaking.

Where relevant the following environmental matters should be covered in such agreements:

- Arrangements for long-term monitoring of ground or surface water and landfill gas
- SUDS adoption and maintenance agreements
- Financial contributions for environmental infrastructure such as:
 - o new flood defences and/or maintenance of existing defences
 - o flood warning provision
 - o retrofitting water minimisation devices.

Further advice is available in ODPM Circular 05/05

<http://www.communities.gov.uk/publications/planningandbuilding/circularplanningobligations>

Community Infrastructure levy guidance: Charge setting and charging schedule procedures

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1518612.pdf>

and DCLG Planning Obligations: Practice Guidance

<http://www.communities.gov.uk/publications/planningandbuilding/planningobligationspractice>

and for more information on environmental infrastructure see the Environment Agency's

Hidden Infrastructure 2007 Report:

<http://publications.environment-agency.gov.uk/pdf/GEHO0307BMCD-E-E.pdf>

Planning Statement

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.

The Planning Statement may also include very site specific information for example a reasoned justification required by PPG17 Para 15 to state why in an applicants opinion

development affecting a playing field should be allowed. Or details of the actions taken to comply with the advice in Para 10 of PPG17 where development affects open space, sport and recreational facilities. Similarly the justification for say a development involving the loss or creation of a theatre may be contained here. Coal Mining Development Referral Areas are very limited within the District, but a Coal Mining Risk Assessment would be required for proposals in those areas. These assessments could be contained within the Planning Statement

It should include information relating to any future management issues on the site, and how the operation/use proposed would be run. This can include information such as number of children of different ages attending a day nursery and associated ratios of staff, it could internal signage within the site resulting in a one-way system for vehicles, or how parking will be managed at shift change, for example. It should also include outline information on the type of conditions that the applicant might consider acceptable, or information that the Council could use when writing conditions, for example the hours of use proposed.

If the proposed development is quite small in scale and nature, the planning statement can also contain all or some of the other information required in the checklist, but if this is the case, it is helpful to have the document subdivided with clear headings so that the various elements are easily identified.

Provided all the other requirements have been met then a Planning Statement will be discretionary.

Retail Impact Assessment

Criteria: Retail 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 the Bromsgrove District Local Plan.

The coverage and detail of the retail impact assessment should reflect the scale of the proposed development and its local context. This will normally require evidence to justify that a need exists and, if it does, an assessment of both quantitative and qualitative nature of the need. The impact statement should then go on to address the impact on existing retail centres and demonstrate how that impact will be managed.

Supplementary Guidance: PPS4: Planning for Sustainable Economic Growth (December 2009) available at

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/pps4impactassessment.pdf>

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.

Criteria: Significant applications, as defined in Bromsgrove District Council's adopted Statement of Community Involvement.

Supplementary Guidance: Bromsgrove District Council's adopted Statement of Community Involvement. <http://www.bromsgrove.gov.uk/cms/environment-and-planning/planning/local-development-framework/community-involvement.aspx>

Statement of Significance

Criteria: Required where the proposal involves works to a listed building, or works of demolition in a conservation area or a planning application for development which affects any or all of:

- A listed building
- The setting of a listed building
- A conservation area
- An area of archaeological interest
- A scheduled ancient monument
- A scheduled historic park or garden
- Registered Parks and Gardens
- Buildings of local, architectural, historic, archaeological or artistic interest

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application, but should explain the impact of the proposal on the significance of the heritage asset and any justification or mitigation. Applicants are advised to discuss with the Council's Conservation Officer the level of information required for each application, however for guidance applications for Listed Building Consent should include a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting of adjacent buildings maybe required. Additional requirements may include Marketing Reports, for example when the demolition of a designated heritage asset is proposed in economic grounds. Additional information may also be found in the Historic Environment Record

<http://www.worcestershire.gov.uk/cms/archaeology/information-and-advice/historic-environment-record.aspx>

Supplementary Guidance: Planning Policy Statement 5: Planning for the Historic Environment (March 2010).

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>

Also see Planning Policy Statement 5 Best Practice Guide; <http://www.english-heritage.org.uk/publications/pps-practice-guide/pps5practiceguide.pdf>

Structural Survey

Criteria: Required for

- all proposals involving the re-use of rural buildings and
- for works involving substantial reconstruction of Listed Buildings and important buildings in Conservation Areas.
- where the demolition of a designated heritage asset is proposed on the grounds it is structurally unsound.

In the case of the re-use of rural buildings a full structural survey is required to demonstrate the practicality of converting the existing building rather than substantially reconstructing it. The survey will need to indicate the structural soundness of the building and the extent of rebuilding, remedial works and alterations which would be necessary in order to carry out the proposed conversion.

In the case of listed buildings and buildings in Conservation Areas the survey will need to identify defects and indicate the extent of rebuilding, remedial works and alterations which would be necessary in order to restore the building.

In all cases, any areas of rebuilding should be clearly marked on representative elevational plan/s to be submitted with the application.

Note: Structural surveys must be carried out by a qualified building surveyor or other suitably qualified person.

Sustainability Statement

PPS 1 (Delivering Sustainable Development) requires sustainable development to be at the heart of the planning system. This is more important than ever with the impact of climate change. **Sustainability statements** should be submitted with most applications, and all major development.

Assessments to form the basis of the sustainability statement include:

- Water use – particularly where water scarcity is a recognised issue locally; for major development involving surface or groundwater abstraction.
- Energy consumption – incorporation of renewable energy schemes, aiming to reduce CO2 emissions.
- Sustainable construction – utilising recycled building materials.
- Waste management – promoting resource efficiency.

Residential development should establish how the development will meet Level 3 or above standard of sustainability for water use as set by the 'Code for Sustainable Homes' (DCLG, 2006); and 'very good' rating under the BREEAM Standard for Non-residential development.

For further advice – Code for Sustainable Homes – DCLG (December 2006) see http://www.planningportal.gov.uk/uploads/code_for_sust_homes.pdf and www.breeam.org

Planning Policy Statement 1 – Delivering Sustainable Communities
For major development sustainability statements will need to be more detailed.

Transport Assessment

Criteria: National Guidance as to the relevant thresholds for Transport Assessments (TA) and Transport Statements (TS) is contained in Department of Transport's document Guidance on Transport Assessments 2007. Appendix B sets out these thresholds and emphasises that they should not be taken as absolutes and that they should be informed by local circumstances. <http://www.dft.gov.uk/publications/guidance-on-transport-assessment/>

Transport Assessments may also be required for developments that fall below these thresholds because of reasons of site location or other particular circumstances, the Highway Authority considers such a development could have a significant impact in transport terms.

Worcestershire County Council has prepared guidance on how to undertake a TA and a TS www.worcestershire.gov.uk/ftp3 and submissions should follow this format

Applicants are advised to agree TA or TS's with the Worcestershire County Council prior to the submission of an applications. Discussions may include agreement over trip rates, strategic modeling using the Bromsgrove Transport Model (BTM) and Accession, with associated options. Agreement of a scoping paper and the preparation of a TA in accordance with that scope. This will inform mitigation and possible planning obligations.

Every TA should be supported by a Travel Plan and a TS where the Worcestershire County Council considers it necessary.

Travel Plan

Criteria: This must accompany any Transport Assessment or Transport Statement. For residential development that do not require a TS or TA then a welcome pack should be prepared which promotes sustainable travel and community facilities

A 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 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.

Supplementary Guidance: Planning Policy Guidance 13: Transport (January 2011)
<http://www.communities.gov.uk/publications/planningandbuilding/ppg13>

Tree Surveys and Proposals

Criteria: Any application involving building or engineering work where there are trees within the application site or on land adjacent to it that could influence or be affected by the development (including street trees) are required to be accompanied by a tree survey. Information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a suitably qualified and experienced arboriculturist.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

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:

- (a) that the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains.

Ventilation/Fume Extraction Details

Criteria: These are required to accompany all applications for the use of premises as hot food takeaways, restaurants, public houses, wine bars and hotels.

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.

Details shall include the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics.

Waste Management Plan

Criteria: These are advisable for all new development and required for all constructions projects costing over £300K. They are not required for householder development.

The plan includes an assessment of the waste likely to be generated by the development and details of how it is to be minimised and, where not eliminated, how it will be dealt with. Waste during construction and occupation should be addressed. Relevant issues include the re-use of materials on site, local sourcing of materials and provision of recycling facilities in the built development. The potential contamination of areas such as waterways from wind blow, seepage and spillage should be considered as part of this plan

Supplementary Guidance: Further information is set out in the Site Waste Management Plans Regulations 2008.

5: List of reference materials

The following list of additional references may also be of assistance in compiling and submitting applications:

For the national validation requirements, see the Development Management Policy Annex: Information Requirements and Validation for Planning Applications' published in March 2010 available via the Communities and Local Government website or directly at:

<http://www.communities.gov.uk/publications/planningandbuilding/developmentannexinfo>

Further advice has been published in the CLG document entitled 'Guidance on information requirements and validation' March 2010 available via the CLG website or directly at

<http://www.communities.gov.uk/publications/planningandbuilding/validationguidance>

Planning portal is the website where applications can be made electronically and the source for forms if you prefer to print them off and send them in. It is available at:

<http://www.planningportal.gov.uk>

For planning guidance documents specific to Bromsgrove Council, including the LDF, Draft Core Strategy and SPG's (Supplementary Planning Guidance) as well as emerging policy documents, see the Council website at: <http://www.bromsgrove.gov.uk/cms/environment-and-planning/planning/strategic-planning.aspx>

British Waterways produce a Policy Advice Note; Inland Waterways Unlocking the Potential and Securing the Future of Inland Waterways through the Planning System.

Another circular that may be of relevance: Circular 04/2008 (Planning related fees):

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/10.pdf>

Design and access statements; The headings to be covered in these statements are as follows: use, amount, layout, scale, landscaping, appearance, access.

CABE published a guide called 'Design and access statements: how to write, read and use them', similar information is now available from

<http://www.designcouncil.org.uk/our-work/CABE/Design-Review/>

The Environment Agency foul drainage assessment form can be found at:

<http://publications.environment-agency.gov.uk/PDF/GEHO0811BUDF-E-W.doc>

DCLG useful links for planning:

<http://www.communities.gov.uk/planningandbuilding/publications/legislation-and-policy/>

Code of Best Practice on Mobile Phone Network Development

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/codemobilenetwork.pdf>

The Coal Authority general information can be found at www.coal.gov.uk/services/planning
Environmental impact assessments (EIA); Check the relevant regulations for when an environmental impact assessment would be required, and if in doubt, seek a screening opinion from the Local Planning Authority.

Town and Country Planning Act (Environmental Impacts Assessment Regs) 2011
http://www.legislation.gov.uk/ukxi/2011/1824/pdfs/ukxi_20111824_en.pdf

Diagram for establishing whether an EIA is required:
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147585.pdf>

EIA: A guide to procedures:
<http://www.communities.gov.uk/publications/planningandbuilding/environmentalimpactassessment>

If an EIA is required, you should follow the advice and guidance and prepare an EIA. If you submit an application without a necessary EIA when one is needed, then your application will be delayed while the EIA is requested and compiled.

For further details relating to Secured by Design or other issues relating to minimising risk and fear of crime, please make contact in the first instance with:

Peter Aston
Crime Risk Advisor
West Mercia Constabulary
Kidderminster Police Station
Habberley Road
Kidderminster
DY11 6AN

For further details, or to seek further advice and guidance, please contact the Development Control at:

Development Control
Planning and Environment Services
Bromsgrove District Council
Burcot Lane
Bromsgrove
B60 1AA

Should you wish to seek further advice on whether your proposal requires permission or is likely to gain consent, you should take advantage of the low cost consultation service provided by the Development Control service.

Planning Policy Guidance (PPG) notes and their replacements Planning Policy Statements (PPS), are prepared by the Government after public consultation to explain statutory

provisions and provide guidance to local authorities and others on planning policy and the operation of the planning system. They also explain the relationship between planning policies and other policies which have an important bearing on issues of development and land use.

Local authorities must take their contents into account in preparing plans. The guidance may also be relevant to decisions on individual applications and appeals. For a full list see

<http://www.communities.gov.uk/planningandbuilding/planningsystem/planningpolicy/>

6: Final checklist to ensure that all information has been compiled ready for the submission of an application

Stage 1:

Have you identified the type of development proposed and therefore the type of application required?

Stage 2:

Have you compiled all the information and documents required under the national validation requirements for your particular application type, as set out in Section two?

Stage 3:

Have you compiled all the information and documents required under the local validation checklist for your particular application type, as set out at Section 3 above?

Stage 4:

If your development is very large (over 200 dwellings, over 0.5ha site area or over 1000m² of new floorspace), have you checked whether an Environmental Impact Assessment is required?

Stage 5:

If you are not submitting electronically, have you got the right number of copies of each document, plan and form?

Stage 6:

If the answer to all the questions above is yes, then submit the application to Bromsgrove District Council Development Control Team.

Please note:

Submissions can be made electronically via the Planning Portal, or delivered on paper. Either way, the application forms will need to be downloaded from the Planning Portal.

7: Appendix

Extracts from Annex 8 of 10/97

Lawfulness for planning purposes

8.3 By virtue of section 191 (2), uses and operations are "lawful" if no enforcement action may be taken against them **and** they are not in contravention of any enforcement notice which is in force. And, by virtue of section 191(3), *a failure to comply with any condition or limitation subject to which planning permission has been granted is "lawful"* if the time for taking enforcement action in respect of the failure has expired and it does not constitute a contravention of any enforcement notice or breach of condition notice which is in force. Development or other activity on land is lawful for planning purposes if it is within one of the following categories and does not involve a failure to comply with a condition or limitation subject to which planning permission has been granted:

- (1) it is not within the definition of "development" in section 55(1) and (1A) of the 1990 Act. (This might be because it is so insignificant that it can be disregarded (a "de minimis" operation, use or activity); or because it involves a change of use which is not, as a matter of fact and degree, materially different, for planning purposes, from a previous lawful use of land.); or
- (2) it is specifically excluded from the definition of development by section 55(2) (for example, a use of land for the purpose of "agriculture"); or
- (3) it is within the definition of "development" in section 55, but is exempted from the need for planning permission by the provisions of section 57; or
- (4) it benefits from an extant grant of planning permission under Part III of the 1990 Act (or the equivalent Parts of preceding Acts); or
- (5) it benefits from a general planning permission granted by the Town and Country Planning (General Permitted Development) Order 1995 (SI 1995/418), or by a simplified planning zone or enterprise zone scheme; or
- (6) it benefits from deemed planning permission, whether under section 90 or by virtue of compliance with the requirements of an effective enforcement notice; or
- (7) it took place before 1 July 1948 (the "appointed day" Country Planning Act 1947); or
- (8) it is development by or on behalf of the Crown; or
- (9) the time for taking enforcement action has expired.

END