

Application for Planning Permission

NATIONAL REQUIREMENTS

- Completed application form (original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan drawn to an identified scale (normally 1:1250 (urban) or 1:2500 (rural)), the direction of north, and with the application site edged with a red line and any other adjacent or nearby land owned by the applicant edged with a blue line (original plus 3 copies to be supplied unless the application is submitted electronically)
- Other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Site/block plan (normally at a scale of 1:200 or 1:500) showing the direction of north, the proposed development and any other buildings on the site with written dimensions where appropriate, buildings and highways on adjoining land, any public rights of way crossing the site, the position of all trees on the site and those on adjacent land that could be affected by the development, the extent and type of any hard surfacing, and existing and proposed boundary treatments
 - Existing and proposed elevations (normally at a scale of 1:50)
 - Existing and proposed floor plans (normally at a scale of 1:50)
 - Existing and proposed site sections and finished floor and site levels (normally at a scale of 1:50 or 1:100)
 - Roof plans (normally at a scale of 1:50)
- The completed ownership certificate (A, B, C or D - as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural holdings certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required¹
- The appropriate fee
- In addition, where ownership certificates B, C or D have been completed, notice(s)

¹ A design and access statement is required unless the application falls within the following categories: material change of use; engineering or mining operations; or the storage of hazardous substances

as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this article

LOCAL REQUIREMENTS – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/sunlight assessment
- Energy statement
- Environmental statement
- Flood risk assessment
- Foul and/or surface water drainage assessment
- Heritage statement (including historical, archaeological features and scheduled ancient monuments)
- Land contamination assessment
- Landscaping details
- Lighting assessment
- Loss of retail questionnaire
- Noise impact assessment
- Open space assessment
- Parking provision
- Photographs/photomontages
- Planning obligation relating to infrastructure contribution
- Planning obligation relating to affordable housing
- Street scene drawings of existing and proposed development
- Structural survey
- Transport assessment
- Travel plan
- Tree survey/arboricultural assessment
- Utilities assessment
- Ventilation/extraction statement

Application for advertisement consent

NATIONAL REQUIREMENTS

- Completed form (original plus 3 copies to be supplied unless the application is submitted electronically)
- The appropriate fee
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of north (original plus 3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings to show the position and siting of all signs or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Existing and proposed elevations (normally at a scale of 1:100)
 - Advertisement drawing(s) (normally at a scale of 1:20 or 1:50) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])

LOCAL REQUIREMENTS – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Photographs and photomontages
- Details of the method and intensity of illumination in the case of illuminated advertisements (both internal and external illumination)