



## **PLANNING APPLICATION VALIDATION CHECKLISTS**

**For all applications for full and outline planning permission, prior notification, listed building consent, conservation area consent, certificates of lawfulness, works to trees and for advertisement consent.**

These checklists apply to each type of application. Please consult the appropriate checklist for your type of application. A copy of the checklist must be submitted with your application.

- **Two** copies of forms and plans are required for minor/householder applications.
- **Six** copies of forms and plans are required for major applications. Additional copies of plans and supporting data may also be necessary depending on the scale and nature of the application.
- The number of plans and forms required will reduce once the Council's Document Imaging System is set up.
- All plans must be individually numbered. If revised plans are submitted the appropriate drawing number must be followed by a revision number or letter.
- You may need to make more than one type of application depending on the site, i.e. Listed Building Consent. You must ensure that all relevant applications are submitted at the same time. We will not validate one application without the other/s.

<b>Checklist One:</b>	<b>Full Planning Permission - Major</b>
<b>Checklist Two:</b>	<b>Full Planning Permission - Minor</b>
<b>Checklist Three:</b>	<b>Full Planning Permission - Householder</b>
<b>Checklist Four:</b>	<b>Change of Use - no External Works</b>
<b>Checklist Five:</b>	<b>Change of Use - with External Works</b>
<b>Checklist Six:</b>	<b>Outline Major</b>
<b>Checklist Seven:</b>	<b>Outline Minor</b>
<b>Checklist Eight:</b>	<b>Prior Notification Procedure including Telecommunications</b>
<b>Checklist Nine:</b>	<b>Listed Building</b>
<b>Checklist Ten:</b>	<b>Conservation Area Consent</b>
<b>Checklist Eleven:</b>	<b>Certificate of Lawfulness of Existing Use - Commercial and Dwellings</b>
<b>Checklist Twelve:</b>	<b>Certificate of Lawfulness of existing development (Householder)</b>

- Checklist Thirteen: Certificate of Lawfulness of proposed development (Householder)**
- Checklist Fourteen: Tree Works**
- Checklist Fifteen: Advertisement Consent**

# Checklist One: Full Planning Application – Major

If you are submitting a major application (more than ten residential units and/or 1000m<sup>2</sup> commercial floor space)

Your application **MUST** include the following:

- One original** and **five** copies of the completed application forms, signed and dated
- One original** and **five** copies of the completed signed and dated Ownership Certificate (A, B, C or D), inclusive of an agricultural holding certificate.
- One original** and **five** copies of the **location plan** (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The immediately adjoining buildings must be clearly named or numbered. The application site should be edged clearly with a red line, and a blue line must be drawn around any other land owned by the applicant
- Six** copies of a measured site survey plan to a scale of not less than 1:200 showing existing features of the site e.g. existing ground levels, walls, trees, buildings and other structures
- Six** copies of a **site plan** at scale of not less than 1:200 showing proposed features e.g. landscaping, proposed ground levels and building layouts.
- Six** copies of the **existing block plans** to a scale of not less than 1:500
- Six** copies of the **proposed block plans**, also showing neighbouring properties, to a scale of not less than 1:500
- Six** copies of **existing roof plans** at a scale of not less than 1:100
- Six** copies of **proposed roof plans** at a scale of not less than 1:100
- Six** copies of **existing floor plans** at a scale of not less than 1:100
- Six** copies of **proposed floor plans** at a scale of not less than 1:100
- Six** copies of the **existing elevations** to a scale of not less than 1:100
- Six** copies of the **proposed elevations**, also showing context, to a scale of not less than 1:100
- Six** copies of **existing sections and finished floor levels** at a scale of not less than 1:100
- Six** copies of **proposed sections and finished floor levels** at a scale of not less than 1:100
- Six** copies of **proposed sections** through main access at a scale of not less than

1:100

Design and Access Statement (see [www.cabe.org.uk](http://www.cabe.org.uk) for more guidance)

Environmental Statement for qualifying applications

The correct fee

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

**In addition to the information that MUST be submitted with your application, the following information may also be required as appropriate. You will be informed of this either at the pre-application stage or on submission and your application will not be validated until the requested information is received. This checklist is just that and particular schemes may require additional specific information.**

**The following information is likely to be essential to the validation and assessment of your application and must be submitted if requested before the application is validated :**

Supporting Planning Statement – including if appropriate affordable housing statement with financial viability

Transport Assessment – with Travel Plan

Sustainable design and construction statement including the Council's Sustainability checklist which can be found at [http://www.hounslow.gov.uk/index/environment\\_and\\_planning/planning/planning\\_policy/supplementary\\_planning\\_guidance.htm#04](http://www.hounslow.gov.uk/index/environment_and_planning/planning/planning_policy/supplementary_planning_guidance.htm#04) – and including an energy statement

Environmental Quality Information – to include as appropriate: air quality assessment, noise impact assessment, Sunlight/Daylighting assessment including shadow paths, lighting assessment/details of lighting scheme.

Flood Impact Assessment

Landscaping scheme including tree survey

Proposed Planning Obligation(s)/Draft Heads of Terms

Compliance Statement to the Statement of Community Involvement

**The following information may be required depending on the particular circumstances of the site and the proposal. If it is required then it must be submitted before your application is validated:**

Listed Building and Conservation Area appraisal

Nature Conservation and Ecological Assessment

Historical and Archaeological Assessment

Retail Assessment

Financial appraisal

# Checklist Two: Full Planning Application – Minor

Your application **MUST** include the following:

**One original** and **one** copy of the completed **planning application forms**, signed and dated

**One original** and **one** copy of the completed signed and dated Ownership Certificate (A, B, C or D), inclusive of an agricultural holding certificate

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

**One original** and **one** copy of the **location plan** (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The immediately adjoining buildings must be clearly named or numbered. The application site should be edged clearly with a red line, and a blue line must be drawn around any other land owned by the applicant

The correct fee.

**Two** copies of a **measured site survey plan** to a scale of not less than 1:200 showing existing features of the site e.g. existing ground levels, walls, trees, buildings and other structures

**Two** copies of a **site plan** at scale of not less than 1:200 showing proposed features e.g. landscaping, proposed ground levels and building layouts.

**Two** copies of the **existing block plans** to a scale of not less than 1:500

**Two** copies of the **proposed block plans**, also showing neighbouring properties, to a scale of not less than 1:500

**Two** copies of **existing floor plans** at a scale of not less than 1:100

**Two** copies of **proposed floor plans** at a scale of not less than 1:100

**Two** copies of **existing roof plans** at a scale of not less than 1:100

**Two** copies of **proposed roof plans** at a scale of not less than 1:100

**Two** copies of the **existing elevations** to a scale of not less than 1:100

**Two** copies of the **proposed elevations**, also showing context, to a scale of not less than 1:100

**Two** copies of **existing sections** and finished floor levels at a scale of not less than 1:100

**Two** copies of **proposed sections** and finished floor levels at a scale of not less than 1:100

**Two** copies of **proposed sections** through main access at a scale of not less than 1:100

Design and Access Statement (see [www.cabe.org.uk](http://www.cabe.org.uk) for more guidance)

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

**In addition to the information that MUST be submitted with your application, the following information may also be required as appropriate. You will be informed of this either at the pre-application stage or on submission and your application will not be validated until the requested information is received. This checklist is just that and particular schemes may require additional specific information.**

**The following information is likely to be essential to the validation and assessment of your application and must be submitted if requested before the application is validated :**

Supporting Planning Statement – including, if appropriate, affordable housing statement with financial viability

Transport Assessment – with Travel Plan

Sustainable design and construction statement including the Council's Sustainability checklist which can be found at [http://www.hounslow.gov.uk/index/environment\\_and\\_planning/planning/planning\\_policy/supplementary\\_planning\\_guidance.htm#04](http://www.hounslow.gov.uk/index/environment_and_planning/planning/planning_policy/supplementary_planning_guidance.htm#04) – and including an energy statement.

Environmental Quality Information – to include as appropriate, air quality assessment, noise impact assessment, Sunlight/Daylighting assessment including shadow paths, lighting assessment/details of lighting scheme.

Flood Impact Assessment

Landscaping scheme including tree survey

Proposed Planning Obligation(s)/Draft Heads of Terms

Compliance Statement to the Statement of Community Involvement

**The following information may be required depending on the particular circumstances of the site and the proposal – if it is required then it must be submitted before your application is validated:**

Listed Building and Conservation Area appraisal

Nature Conservation and Ecological Assessment

Historical and Archaeological Assessment

Retail Assessment

Financial appraisal

# Checklist Three: Full Planning Application – Householder

Your application **MUST** include the following:

**One original** and **one** copy of the completed **planning application forms**, signed and dated

**One original** and **one** copy of the completed signed and dated Ownership Certificate (A, B, C or D), inclusive of an agricultural holding certificate

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

**One original** and **one** copy of the **location plan** (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The immediately adjoining buildings must be clearly named or numbered. The application site should be edged clearly with a red line, and a blue line must be drawn around any other land owned by the applicant

The correct fee

**Two** copies of a **measured site survey plan** to a scale of not less than 1:200 showing existing features of the site e.g. existing ground levels, walls, trees, buildings and other structures

**Two** copies of a **site plan** at scale of not less than 1:200 showing proposed features e.g. landscaping, proposed ground levels and building layouts.

**Two** copies of the **existing block plans** to a scale of not less than 1:500

**Two** copies of the **proposed block plans**, also showing neighbouring properties, to a scale of not less than 1:500

**Two** copies of **existing roof plans** at a scale of not less than 1:100

**Two** copies of **proposed roof plans** at a scale of not less than 1:100

**Two** copies of **existing floor plans** at a scale of not less than 1:100

**Two** copies of **proposed floor plans** at a scale of not less than 1:100

**Two** copies of the **existing elevations** to a scale of not less than 1:100

**Two** copies of the **proposed elevations**, also showing context including neighbouring properties, to a scale of not less than 1:100

**Two** copies of **existing sections and finished floor levels** at a scale of not less than

1:100

**Two** copies of **proposed sections and finished floor levels** at a scale of not less than 1:100

**In addition to the information that MUST be submitted with your application, the following information may also be required as appropriate. You will be informed of this either at the pre-application stage or on submission and your application will not be validated until the requested information is received. This checklist is just that and particular schemes may require additional specific information.**

Design Statement (including details of proposed materials to be used for walls,

roofs, windows (size, materials, type of glazing, opening), doors, hardstanding and boundary treatments)

Supporting Planning Statement

Details of new or altered access to a public highway or a public right of way, including sections.

Details of existing and proposed car parking arrangements

Drainage Strategy or Flood Risk Assessment

Tree Survey

# Checklist Four: FULL PLANNING APPLICATION FOR CHANGE OF USE WITHOUT EXTERNAL BUILDING WORKS. If any external works are proposed, see Checklist Five

Your application **MUST** include the following:

**One original** and **one** copy of the completed **planning application forms**, signed and dated

**One original** and **one** copy of the completed signed and dated Ownership Certificate (A, B, C or D), inclusive of an agricultural holding certificate

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

**One original** and **one** copy of the **location plan** (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The immediately adjoining buildings must be clearly named or numbered. The application site should be edged clearly with a red line, and a blue line must be drawn around any other land owned by the applicant

**Two** copies of a **measured site survey plan** to a scale of not less than 1:200 showing existing features of the site e.g. existing ground levels, walls, trees, buildings and other structures

**Two** copies of a **site plan** at scale of not less than 1:200 showing proposed features e.g. landscaping, proposed ground levels and building layouts if any changes are proposed.

**Two** copies of **existing floor plans** at a scale of not less than 1:100

**Two** copies of **proposed floor plans** at a scale of not less than 1:100

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

**In addition to the information that MUST be submitted with your application, additional information may also be required as appropriate. You will be informed of this either at the pre-application stage or on submission and your application will not be validated until the requested information is received. This checklist is just that and particular schemes may require additional specific information.**

Supporting planning statement and justification outlining the nature of the existing and

proposed uses

Transport Assessment and

Draft Travel Plan

Environmental Statement

Retail Assessment

Sustainable design and construction statement including the Council's Sustainability checklist which can be found at [http://www.hounslow.gov.uk/index/environment\\_and\\_planning/planning/planning\\_policy/supplementary\\_planning\\_guidance.htm#04](http://www.hounslow.gov.uk/index/environment_and_planning/planning/planning_policy/supplementary_planning_guidance.htm#04) – and including an energy statement

Air quality assessment

Noise Impact assessment and sound Insulation proposals

Energy Statement

Assessment for the treatment of foul sewage

Listed Building and Conservation Area appraisal

Affordable housing statement

Ventilation/extraction and refuse disposal details

Structural Survey

Lighting Assessment/Details of Lighting Scheme

Sunlight/Daylighting Assessment Planning

Landscaping Statement

Proposed Planning Obligation(s)/Draft Heads of Terms

# Checklist Five: FULL PLANNING APPLICATION FOR CHANGE OF USE WITH EXTERNAL BUILDING WORKS

Your application **MUST** include the following:

**One original** and **one** copy of the completed **planning application forms**, signed and dated

**One original** and **one** copy of the completed signed and dated Ownership Certificate (A, B, C or D), inclusive of an agricultural holding certificate

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

**One original** and **one** copy of the **location plan** (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The immediately adjoining buildings must be clearly named or numbered. The application site should be edged clearly with a red line, and a blue line must be drawn around any other land owned by the applicant

**Two** copies of a **measured site survey plan** to a scale of not less than 1:200 showing existing features of the site e.g. existing ground levels, walls, trees, buildings and other structures

**Two** copies of a **site plan** at scale of not less than 1:200 showing proposed features e.g. landscaping, proposed ground levels and building layouts.

**Two** copies of the **existing block plans** to a scale of not less than 1:500

**Two** copies of the **proposed block plans** to a scale of not less than 1:500

**Two** copies of **existing floor plans** at a scale of not less than 1:100

**Two** copies of **proposed floor plans** at a scale of not less than 1:100

**Two** copies of the **existing elevations** to a scale of not less than 1:100

**Two** copies of the **proposed elevations** to a scale of not less than 1:100

**Two** copies of **existing sections** and finished floor levels at a scale of not less than 1:100

**Two** copies of **proposed sections** and finished floor levels at a scale of not less than 1:100

**Two** copies of **proposed sections** through main access at a scale of not less than 1:100 where changes are proposed.

Design and Access Statement (see [www.cabe.org.uk](http://www.cabe.org.uk) for more guidance)

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

**In addition to the information that MUST be submitted with your application, the following information may also be required as appropriate. You will be informed of this either at the pre-application stage or on submission and your application will not be validated until the requested information is received. This checklist is just that and particular schemes may require additional specific information.**

Supporting planning statement and justification outlining the nature of the existing and proposed uses

Transport Assessment

Draft Travel Plan

Environmental Statement

Retail Assessment

Sustainable design and construction statement including the Council's Sustainability checklist which can be found at [http://www.hounslow.gov.uk/index/environment\\_and\\_planning/planning/planning\\_policy/supplementary\\_planning\\_guidance.htm#04](http://www.hounslow.gov.uk/index/environment_and_planning/planning/planning_policy/supplementary_planning_guidance.htm#04) – and including an energy statement

Air quality assessment

Noise Impact assessment

Sound Insulation assessment

Energy Statement

Assessment for the treatment of foul sewage

Listed Building and Conservation Area appraisal

Affordable housing statement

Ventilation/extraction and refuse disposal details

Structural Survey

Lighting Assessment/Details of Lighting Scheme

Sunlight/Daylighting Assessment

Landscaping Statement

Statement of nature of existing use and proposed use

Proposed Planning Obligation(s)/Draft Heads of Terms

# Checklist Six: Outline Planning Application – Major

If you are submitting a major application (more than Ten residential units and 1000m<sup>2</sup> commercial floorspace)

Your application **MUST** include the following:

**One original** and **five** copies of the completed **planning application forms**, signed and dated

**One original** and **five** copies of the completed signed and dated Ownership Certificate (A, B, C or D), inclusive of an agricultural holding certificate

**One original** and **five** copies of the **location plan** (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The immediately adjoining buildings must be clearly named or numbered. The application site should be edged clearly with a red line, and a blue line must be drawn around any other land owned by the applicant

Design and Access Statement (see [www.cabe.org.uk](http://www.cabe.org.uk) for more guidance)

**The following plans required are dependant up on the type of reserved matters you are submitting:**

**Six** copies of a measured **site survey plan** to a scale of not less than 1:200 showing existing features of the site e.g. existing ground levels, walls, trees, buildings and other structures

**Six** copies of a **site plan** at scale of not less than 1:200 showing proposed features e.g. landscaping, proposed ground levels and indicative building layouts.

**Six** copies of the **existing block plans** to a scale of not less than 1:500

**Six** copies of the **proposed or indicative block plans**, also showing neighbouring properties, to a scale of not less than 1:500

**Six** copies of **existing floor plans** at a scale of not less than 1:100

**Six** copies of **proposed or indicative floor plans** at a scale of not less than 1:100

**Six** copies of the **existing elevations** to a scale of not less than 1:100

**Six** copies of the **proposed or indicative elevations**, also showing neighbouring properties, to a scale of not less than 1:100

**Six** copies of **existing sections and finished floor levels** at a scale of not less than 1:100

**Six** copies of **proposed sections and finished floor levels** at a scale of not less than 1:100

Environmental Statement for qualifying applications

The correct fee

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

**If you are proposing to erect buildings but do not wish to submit all the details at present, and would like to ‘reserve’ some or all of the details for future consideration, you will need to submit at least the following:**

**Two** copies of the maximum envelope of the proposed buildings (to show whether the proposed floorspace can be adequately accommodated within the site)

**Two** copies of other plans/drawings or details, which you would like to be considered at this stage, e.g. access arrangements, external appearance, and internal room layout.

**In addition to the information that MUST be submitted with your application, the following information may also be required as appropriate. You will be informed of this either at the pre-application stage or on submission and your application will not be validated until the requested information is received. This checklist is just that and particular schemes may require additional specific information.**

**The following information is likely to be essential to the validation and assessment of your application and must be submitted if requested before the application is validated :**

Supporting Planning Statement – including if appropriate affordable housing statement with financial viability

Transport Assessment – with Travel Plan

Sustainable design and construction statement including the Council's Sustainability checklist which can be found at [http://www.hounslow.gov.uk/index/environment\\_and\\_planning/planning/planning\\_policy/supplementary\\_planning\\_guidance.htm#04](http://www.hounslow.gov.uk/index/environment_and_planning/planning/planning_policy/supplementary_planning_guidance.htm#04) – and including an energy statement

Environmental Quality Information – to include as appropriate, air quality assessment, noise impact assessment, Sunlight/Daylighting assessment including shadow paths, lighting assessment/details of lighting scheme.

Flood Impact Assessment

Landscaping scheme including tree survey

Proposed Planning Obligation(s)/Draft Heads of Terms

Compliance Statement to the Statement of Community Involvement

**The following information may be required depending on the particular**

**circumstances of the site and the proposal – if it is required then it must be submitted before your application is validated:**

- Listed Building and Conservation Area appraisal
- Nature Conservation and Ecological Assessment
- Historical and Archaeological Assessment
- Retail Assessment
- Financial appraisal

# Checklist Seven: OUTLINE PLANNING APPLICATION - Minor

Your application **MUST** include the following:

**One original** and **one** copy of the completed **planning application forms**, signed and dated

**One original** and **one** copy of the completed signed and dated Ownership Certificate (A, B, C or D), inclusive of an agricultural holding certificate

**One original** and **one** copy of the **location plan** (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The immediately adjoining buildings must be clearly named or numbered. The application site should be edged clearly with a red line, and a blue line must be drawn around any other land owned by the applicant.

Design and Access Statement (see [www.cabe.org.uk](http://www.cabe.org.uk) for more guidance)

**The following plans required are dependant upon the type of reserved matters you are submitting:**

**Two** copies of a **measured site survey plan** to a scale of not less than 1:200 showing existing features of the site e.g. existing ground levels, walls, trees, buildings and other structures

**Two** copies of a **site plan** at scale of not less than 1:200 showing proposed features e.g. landscaping, proposed ground levels and indicative building layouts.

**Two** copies of the **existing block plans** to a scale of not less than 1:500

**Two** copies of the **proposed or indicative block plans**, also showing neighbouring properties, to a scale of not less than 1:500

**Two** copies of **existing floor plans** at a scale of not less than 1:100

**Two** copies of **proposed or indicative floor plans** at a scale of not less than 1:100

**Two** copies of the **existing elevations** to a scale of not less than 1:100

**Two** copies of the **proposed or indicative elevations**, also showing neighbouring properties, to a scale of not less than 1:100

**Two** copies of **existing sections** and finished floor levels at a scale of not less than 1:100

**Two** copies of **proposed sections** and finished floor levels at a scale of not less than 1:100

**Two** copies of **proposed sections** through main access at a scale of not less than 1:100

Design and Access Statement (see [www.cabe.org.uk](http://www.cabe.org.uk) for more guidance)

Environmental Statement for qualifying applications ( is this right? )

The correct fee

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

**If you are proposing to erect buildings but do not wish to submit all the details at present, and would like to ‘reserve’ some or all of the details for future consideration, you will need to submit at least the following:**

**Two** copies of the maximum envelope of the proposed buildings (to show whether the proposed floor space can be adequately accommodated within the site)

**Two** copies of other plans/drawings or details, which you would like to be considered at this stage, e.g. access arrangements, external appearance, and internal room layout.

**In addition to the information that MUST be submitted with your application, the following information may also be required:**

Transport Assessment

Environmental Statement

Flood Impact Assessment

Utilities Statement

Tree Survey

Proposed Planning Obligation(s)/Draft Heads of Terms

Sustainable design and construction statement including the Council's Sustainability checklist which can be found at

[http://www.hounslow.gov.uk/index/environment\\_and\\_planning/planning/planning\\_policy/supplementary\\_planning\\_guidance.htm#04](http://www.hounslow.gov.uk/index/environment_and_planning/planning/planning_policy/supplementary_planning_guidance.htm#04) – and including an energy statement

Energy Statement

## Checklist Eight: PRIOR NOTIFICATION PROCEDURE

You must provide **one original** and **five** copies of the **location plan** (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The immediately adjoining buildings must be clearly named or numbered. The application site should be edged clearly with a red line, and a blue line must be drawn around any other land owned by the applicant.

**In addition to any relevant form, the following information may also be required:**

**Two** copies of the **block plan** of the site to a scale of not less than 1:500

**Two** copies of the **existing elevations** to a scale of not less than 1:100

**Two** copies of the **proposed elevations** to a scale of not less than 1:100

**Two** copies of a **measured site survey plan** to a scale of not less than 1:200 showing existing features of the site e.g. existing ground levels, walls, trees, buildings and other structures

**Two** copies of a site plan at scale of not less than 1:200 showing proposed features e.g. landscaping, proposed ground levels and building layouts.

Supporting Planning Statement

Design Statement

Access Statement

Flood Impact Assessment

Tree Survey

### Telecommunications:

In addition to the information required to be submitted under Part 2Four of Schedule 2 of the Town & Country Planning (General Permitted Development) Order 199five (as amended) for a prior approval application and the requirements specified on the Council's application forms for planning permission it is recommended that the following information is also submitted in order to assist with the processing of the application:

A signed declaration that the equipment and installation fully complies with the ICNIRP requirements

Site type (micro or macro) Confirmation as to whether the Council's mast register and/or the industry site database has been checked for suitable sites

Details of annual rollout and pre-application discussions with the Council

Details of all consultations carried out and copies of all written comments

- Details of any consultations carried out with a particular school or further education college if relevant
- Details of any consultation carried out with the CAA/Secretary of State for Defence/Aerodrome operator if relevant
- Area of search
- Details of the proposed structure including the type of structure and its dimensions, height of existing building and details of the size of equipment housing and materials
- A map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity
- A statement explaining the reasons for the choice of the design, including technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna
- Technical justification — details about the purpose of the site and why the particular development is required
- Details of alternative sites rejected with a justification for rejecting them. This should include existing masts, structures and other buildings within the search area
- An explanation if no alternatives considered
- Visual impact assessment where relevant
- Acoustic report where relevant
- Any other relevant additional information

# Checklist Nine: LISTED BUILDING CONSENT

Your application **MUST** include the following:

**One original** and **one** copy of the completed **planning application forms**, signed and dated

**One original** and **one** copy of the completed signed and dated **Ownership Certificate** (A, B, C or D), inclusive of an agricultural holding certificate

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

**One original** and **one** copy of the **location plan** (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The immediately adjoining buildings must be clearly named or numbered. The application site should be edged clearly with a red line, and a blue line must be drawn around any other land owned by the applicant

**Two** copies of a **measured site survey plan** to a scale of not less than 1:200 showing existing features of the site e.g. existing ground levels, walls, trees, buildings and other structures

**Two** copies of a **site plan** at scale of not less than 1:200 showing proposed features e.g. landscaping, proposed ground levels and building layouts.

**Two** copies of **block plans** to a scale not less than 1:500 showing the boundaries of the site, and the position of all existing buildings

**Two** copies of **block plans** to a scale not less than 1:500 showing the boundaries of the site, the position of all proposed buildings and the position of new extensions and buildings

**Two** copies of **existing floor plans** at a scale of not less than 1:100

**Two** copies of **proposed floor plans**, also showing neighbouring properties, at a scale of not less than 1:100

**Two** copies of **existing roof plans** at a scale of not less than 1:100

**Two** copies of **proposed roof plans**, also showing neighbouring properties, at a scale of not less than 1:100

**Two** copies of the **existing elevations** to a scale of not less than 1:50

**Two** copies of the **proposed elevations**, also showing neighbouring properties, to a scale of not less than 1:50

**Two** copies of **existing sections and finished floor levels** at a scale not less than 1:100

**Two** copies of **proposed sections and finished floor levels** at a scale not less than 1:100

**Two** copies of **detail plans** to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details.

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

**Two** copies of **building plans** to a scale not less than 1:100 including plans of each floor where works are proposed

**Two** copies of **sections** through the building

**In addition to the information that MUST be submitted with your application, the following information may also be required as appropriate. You will be informed of this either at the pre-application stage or on submission and your application will not be validated until the requested information is received. This checklist is just that and particular schemes may require additional specific information.**

**In addition to the information that MUST be submitted with your application, the following information may also be required:**

Structural Survey of the building

Supporting Planning Statement including reasoned justification for the proposed works, which may include the submission of a structural survey or other analysis of the character or appearance of the conservation area (if the site is in one) and how the proposal would affect its setting.

Heritage Statement, which analyses the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact

Design Statement including the type colour, make and name of all materials to be used both internally and externally, including roofing and the surfacing of car parking areas etc

**Two** sets of up to date **photographs** showing the whole building and its setting and/or the particular section of the building would be affected by the proposals

# Checklist Ten: CONSERVATION AREA CONSENT – Demolition Only

Your application **MUST** include the following:

**One original** and **one** copy of the completed **planning application forms**, signed and dated

**One original** and **one** copy of the completed signed and dated **Ownership Certificate** (A, B, C or D), inclusive of an agricultural holding certificate.

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

**One original** and **one** copy of the **location plan** (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The immediately adjoining buildings must be clearly named or numbered. The application site should be edged clearly with a red line, and a blue line must be drawn around any other land owned by the applicant

**Two** copies of **existing floor plans** at a scale of not less than 1:100

**Two** copies of the **existing elevations** to a scale of not less than 1:100

**The following additional plans will be required:**

**Two** copies of **block plans** to a scale not less than 1:500 showing the boundaries of the site, the position of all existing buildings and the position of new extensions and buildings

**In addition to the information that **MUST** be submitted with your application, the following information may also be required:**

Supporting Planning Statement including reasoned justification for the proposed works, which may include the submission of a structural survey or other analysis of the character or appearance of the conservation area

Heritage Statement, which analyses the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact

**Checklist Eleven: CERTIFICATES OF LAWFULNESS of Existing Use- existing commercial uses/ or for use as separate dwellings (not extensions or outbuildings to private houses) or for existing non-domestic extensions. Your application MUST include the following:**

**One original** and **one** copy of the completed Certificate of Lawfulness forms, signed and dated

**One original** and **one** copy of the **location plan** (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The immediately adjoining buildings must be clearly named or numbered. The application site should be edged clearly with a red line, and a blue line must be drawn around any other land owned by the applicant

The correct fee

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer.

The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided to demonstrate what is claimed in the application.

**This will include the following:**

**Two** copies of **existing floor plans** to a scale not less than 1:100 and site layout plan showing all affected buildings to a scale of not less than 1:200.

It may also need to include:

**Two** copies of Sworn affidavit(s) from people with personal knowledge of the existing use or works carried out

**Two** copies of other supporting information to demonstrate the use has been carried out continuously, such as utility bills, rental agreements, advertisements, construction / conversion bills

Description of all uses of land within the site (if relevant)

Supporting Planning Statement (to include statement of grounds on which the Certificate is sought)

**Your evidence should show: (as appropriate)**

a) The use started over ten years ago and has continued ever since (but see b) below

for dwellings

- b) The premises have been used as a house or flat continuously for over **four years**
- c) If a condition attached to a planning permission has been ignored, that this started over **ten years** ago and has continued ever since
- d) Building works were completed over **four years** ago
- e) The use or building works did not need planning permission when they took place or were 'permitted development' **because they complied with a development order** (see above) at the time

# Checklist Twelve: CERTIFICATES OF LAWFULNESS of existing development (Householder)

Your application **MUST** include the following:

**One original** and **one** copy of the completed **Certificate of Lawfulness forms**, signed and dated

**One original** and **one** copy of the **location plan** (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The immediately adjoining buildings must be clearly named or numbered. The application site should be edged clearly with a red line, and a blue line must be drawn around any other land owned by the applicant

The correct fee.

**Two** copies of a **measured site survey plan** to a scale of not less than 1:200 showing all affected buildings and extensions and all other buildings on site.

You must also provide evidence to show either:

a) That the building or extension falls within the relevant 'permitted development' sizes for the property (see [www.planningportal.gov.uk](http://www.planningportal.gov.uk) for more guidance); or

b) That the structure has been in place for more than four years

c) If a condition attached to a planning permission has been ignored, that this started over **ten years** ago and has continued ever since

d) Building works were completed over **four years** ago

e) The use or building works did not need planning permission when they took place or were 'permitted development' **because they complied with a development order** (see above) at the time

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

**Supporting Planning Statement** (to include statement of grounds on which the Certificate is sought)

# Checklist Thirteen: CERTIFICATES OF LAWFULNESS- Householder Proposed

Your application **MUST** include the following:

**One original** and **one** copy of the completed **Certificate of Lawfulness forms**, signed and dated

**One original** and **one** copy of the **location plan** (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The immediately adjoining buildings must be clearly named or numbered. The application site should be edged clearly with a red line, and a blue line must be drawn around any other land owned by the applicant

The correct fee

**Two** copies of a **measured site survey plan** to a scale of not less than 1:200 showing existing features of the site e.g. including existing ground levels, walls, buildings and other structures.

**Two** copies of a **site plan** at scale of not less than 1:200 showing proposed features e.g. including proposed ground levels and building layouts and buildings or extensions.

**Two** copies of **existing floor plans** at a scale of not less than 1:100

**Two** copies of **proposed floor plans** at a scale of not less than 1:100

**Two** copies of **existing roof plans** at a scale of not less than 1:100

**Two** copies of **proposed roof plans** at a scale of not less than 1:100

**Two** copies of the **existing elevations** to a scale of not less than 1:100

**Two** copies of the **proposed elevations** to a scale of not less than 1:100

**Two** copies of existing **sections** and finished floor and ground levels at a scale of not less than 1:100

**Two** copies of proposed **sections** and finished floor and ground levels at a scale of not less than 1:100

**Two** copies of proposed **sections** through main access at a scale of not less than 1:100

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

Supporting Planning Statement (to include statement of grounds on which the Certificate is sought) with reference to the relevant 'permitted development' allowances (see

[www.planningportal.gov.uk](http://www.planningportal.gov.uk) for more guidance);

# Checklist Fourteen: APPLICATION TO DO WORKS TO A TREE PROTECTED BY A TPO, AND WORKS TO A TREE IN A CONSERVATION AREA

Your application **MUST** include the following:

**One original** and **one** copy of the completed **tree application form**, signed and dated

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

**One original** and **one** copy of the **location plan** (Ordnance Survey based or similar ), at a scale of 1:1250 or 1:2500 or larger). The immediately adjoining buildings must be clearly named or numbered. The application site should be edged clearly with a red line.

**In addition to the information that MUST be submitted with your application, the following information may also be required:**

**Two** copies of dimensioned **plan** showing the precise location of all tree(s). The trees should be numbered and identified on the plan and referred to in the submitted schedule of proposed works

**Tree Survey** identifying the types of trees and full details of the proposed works e.g what percentage of crown thin is proposed, the extent of any height reduction or crown lift , what limbs are to be removed, and the extent of any proposed pruning

**Supporting Statement** stating reasons for the proposed work

**Photographs**

# Checklist Fifteen: ADVERTISEMENT CONSENT

Your application **MUST** include the following:

**One original** and **one** copy of the completed Advertisement application forms, signed and dated

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer

**One original** and **one** copy of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The immediately adjoining buildings must be clearly named or numbered. The application site should be edged clearly with a red line, and a blue line must be drawn around any other land owned by the applicant

The correct fee

In addition to the information that **MUST** be submitted with your application, the following information will also be required:

**Two** copies of existing and proposed sections at a scale of not less than 1:100

**Two** copies of the advertisements in the context with adjacent buildings

**Two** copies of block plan showing the proposed position of the advert at a scale of not less than 1:100 (Free Standing Adverts)

**Two** copies of all Advertisement Drawings (showing advertisement size, position on the land or building, materials to be used, colours, height above the ground and extent of projection)

If the advertisement is to be illuminated, give full details of the method and type of illumination, including the colour, luminance, LED, frequency of change of advertisement display, shielding / hooding of externally lit advertisements, hours of illumination

Photomontages

Supporting Statement

**Two** copies Conservation Area Statement (if applicable)