



Development Control

East Herts Council Local Validation Lists by type of application

The standard national application forms include a fixed list of national validation requirements that must be submitted with all applications. These include standard requirements such as the completed form, appropriate fee, plans, elevations, sections, ownership certificates and design and access statements (where necessary).

This document sets out lists of local requirements for planning and related applications in East Herts, which may be required (depending on the particular circumstances of each proposal) in addition to those national requirements. It also sets out the national requirements by type of application.

Further guidance on both national and local validation lists can be found in Circular 02/2008 and in the *Guidance on information requirements and validation*¹

Appendices:

Appendix A: Criteria and/or Triggers for submission of report/information from Local List

Appendix B: Glossary of Terms

Appendix C: Summary List with Policy Drivers

¹ *Guidance on information requirements and validation* (Communities and Local Government, March 2010)

Householder application for planning permission for works or extension to a dwelling

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- 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 required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) 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 (Please refer to appendix A – Criteria or Triggers):

- All plans to have a drawing number, details of paper size and scale bar. Plans must not state “Do not scale”
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries with written dimensions including those to the boundaries (not required if site plan is also provided at 1:200)
- 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)
- Existing and proposed Roof plans (e.g. at a scale of 1:50 or 1:100)
- Biodiversity survey and report
- Parking and access arrangements
- Tree survey/arboricultural implications
- Photographs/photomontages

Householder application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- All plans to have a drawing number, details of paper size and scale bar. Plans must not state “Do not scale”
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries with written dimensions including those to the boundaries (not required if site plan is also provided at 1:200)
- 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)
- Existing and proposed Roof plans (e.g. at a scale of 1:50 or 1:100)
- Biodiversity survey and report
- Heritage Statement – (including Listed buildings, historical, archaeological features and Scheduled Ancient Monuments) and Structural survey of the building
- Photographs showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Land contamination assessment
- Parking and access arrangements
- Planning Statement
- Tree survey/arboricultural implications

Householder application for planning permission for works or extension to a dwelling and Listed Building Consent

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- All plans to have a drawing number, details of paper size and scale bar. Plans must not state “Do not scale”
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries with written dimensions including those to the boundaries (not required if site plan is also provided at 1:200)
- 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)
- Existing and proposed Roof plans (e.g. at a scale of 1:50 or 1:100)
- Biodiversity survey and report
- Heritage Statement – including Listed buildings, historical, archaeological features and Scheduled Ancient Monuments
- Landscaping details
- Parking and access arrangements
- Planning Statement
- Tree survey/arboricultural implications
- Photographs/Photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Structural survey
- Noise Impact Assessment

Applications for Full Planning Permission

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- 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 required (including crime prevention statement)
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) 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 (Please refer to appendix A – Criteria or Triggers):

- All plans to have a drawing number, details of paper size and scale bar. Plans must not state “Do not scale”
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries with written dimensions including those to the boundaries (not required if site plan is also provided at 1:200)
- 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)
- Existing and Proposed Roof plans (e.g. at a scale of 1:50 or 1:100)
- Affordable Housing statement
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Sustainability statement
- Environmental Statement
- Flood risk assessment
- Foul sewerage and utilities assessment
- Heritage Statement (including Listed buildings, historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landscaping details
- Lighting Assessment
- Noise Impact assessment
- Open Space assessment
- Parking provision – existing and proposed

- Photographs/photomontages
- Planning Obligations – Draft Heads of Terms
- Planning statement
- Waste collection & disposal arrangements details (new residential and commercial)
- Retail Impact assessment
- Site waste management Plan
- Statement of community involvement
- Structural survey
- Telecommunication Development – supplementary information
- Town Centre Uses – Evidence to accompany applications
- Transport assessment
- Travel Plan
- Tree survey/arboricultural statement: where existing trees are in or near the application site
- Ventilation/extraction statement
- Viability Assessment
- Applications for “Major” development will also require the submission of the application on a CD, in PDF format.

Applications for Outline Planning Permission (with some matters reserved and all matters reserved)

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- 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 required (including crime prevention statement)
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) 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 (Please refer to appendix A – Criteria or Triggers):

- All plans to have a drawing number, details of paper size and scale bar. Plans must not state “Do not scale”
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries with written dimensions including those to the boundaries (not required if site plan is also provided at 1:200)
- Affordable Housing Assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Sustainability statement
- Environmental Statement
- Flood risk assessment
- Foul sewerage and utilities assessment
- Heritage Statement (including Listed buildings, historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landscaping details
- Lighting Assessment
- Noise Impact assessment
- Open Space assessment
- Parking provision – existing and proposed
- Photographs/photomontages
- Planning Obligations – Draft Heads of Terms

- Planning statement
- Waste collection & disposal arrangements details (new residential and commercial)
- Retail Impact assessment
- Site waste management Plan
- Statement of community involvement
- Structural survey
- Supporting Planning Statement
- Telecommunication Development – supplementary information
- Town Centre Uses – Evidence to accompany applications
- Transport assessment
- Travel Plan
- Tree survey/arboricultural statement: where existing trees are in or near the application site
- Ventilation/extraction statement
- Viability Assessment
- Applications for “Major” development will also require the submission of the application on a CD, in PDF format.

Application for Planning Permission and Conservation Area consent for Demolition

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required (including crime prevention statement)
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- All plans to have a drawing number, details of paper size and scale bar. Plans must not state “Do not scale”
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries with written dimensions including those to the boundaries (not required if site plan is also provided at 1:200)
- 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)
- Existing and proposed Roof plans (e.g. at a scale of 1:50 or 1:100)
- Affordable Housing statement
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Sustainability statement
- Environmental Statement
- Flood risk assessment
- Foul sewerage and utilities assessment
- Heritage Statement (including Listed buildings, historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment

- Landscaping details
- Lighting Assessment
- Noise Impact assessment
- Open Space assessment
- Parking provision
- Photographs/photomontages
- Planning Obligations – Draft Heads of Terms
- Planning statement
- Waste collection & disposal arrangements details (new residential and commercial)
- Retail Impact assessment
- Site waste management Plan
- Statement of community involvement
- Structural survey
- Supporting Planning Statement
- Telecommunication Development – supplementary information
- Town Centre Uses – Evidence to accompany applications
- Transport assessment
- Travel Plan
- Tree survey/arboricultural statement: where existing trees are in or near the application site
- Ventilation/extraction statement
- Viability Assessment
- Applications for “Major” development will also require the submission of the application on a CD, in PDF format.

Application for Planning Permission and Listed Building Consent

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement (including crime prevention statement)
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

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- All plans to have a drawing number, details of paper size and scale bar. Plans must not state “Do not scale”
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries with written dimensions including those to the boundaries (not required if site plan is also provided at 1:200)
- 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)
- Existing and proposed Roof plans (e.g. at a scale of 1:50 or 1:100)
- Affordable Housing statement
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Sustainability statement
- Environmental Statement
- Flood risk assessment
- Foul sewerage and utilities assessment
- Heritage Statement (including Listed buildings, historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment

- Landscaping details
- Lighting Assessment
- Noise Impact assessment
- Open Space assessment
- Parking provision
- Photographs/photomontages
- Planning Obligations – Draft Heads of Terms
- Planning statement
- Waste collection & disposal arrangements details (new residential and commercial)
- Retail Impact assessment
- Site waste management Plan
- Statement of community involvement
- Structural survey
- Supporting Planning Statement
- Telecommunication Development – supplementary information
- Town Centre Uses – Evidence to accompany applications
- Transport assessment
- Travel Plan
- Tree survey/arboricultural statement: where existing trees are in or near the application site
- Ventilation/extraction statement
- Viability Assessment
- Applications for “Major” development will also require the submission of the application on a CD, in PDF format.

Application for Planning Permission and Advertisement Consent

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- 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 required (including crime prevention statement)
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) 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 (Please refer to appendix A – Criteria & Triggers):

- All plans to have a drawing number, details of paper size and scale bar. Plans must not state “Do not scale”
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries with written dimensions including those to the boundaries (not required if site plan is also provided at 1:200)
- 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)
- Existing and proposed Roof plans (e.g. at a scale of 1:50 or 1:100)
- Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (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])
- Affordable Housing statement
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Sustainability statement
- Environmental Statement
- Flood risk assessment
- Foul sewerage and utilities assessment
- Heritage Statement (including Listed buildings, historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landscaping details

- Lighting Assessment
- Noise Impact assessment
- Open Space assessment
- Parking provision – existing and proposed
- Photographs/photomontages – of site and surroundings including existing adverts
- Planning Obligations – Draft Heads of Terms
- Planning statement
- Waste collection & disposal arrangements details (new residential and commercial)
- Retail Impact assessment
- Site waste management Plan
- Statement of community involvement
- Structural survey
- Supporting Planning Statement
- Telecommunication Development – supplementary information
- Town Centre Uses – Evidence to accompany applications
- Transport assessment
- Travel Plan
- Tree survey/arboricultural statement: where existing trees are in or near the application site
- Ventilation/extraction statement
- Viability Assessment
- Applications for “Major” development will also require the submission of the application on a CD, in PDF format.

Conservation Area Consent for Demolition in a Conservation Area

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- All plans to have a drawing number, details of paper size and scale bar. Plans must not state “Do not scale”
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries with written dimensions including those to the boundaries (not required if site plan is also provided at 1:200)
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Biodiversity survey and report
- Conservation Area appraisal
- Heritage statement
- Land Contamination assessment
- Photographs showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Site waste management plan
- Structural Survey
- Tree survey/arboricultural implications

Listed Building Consent for alterations, extension or demolition of a listed building

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and Access Statement
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- All plans to have a drawing number, details of paper size and scale bar. Plans must not state “Do not scale”
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries with written dimensions including those to the boundaries (not required if site plan is also provided at 1:200)
- 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 moulding and other decorative details
- Existing and proposed Roof plans (e.g. at a scale of 1:50 or 1:100)
- Biodiversity survey and report
- Heritage statement – including justification for works
- Photographs showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Structural Survey
- Tree survey/arboricultural implications
- Viability Assessment

Application for Advertisement consent

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- All plans to have a drawing number, details of paper size and scale bar. Plans must not state “Do not scale”
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (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])
- Lighting assessment
- Photographs/photomontages of existing advertising on and adjoining the site
- Planning statement

Listed Building Consent for alterations, extension or demolition of a listed building and advertisement consent

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and Access Statement
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- All plans to have a drawing number, details of paper size and scale bar. Plans must not state “Do not scale”
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries with written dimensions including those to the boundaries (not required if site plan is also provided at 1:200)
- 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 moulding and other decorative details
- Existing and proposed Roof plans (e.g. at a scale of 1:50 or 1:100)
- Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (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])
- Biodiversity survey and report
- Heritage statement – including justification for works
- Photographs showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Structural Survey
- Tree survey/arboricultural implications
- Lighting assessment
- Photographs/photomontages of existing advertising on and adjoining the site

Application for a Lawful development certificate for an existing use or operation or activity including those in breach of a planning condition

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- 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

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- Plans showing –
 - existing elevations (e.g. at a scale of 1:50 or 1:100)
 - existing floor plans (e.g. at a scale of 1:50 or 1:100)
 - existing site survey plan (e.g. at a scale of 1:50 or 1:100)
- Lawful development certificate supporting information (e.g. sworn affidavits from people with personal knowledge of the site)
- Photographs
- Planning Statement

Application for a Lawful development certificate for a proposed use or development

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- 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

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- All plans to have a drawing number, details of paper size and scale bar. Plans must not state “Do not scale”
- Plans showing –
 - 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 site survey plan (e.g. at a scale of 1:50 or 1:100)
- Planning Statement

Application for prior notification of proposed agricultural development – proposed building

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- A completed form or written description of the proposed development and the materials to be used
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- All plans to have a drawing number, details of paper size and scale bar. Plans must not state “Do not scale”
- Landscaping details
- Block Plan of site (at a scale of 1:100 or 1:200)
- Plans showing:
 - 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)
- Planning Statement
- Photographs/Photomontages

Application for prior notification of proposed agricultural development – proposed road

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- A completed form or written description of the proposed development and the materials to be used
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- Landscaping details
- Planning Statement

Application for prior notification of proposed agricultural development – proposed excavation/deposit of waste from the farm

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- A completed form or written description of the proposed development and the materials to be used
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- Landscaping details
- Planning Statement

Application for prior notification of proposed agricultural development – proposed fish tank

NATIONAL REQUIREMENTS (see CLG Guidance¹ and appendices A & B for further detailed information)

- A completed form or written description of the proposed development and the materials to be used
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- Planning Statement

Application for prior notification of proposed development in respect of permitted development by electronic communications code operators

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development
- A location plan at a scale of 1:1250 or 1:2500 which identifies the land to which the application relates and which identifies sufficient roads and/or buildings to ensure the exact location of the site is clear
- A site plan at a scale of 1:500 or 1:200 showing the proposed development in relation to site boundaries; the direction of north, other existing buildings, roads, footpaths, trees and boundary treatments on and adjoining the site; with written dimensions including those to the boundaries. Unless these would not influence or be affected by the proposed development
- The appropriate fee
 - Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995
 - 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 A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- Details of alternative sites rejected with a justification for rejecting them
- Map showing the relationship of the application site to schools, playgrounds and other telecommunications equipment in the vicinity
- Planning Statement
- Statement of community involvement
- Supplementary Information template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development)
- Telecommunication development – Supplementary information

Application for Hedgerow Removal Notice

NATIONAL REQUIREMENTS

- A completed form or the form 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 (if possible, please provide a plan to a scale of 1:2500. A different scale can be used so long as it shows clearly the location and length of the hedgerow or hedgerows that you wish to remove)
- Evidence of the date of planting

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- Arboricultural implications
- Biodiversity survey & report
- Landscape details

Application for prior notification – proposed demolition

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development
- A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- Biodiversity survey and report
- Photographs of existing buildings on site
- Planning Statement
- Structural survey
- Tree survey/arboricultural implications
- Landscape details

Application for approval of reserved matters

NATIONAL REQUIREMENTS

- Completed form or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made
- Such particulars as are necessary to deal with the matters reserved in the outline planning permission
- Three copies of the application and three copies of the plans and drawings submitted with it (unless the local planning authority indicate that a lesser number is required or the application is submitted electronically)
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following unless submitted at outline stage (Please refer to appendix A – Criteria or Triggers):

- All plans to have a drawing number, details of paper size and scale bar. Plans must not state “Do not scale”
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries with written dimensions including those to the boundaries (not required if site plan is also provided at 1:200)
- 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)
- Existing and proposed Roof plans (e.g. at a scale of 1:50 or 1:100)
- Affordable Housing statement
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Design and Access statement (including crime prevention statement)
- Economic statement
- Sustainability statement
- Environmental Statement
- Flood risk assessment
- Foul sewerage and utilities assessment
- Heritage Statement (including Listed buildings, historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landscaping details
- Lighting Assessment
- Noise Impact assessment
- Open Space assessment
- Parking provision – existing and proposed
- Photographs/photomontages
- Planning Obligations – Draft Heads of Terms
- Waste collection & disposal arrangements details (new residential and commercial)
- Retail Impact assessment
- Site waste management Plan
- Statement of community involvement
- Structural survey
- Supporting Planning Statement
- Town Centre Uses – Evidence to accompany applications
- Transport assessment

- Travel Plan
- Tree survey/arboricultural statement: where existing trees are in or near the application site
- Ventilation/extraction statement
- Viability Assessment

Application for removal or variation of a condition

NATIONAL REQUIREMENTS

- Completed form
- The completed Ownership Certificate (A, B, C or D – as applicable) as required under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) 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
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required (including crime prevention statement)
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following (Please refer to appendix A – Criteria or Triggers):

- All plans to have a drawing number, details of paper size and scale bar. Plans must not state “Do not scale”
- Block Plan of the site (e.g. at a scale of 1:100 or 1:200) showing site boundaries with written dimensions including those to the boundaries.
- Plans showing:
 - 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)
- Affordable Housing statement (where relevant)
- Biodiversity survey and report
- Daylight/sunlight assessment
- Evidence to accompany applications for town centre uses
- Existing and proposed parking and access arrangements
- Foul sewage and utilities assessment
- Open space assessment
- Landscaping details
- Photographs/photomontages
- Planning obligations- Draft Heads of terms
- Planning statement
- Affordable housing statement (where necessary)
- Economic statement
- Environmental statement
- Site waste management plan
- Structural survey
- Statement of community involvement
- Transport assessment
- Travel Plan (where proposals are likely to have significant transport implications)
- Tree survey/arboricultural implications
- Ventilation/Extraction statement

Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO)

For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you **MUST** provide the following:

- Completed and dated application form, with all [mandatory] questions answered;
- Sketch plan showing the location of all tree(s);
- A full and clear specification of the works to be carried out;
- Statement of reasons for the proposed work; and
- Evidence in support of statement of reasons, where required by the standard application form.
- Photographs.
- Report by a tree professional (arboriculturist) or other.
- Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.

Notification of Proposed Works to Trees in Conservation Areas (CA)

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You need to provide the following:

- Completed and dated form, with all questions answered;
- Sketch plan showing the precise location of all tree(s); and
- A full and clear specification of the works to be carried out.
- Photographs.
- Report by a tree professional (arboriculturist) or other.
- Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.