

HOUSEHOLDER APPLICATIONS CHECKLIST

	Tick for documents included
National requirements	
Completed standard planning application form, signed and dated	
The correct fee (where applicable)	
Ownership Certificate and agricultural holdings certificate. (If certificate B, C, or D is completed a copy of the relevant notification/publication should be included with the application)	
Location plan at a scale of 1:1250 or 1:2500	
Site plan/block plan at a scale of 1:500 or 1:200	
Existing and proposed floor plans at a scale of 1:50 or 1:100	
Existing and proposed elevations at a scale of 1:50 or 1:100 showing clearly the proposed works in relation to what is already there.	
Existing and proposed site sections and finished floor and site levels	
Roof plan at a scale of 1:50 or 1:100	
Design and Access Statement when property is within a conservation area	
Local requirements	
Biodiversity Survey and Report	
Community Infrastructure Levy	
Flood Risk Assessment	
Heritage Statement	
Extensions to Existing Dwellings in the Open Countryside statement	
Tree Survey/Arboricultural Implications	

FULL PLANNING APPLICATIONS CHECKLIST

	Tick for documents included
National requirements	
Completed standard planning application form, signed and dated	
The correct fee (where applicable)	
Ownership Certificate and agricultural holdings certificate. (If certificate B, C, or D is completed a copy of the relevant notification/publication should be included with the application)	
Location plan at a scale of 1:1250 or 1:2500	
Site plan/block plan at a scale of 1:500 or 1:200	
Existing and proposed floor plans at a scale of 1:50 or 1:100	
Existing and proposed elevations at a scale of 1:50 or 1:100	
Existing and proposed site sections and finished floor and site levels	
Roof plan at a scale of 1:50 or 1:100	
Design and Access Statement	
Environmental Impact Assessment	
Local Requirements	
Affordable Housing Statement	
Agricultural Need Statement	
Air Quality Assessment	
Biodiversity Survey and Report	
Community Infrastructure Levy	
Crime Impact Statement	
Daylight/Sunlight Assessment	
Economic Statement	
Flood Risk Assessment	
Health Impact Assessment	
Heritage Statement	
Land Contamination Assessment	

Landscaping Scheme	
Lighting Assessment	
Marketing Report	
Mineral Resource Assessment	
Noise Impact Assessment	
Open Space Assessment	
Parking and Access Arrangements	
Planning Obligation(s)/Draft Heads of Terms	
Planning Statement	
Public Rights of Way	
Replacement Dwellings and Extensions to Existing Dwellings in the Open Countryside	
Statement of Community Involvement	
Structural Survey	
Student Accommodation Statement	
Summary of Application	
Sustainability Statement	
Sustainable Drainage Assessment	
Tall Building Impact Assessment	
Transport Assessment	
Travel Plan	
Tree Survey/Arboricultural Implications	
Utilities Statement and Foul Sewage Assessment	
Ventilation/Extraction Statement	
Waste Management, Refuse and Recycling Statement	

OUTLINE PLANNING APPLICATIONS CHECKLIST

	Tick for documents included
National requirements	
Completed standard planning application form, signed and dated	
The correct fee (where applicable)	
Ownership Certificate and agricultural holdings certificate. (If certificate B, C, or D is completed a copy of the relevant notification/publication should be included with the application)	
Location plan at a scale of 1:1250 or 1:2500	
Site plan/block plan at a scale of 1:500 or 1:200	
Existing and proposed floor plans at a scale of 1:50 or 1:100	
Existing and proposed elevations at a scale of 1:50 or 1:100	
Existing and proposed site sections and finished floor and site levels	
Roof plan at a scale of 1:50 or 1:100	
Design and Access Statement	
Environmental Impact Assessment	
Local Requirements	
Affordable Housing Statement	
Agricultural Need Statement	
Air Quality Assessment	
Biodiversity Survey and Report	
Community Infrastructure Levy	
Crime Impact Statement	
Daylight/Sunlight Assessment	
Economic Statement	
Flood Risk Assessment	
Health Impact Assessment	
Heritage Statement	
Land Contamination Assessment	
Landscaping Scheme	

Lighting Assessment	
Marketing Report	
Mineral Resource Assessment	
Noise Impact Assessment	
Open Space Assessment	
Parking and Access Arrangements	
Planning Obligation(s)/Draft Heads of Terms	
Planning Statement	
Public Rights of Way	
Replacement Dwellings and Extensions to Existing Dwellings in the Open Countryside	
Statement of Community Involvement	
Structural Survey	
Student Accommodation Statement	
Summary of Application	
Sustainability Statement	
Sustainable Drainage Assessment	
Tall Building Impact Assessment	
Transport Assessment	
Travel Plan	
Tree Survey/Arboricultural Implications	
Utilities Statement and Foul Sewage Assessment	
Ventilation/Extraction Statement	
Waste Management, Refuse and Recycling Statement	

APPROVAL OF RESERVED MATTERS CHECKLIST

	Tick for documents included
National requirements	
Completed standard planning application form, signed and dated	
The correct fee (where applicable)	
Site plan/block plan at a scale 1:500 or 1:200	
Existing and proposed floor plans at a scale of 1:50 or 1:100	
Existing and proposed elevations at a scale of 1:50 or 1:100	
Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100	
Roof plan at a scale of 1:50 or 1:100	
Environmental Impact Assessment	
Local Requirements	
Affordable Housing Statement	
Agricultural Need Statement	
Air Quality Assessment	
Biodiversity Survey and Report	
Community Infrastructure Levy	
Crime Impact Statement	
Daylight/Sunlight Assessment	
Economic Statement	
Flood Risk Assessment	
Health Impact Assessment	
Heritage Statement	
Land Contamination Assessment	
Landscaping Scheme	
Lighting Assessment.	
Marketing Report	
Mineral Resource Assessment	

Noise Impact Assessment	
Open Space Assessment	
Parking and Access Arrangements	
Planning Obligation(s)/Draft Heads of Terms	
Planning Statement	
Public Rights of Way	
Replacement Dwellings and Extensions to Existing Dwellings in the Open Countryside	
Statement of Community Involvement	
Structural Survey	
Student Accommodation Statement	
Summary of Application	
Sustainability Statement	
Sustainable Drainage Assessment	
Tall Building Impact Assessment	
Transport Assessment	
Travel Plan	
Tree Survey/Arboricultural Implications	
Utilities Statement	
Ventilation/Extraction Statement	
Waste Management, Refuse and Recycling Statement	

LISTED BUILDING CONSENT APPLICATIONS CHECKLIST

	Tick for documents included
National requirements	
Completed standard planning application form, signed and dated	
Ownership Certificate and agricultural holdings certificate. (If certificate B, C, or D is completed a copy of the relevant notification/publication should be included with the application)	
Location plan at a scale of 1:1250 or 1:2500	
Site plan/block plan at a scale 1:500 or 1:200	
Existing and proposed floor plans at a scale of 1:50 or 1:100 including plans of each floor where works are proposed	
Existing and proposed elevations where alterations are proposed at a scale of 1:100 or 1:50	
Existing and proposed site sections and finished floor and site levels 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	
Roof plan at a scale of 1:50 or 1:100	
Design and Access Statement	
Local Requirements	
Biodiversity Survey and Report	
Heritage Statement	
Lighting Assessment	
Mineral Resource Assessment	
Planning Statement	
Structural Survey	
Summary of Application	
Tree Survey/Arboricultural Implications	

ADVERTISEMENT CONSENT APPLICATIONS CHECKLIST

	Tick for documents included
National requirements	
Completed standard planning application form, signed and dated	
The correct fee (where applicable)	
Location Plan	
Existing and proposed elevations at a scale of 1:50 or 1:100	
Advertisement drawing(s) 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]	
Local Requirements	
Lighting Assessment (where illuminated advertisements are proposed)	
Planning Statement	

APPLICATION FOR LAWFUL DEVELOPMENT CERTIFICATE CHECKLIST

	Tick for documents included
National requirements	
Completed standard planning application form, signed and dated .	
The correct fee (where applicable)	
Plan which identifies the land to which the application relates drawn to an identified scale, and showing the direction of North	
Such evidence verifying the information included in the application as can be provided	
Such other information as is considered to be relevant to the application	
Existing and/or proposed floor plans at a scale of 1:50 or 1:100	
Existing and/or proposed site survey plan at a scale of 1:50 or 1:100	
Existing and/or proposed elevations at a scale of 1:50 or 1:100	
Local Requirements	
Biodiversity Survey and Report	
Community Infrastructure Levy	
Flood Risk Assessment	
Mineral Resource Assessment	
Planning Statement (to include statement of grounds on which the Certificate is sought	

PRIOR NOTIFICATION OF AGRICULTURAL DEVELOPMENT CHECKLIST

	Tick for documents included
National requirements	
A completed form or written description of the proposed development and the materials to be used	
Correct fee	
Location plan at a scale of 1:1250 or 1:2500	
Site plan/block plan at a scale 1:500 or 1:200	
Existing and proposed floor plans at a scale of 1:50 or 1:100	
Existing and proposed elevations at a scale of 1:50 or 1:100	
Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100	
Local Requirements	
Agricultural Need Statement	
Community Infrastructure Levy	
Flood Risk Assessment	
Landscaping Scheme	
Mineral Resource Assessment	
Waste Management, Refuse and Recycling Statement	

TELECOMMUNICATIONS DEVELOPMENT CHECKLIST (Prior Notification)

	Tick for documents included
National requirements	
A completed form or written description of the proposed development	
Correct fee	
A plan indicating its proposed location	
Existing and proposed plans and elevations	
Local Requirements	
Telecommunications Development Supplementary Information	

PRIOR NOTIFICATION OF DEMOLITION CHECKLIST

	Tick for documents included
National requirements	
A completed form or written description of the proposed development.	
Correct fee	
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	
Local Requirements	
Biodiversity Survey and Report	
Structural survey	

REMOVAL OR VARIATION OF CONDITIONS CHECKLIST

	Tick for documents included
National requirements	
Completed standard planning application form, signed and dated	
The correct fee (where applicable)	
Ownership Certificate and agricultural holdings certificate (If certificate B, C, or D is completed a copy of the relevant notification/publication should be included with the application)	
Existing and proposed floor plans at a scale of 1:50 or 1:100	
Existing and proposed elevations at a scale of 1:50 or 1:100	
Local Requirements	
Affordable Housing Statement	
Agricultural Need Statement	
Air Quality Assessment	
Biodiversity Survey and Report	
Community Infrastructure Levy	
Crime Impact Statement	
Daylight/Sunlight Assessment	
Economic Statement	
Flood Risk Assessment	
Foul Sewerage Assessment	
Health Impact Assessment	
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Utilities Statement	
Ventilation/Extraction Statement	
Waste Management, Refuse and Recycling Statement	

APPLICATIONS FOR WORKS TO TREES

Works to trees protected by a TPO

	Tick for documents included
Completed and dated application form, with all mandatory questions answered	
Sketch plan showing the location of all tree(s)	
Full and clear specification of the works to be carried out	
Statement of reasons for the proposed work	
Evidence in support of the statement of reasons. In particular, you should provide: <ul style="list-style-type: none"> • report by a tree professional (eg arboriculturist or horticultural adviser) if your reasons relate to the health and/or safety of the tree(s) • report by an engineer or surveyor, together with one from a tree professional (arboriculturist) if you are alleging subsidence damage. • Written technical advice if you are alleging structural damage 	
Details of any assistance or advice sought from the Local Planning Authority officer prior to submitting this form	

Works to trees in conservation areas

It is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

Completed and dated form, with all questions answered	
A full and clear specification of the works to be carried out	
Sketch plan showing the precise location of all tree(s)	
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	