



Planning Validation Checklist

Updated: March 2024

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Make a Planning Application: Forms and Submission Requirements

The Validation Checklists

The Council updates the validation checklists for applications having regard to [Article 11\(3\)\(c\) of the Town and Country Planning \(Development Management Procedure\) \(England\)\(Order\) \(2015\)](#) and Paragraph 44 of the [National Planning Policy Framework](#).

The validation checklist helps to achieve good standards of performance and provides applicants with greater certainty as to the nature and extent of information required in order to validate applications.

There are two levels of mandatory documents: national and local. The National Checklist sets out the essential requirements for validating all applications. The Local Validation Checklist is prepared by the Local Planning Authority (LPA) and provides a list of additional local requirements which will need to be met in certain circumstances, dependent on factors such as the location or characteristics of the site and the scale and nature of the development. Where appropriate, notes are provided to clarify and indicate the thresholds where requirements are likely to apply.

The LPA will take a proportionate approach to the information requested in support of planning applications. However, if the information required by either the national or local checklist is not included with an application, the LPA will class the application as invalid and will not register or process it.

Applications which are validated are likely to contain sufficient information for a decision to be made and this should enable the LPA to achieve a greater percentage of decisions within government timescales. However, there may still be occasions where the information submitted with a validated application is insufficient to show that a proposal complies with policy and the LPA reserves the right to ask for additional information.

The LPA's expectation is that applicants will seek to take advantage of the pre-application advice service (for which there is a scale of charges). This is available on the [Council's website](#). Additional information requirements falling within the local list will be identified through this service.

Plans and elevations will be checked for consistency. Any significant discrepancies will result in the application being deemed invalid. Plans that are marked 'do not scale' or with similar disclaimers will not be accepted and will result in the application being invalid and returned to the applicant or agent. Please ensure that you include all development proposed in the description of development, including new buildings/dwellings/extensions, changes of use, new or altered vehicular accesses, any alterations to external materials including windows and any fences, walls (or other means of enclosure as may be relevant) and hard surfacing.

If the LPA declares an application invalid, it will normally set out its reasons in writing to the applicant's agent. An application which has been declared invalid will be returned if all the items and/or information which it is lacking have not been provided within 28 days of the notification of invalidity. If all of the required information has been received the application will be validated.

Electronic Submissions

The submission of planning applications via the [Planning Portal](#) is strongly recommended.

Where large electronic files are submitted directly to the Council, please use **WeTransfer** folders. The Council cannot currently use other alternatives such as Drop Box.

Plans should be submitted as PDF files or files which enable electronic scaling using the Council's electronic scaling tool. Applicants are requested to redact the signatures of any consultants providing reports supporting applications before submission. This can substantially reduce the time it takes to validate an application.

Biodiversity Net Gain

Biodiversity Net Gain (BNG) is a strategy to contribute to the recovery of nature while developing land. It seeks to make sure habitat for wildlife is in a better state than it was before development. It is mandatory that developers must deliver a BNG of 10%. This applies to major developments from 12 February 2024 and to non-major development from 2 April 2024 [unless exempt](#). There are specific validation requirements set out in the relevant sections below. [More information can be found here](#).

Fire Statements

The Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021 ("the 2021 Order") applies to applications for Planning Permission made on or after 1 August 2021. It requires that measures to ensure the consideration of fire safety matters are now incorporated at the planning stage for schemes involving relevant high-rise buildings. Relevant buildings contain two or more dwellings or educational accommodation and are 18m or more in height, or 7 or more storeys high. Proposals for such developments must now be accompanied by a Fire Statement setting out fire safety considerations specific to the development.

Environmental Impact Assessment

Please note that there are specific requirements for applications which are subject to Environmental Impact Assessment. [Details can be found here.](#)

Advertisement Consent

Important Notes

This type of application should be used for proposals to display any advertisement or sign which requires express consent. The term 'advertisement' covers a very wide range of advertisements and signs including posters and notices; placards and boards; fascia signs and projecting signs; pole signs and canopy signs; models and devices; advance signs and directional signs; estate agents' boards; captive balloon advertising (not balloons in flight); flag advertisements; price markers and price displays; traffic signs; town and village name signs.

Applications for Advertisement Consent should be submitted in accordance with the requirements set out in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

[Read more information about this application type](#)

National Requirements

- Completed application form and the particulars specified on the form.
- A plan which is drawn to an identified scale which shows the direction of north and identifies the location of the site by reference to at least two named roads and identifies the proposed position of the advertisement.
- The correct fee.

Local Requirements

- A plan showing the site, the proposal, the site boundaries and the position of neighbouring buildings at a scale of 1:200 or less (i.e. 1:100).
- 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).
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans should not be marked with 'do not scale' or any similar phrase.
- Lighting assessment (if application includes proposals for illuminated signage or the installation of lighting).
- Streetscene, photos and photomontages. At the applicant's discretion but will be required if the proposal is within a Conservation Area or affects a Listed Building. [Read the Core Strategy Policies CS20, CS21 and CS24.](#)

Important note: an Advertisement Consent Application will not normally be made invalid for lack of the information set out in the Local Requirements but failure to provide it may lead to the delayed determination and/or refusal of the application.

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application form](#)

[Read about the application fees](#)

Amendment (Non-Material)

Important Notes

Applications for a Non-Material Amendment are made where a determination is required as to whether or not revisions to a scheme following a grant of Planning Permission will require the submission of a further Planning Application. They should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

[Read more information about this application type](#)

National Requirements

- Completed application form.
- The correct fee.

Note: At the same time as making the application, the applicant must give notice to any person who is an owner of the land to which the application relates or a tenant of an agricultural holding any part of which is comprised in the land to which the application relates, stating what the application is for and where the person can view a copy of it; and that any representations about the application must be made to the Local Planning Authority within 14 days of the date when the notice is given.

Local Requirements

- The applicant will need to provide sufficient information to enable the Local Planning Authority to identify the previous grant of planning permission and the approved plans which the applicant is seeking to vary. The applicant will not be required to provide copies of the original application but it will assist the LPA's consultation and determination procedures if they do provide copies of the original drawings. Comparable drawings showing the proposed revisions are required. When developers are applying to vary the approved plans they should clearly indicate the full extent of the proposed changes across the site.
- Supporting information required in relation to the changes sought. In most cases it will be appropriate to submit a Supplementary Statement to be read in conjunction with the documents that supported the original application.
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will not be valid.

Note: this application type cannot be used to make changes to a Listed Building Consent.

Note: for 'Minor Material Amendments' see "Conditions Removal or Variation (Section 73 Applications)."

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application forms](#)

[Read about the application fees](#)

Conditions Approval

Important Notes

This type of application will be necessary where a condition in a Planning Permission or a Listed Building Consent requires approval of details of a specified aspect of the development which was not fully described in the original application. These details often need to be submitted for approval before the development can begin (or before another trigger point as set out in the wording of the condition).

Applications for approval of details reserved by condition should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

[Read more information about this application type](#)

National Requirements

- Completed application form.
- All necessary details to allow the LPA to identify the original permission and deal with the application.
- The correct fee.

Local Requirements

- Details and plans as required by the condition(s) being addressed.
- Any drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will not be valid.

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application form](#)

[Read about the application fees](#)

Conditions Removal or Variation ('Section 73 Application') including 'Minor Material Amendments'

Important Notes

This type of application is to seek the removal or variation of a condition following the grant of Planning Permission or Listed Building Consent. Applications for 'Minor-Material Amendments' use this process.

Applications for the removal or variation of a condition should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

[Read more information about this application type](#)

National Requirements

- Completed application form.
- Location plan based on an up-to-date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following unless these would not influence or be affected by the proposed development:
 - all the buildings, road and a footpath on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - the position of all trees on the site and those on adjacent land
 - the extent and type of any hard surfacing and boundary treatment including walls or fencing where this is proposed.
- Appropriate ownership certificate and agricultural land declaration.
- The correct fee.

Local Requirements

- Site plan (see national requirements) at a scale of 1:200 or less (i.e. 1:100).
- The applicant will need to provide sufficient information to enable the Local Planning Authority (LPA) to identify the previous grant of Planning Permission and the associated condition(s) which the applicant is seeking to vary. The applicant will not be required to provide copies of the application but it will assist the LPA's consultation and determination procedures if they do provide copies of the original drawings. When developers are applying to vary the approved plans they should clearly indicate the full extent of the proposed changes across the site.
- Supporting information required in relation to the changes sought, in most cases it will be appropriate to submit a supplementary statement to be read in conjunction with the documents that supported the original application.
- Please refer to the appropriate checklist for the type of development proposed.
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

Note: Applications to amend the conditions attached to a Planning Permission do not need to be accompanied by a Design and Access Statement.

Notices to be Served on Landowners

For applications where ownership Certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the

Town and Country Planning (Development Management Procedure) (England) Order 2010. [The 'Notice 1 Form' can be used for this.](#)

To Apply

[Apply online](#)

[Download printable application form](#)

[Read guidance on how to complete the application form](#)

[Read about the application fees](#)

Full Planning Application

Important Notes

You should use this application form to make a detailed planning application for development, a change of use or permission for demolition in a Conservation Area. This excludes householder developments. For the purposes of this form, development includes building, engineering or other works, in, on, over or under land, or the making of any material change in the use of any buildings or other land. As such it should be used for any works relating to a flat; applications to change the number of dwellings (flat conversions, building a separate house in the garden); changes of use to part or all of the property to non-residential (including business) uses; anything outside the garden of the property (including stables if in a separate paddock) and also new vehicular crossover/dropped kerbs.

Applications for planning permission should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

[Read more information about this application type](#)

National Requirements

- Completed application form.
- Location plan based on an up-to-date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following unless these would not influence or be affected by the proposed development:
 - all the buildings, road and a footpath on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - the position of all trees on the site and those on adjacent land
 - the extent and type of any hard surfacing and boundary treatment including walls or fencing where this is proposed.
- Appropriate ownership certificate and agricultural land declaration.
- The correct fee.
- [Biodiversity Net Gain \(BNG\) Information](#). Where development would be subject to the general biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended):
 - a statement as to whether the applicant believes that permission, if granted, would be subject to the biodiversity gain condition. Alternatively, where the applicant believes that any permission would not be subject to the biodiversity gain condition, the reasons for that belief.
 - the pre-development biodiversity value of the on-site habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations and the publication date and version of the biodiversity metric used to calculate that value.
 - where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date.
 - a statement confirming whether the biodiversity value of the on-site habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this.
 - a description of any 'irreplaceable habitat' (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date); and

- a plan, drawn to an identified scale which must show the direction of North, showing on-site habitat existing on the date of application (or an earlier date), including any irreplaceable habitat.

If this information has not been provided, we must refuse to validate the application. Within the planning application form applicants will be asked to confirm whether this information accompanies the application. Where these details have been provided elsewhere in accompanying documents, applicants are encouraged to refer to these rather than duplicate this information within the application form.

In addition to these minimum information requirements, further information may need to be provided in order to assist the consideration of BNG as part of the planning application, in particular where there are particular considerations around significant on-site biodiversity enhancements or in exceptional circumstances the use of offsite biodiversity gains.

Where pre-application engagement has indicated the need for a significant increase of on-site biodiversity enhancements, then applicants are encouraged to provide a draft Habitat Management and Monitoring Plan as part of the application which sets out the proposals for long term maintenance of habitats to be secured through planning condition or planning obligation; or an off-site biodiversity gains site specifically to provide gains for the development, then applicants are encouraged to provide the LPA with draft heads of terms clearly setting out the obligations that they are likely to be bound by in a section 106 agreement, should permission be granted. ([Schedule 7A of the Town and Country Planning Act 1990 \(as inserted by Schedule 14 of the Environment Act 2021\)](#)).

- Design and Access Statement where required.
- Fire Statement where buildings contain two or more dwellings or educational accommodation and are 18m or more in height, or 7 or more storeys.

Local Requirements

- Site plan (see national requirements) at a scale of 1:200 or less (i.e. 1:100).
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans at a scale of 1:50 or 1:100.
- Existing and proposed site sections and finished floor and site levels e.g. at a scale of 1:50 or 1:100.
- Roof plans at a scale of 1:50 or 1:100.
- Geo-located 3D/Interactive modelling of proposals in fbx. format compatible with the Council's Vu City 3D Platform. Required on proposals for major development within the Town Centre boundary. The model must be geo-located in Ordnance Survey space in metres (m) units. The model is intended for the evaluation of massing and should not be a large-set BIM model with full structural information. It should have less than 65,000 vertices and does not require internal information. Please contact the Case Officer for further information.
- CIL Additional Information Form. Read more information about the Community Infrastructure Levy. ([Planning Practice Guidance Paragraph: 200 Reference ID: 25-200-20190901](#))
- Surface water drainage statement to support surface water drainage strategy Required for major developments. Read more information on Sustainable Urban Drainage Systems (SUDS).
- Affordable Housing Statement. Required if proposal is likely to require the provision of affordable housing. ([Core Strategy Policy CS12](#), [Affordable Housing Delivery SPD](#)).
- Ancillary structure plans such as bin store, cycle store, CHP unit.
- Air Quality Assessment. Required if proposal is likely to have an adverse effect on the quality of the air. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Biodiversity/Ecology/Wildlife Survey including Bat and Badger Surveys and mitigation. Required if proposal is likely to have an impact on wildlife and biodiversity. ([National Planning Policy Framework Section 15](#), [Core Strategy Policies CS7 and CS8](#)).
- Daylight/Sunlight Assessment. Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses. ([Core Strategy Policy CS21](#)).
- Environmental Statement required in circumstances set out in the Environmental Impact Assessment Regulations.
- Engineering works, banks and bunds and sections drawings and details where appropriate.

- Flood Risk Assessment/completion and demonstration of compliancy with the [Environment Agency's standing advice](#) and the National Planning Policy Framework (Section 14 Meeting the challenge of climate change, flooding and coastal change).
- Glare Assessment. Required for proposals for tall buildings or buildings proposed with high levels of glazing or reflective cladding which may result in glare affecting road users or the railway line. Alternatively, this may be incorporated in the Design and Access Statement or Environmental Statement as appropriate. ([National Planning Policy Framework Section 12](#), [Core Strategy Policy CS21](#))
- Green Belt 'Very Special Circumstances' case/argument where inappropriate development in the Green Belt is proposed. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Green Belt percentage footprint, floor space and volume increase calculations of the original, existing and proposed works, if they are to result in an increase in the size of the development. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Landscaping proposals. Required if hard/ soft landscaping works are involved. ([National Planning Policy Framework Sections 8 and 12](#), [Core Strategy Policies CS21 and CS24](#)).
- Microclimate/Wind Assessment. Required for proposals for tall buildings. Alternatively, this may be incorporated in the Design and Access Statement or Environmental Statement as appropriate. ([National Planning Policy Framework Section 12](#), [Core Strategy Policy CS21](#))
- Parking and servicing proposals plan.
- Retail Assessment. Where it is required to demonstrate that proposal meets the requirements of the [National Planning Policy Framework \(Section 7 Ensuring the vitality of town centres\)](#).
- Heritage Statement in accordance with the provisions of the National Planning Policy Framework ([Section 16 Conserving and enhancing the historic environment](#)) will be required where the proposal is in a Conservation Area or affects a local or statutory listed building.
- Contaminated Land Assessment/desk top study. Required if the application site is known to be or is suspected of being contaminated, further advice should be sought from the Council's Scientific Officer. ([National Planning Policy Framework Section 15](#)).
- Lighting Assessment. Required if proposal includes the installation of external lighting or will make external lighting necessary. ([Core Strategy Policy CS21](#)).
- Noise Impact Assessment. Required if the proposal is likely to have a noise impact such as the installation of plant equipment. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Photographs/photomontages. At applicant's discretion but will be required if the proposal is in a Conservation Area or affects a Listed Building.
- Streetscene drawing. Where appropriate, will be required to demonstrate how the proposal relates to adjacent buildings and the street scene as a whole.
- Planning Statement. Required for all major applications (i.e. ten dwellings or more or where the floor space to be built is 1,000 metres or more or where the site is one hectare or more). For all other types of application, at applicant's discretion.
- Site Waste Management Plan. For proposals with significant demolition, excavation or engineering work, required to indicate the type and volume of materials to be demolished/excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
- Statement of Community Involvement. Required where community involvement has been arranged prior to making an application.
- Structural survey. Required where substantial demolition or excavation works are proposed.
- Sustainability: [Climate neutral development checklist](#). Required for all applications with the exception of very minor development such as minor exterior alterations.

Combined heat and power (CHP) feasibility study. Required if proposal site is located in proximity of an existing or proposed CHP station, as illustrated in Climate Change SPD.

Electric vehicle charging infrastructure proposals as per standards in Climate Change SPD.

A statement setting out the sustainable design and construction measures to be implemented within the development, including the use of any low/zero carbon technologies. Required for new residential development (to include how the development will meet the water and energy efficiency standards set

out in the Council's guidance note on housing standards); or new non-residential development of 1,000 sqm or more (gross) floor space meeting BREEAM standards; including applications for developments with exceptionally high total energy consumption. ([Core Strategy Policy CS22](#), as updated by the Council's [guidance note](#) on housing standards).

A pre-assessment to demonstrate compliance with BREEAM very good standards will be required for all new non-residential development of 1,000 sqm or more (gross) floor space. Applications for developments with exceptionally high total energy consumption such as large leisure facilities or data storage centres are required to demonstrate how the overall carbon emissions of the development will be reduced through the use of renewable energy measures on site. ([Core Strategy Policy CS22](#)).

- Telecommunication development. Supplementary information required in accordance with the provisions of the National Planning Policy Framework (Section 5 Supporting high quality communications infrastructure).
- TV/Radio Implications Assessment. Required for proposals involving tall buildings.
- Transport Survey and Assessment. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Travel Plan. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Tree Survey/Arboricultural Implications Assessment /method statement. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees. ([National Planning Policy Framework Section 12](#), [Core Strategy Policies CS7 and CS21](#)).
- Ventilation/extraction details and statement. Required to accompany all applications for the use of premises as restaurants/cafes, drinking establishments, hot food takeaways, other Class E uses as where relevant (such as light industrial uses), Class B2 (General industrial) and Class B8 (Storage and distribution) uses. Also required for significant retail, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.
- Special Protection Area (SPA) statement. Required for all new residential development detailing how SPA avoidance measures will be met i.e. by S106 agreement, SAMM tariff or SANG provision. ([Core Strategy Policy CS8](#)).
- Archaeological desk-based assessment or, where research is insufficient to make an assessment, a field evaluation. Likely to be required if the site has archaeological interest or is over 0.4ha in area. ([Core Strategy Policy CS20](#)).
- Accessibility Statement. Required for specialist accommodation proposals to show how accessibility and wheelchair housing standards are met. This can be submitted as part of any Design and Access Statement. ([Core Strategy Policy CS13](#), as updated by the Council's [guidance note](#) on housing standards).
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will not be valid.

Notices to be Served on Landowners

For applications where ownership certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010. [The 'Notice 1 Form' can be used for this.](#)

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application form](#)

[Read about the application fees](#)

Full Planning and Advertisement Consent Applications

Important Notes

Applications for works requiring both full Planning Permission and consent for the display of signs or advertisements. For example, the replacement of a shopfront (which requires Planning Permission) and the installation of new shop signage (which requires Advertisement Consent). The application will have two separate reference numbers: one for the Planning Application, one for the Advertisement Consent application.

Applications for Planning Permission and Advertisement Consent should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

National Requirements

- Completed application form.
- Location plan based on an up-to-date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500, but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following unless these would not influence or be affected by the proposed development:
 - all buildings, roads and footpaths on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - position of all trees on the site and those on adjacent land
 - extent and type of any hard surfacing
 - boundary treatment including walls or fencing where this is proposed.
- Appropriate ownership certificate and agricultural land declaration.
- The correct fee.
- [Biodiversity Net Gain \(BNG\) Information](#). Where development would be subject to the general biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended):
 - a statement as to whether the applicant believes that permission, if granted, would be subject to the biodiversity gain condition. Alternatively, where the applicant believes that any permission would not be subject to the biodiversity gain condition, the reasons for that belief.
 - the pre-development biodiversity value of the on-site habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations and the publication date and version of the biodiversity metric used to calculate that value.
 - where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date.
 - a statement confirming whether the biodiversity value of the on-site habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this.
 - a description of any 'irreplaceable habitat' (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
 - a plan, drawn to an identified scale which must show the direction of North, showing on-site habitat existing on the date of application (or an earlier date), including any irreplaceable habitat.

If this information has not been provided, we must refuse to validate the application. Within the planning application form applicants will be asked to confirm whether this information accompanies the application.

Where these details have been provided elsewhere in accompanying documents, applicants are encouraged to refer to these rather than duplicate this information within the application form.

In addition to these minimum information requirements, further information may need to be provided in order to assist the consideration of BNG as part of the planning application, in particular where there are particular considerations around significant on-site biodiversity enhancements or in exceptional circumstances the use of offsite biodiversity gains.

Where pre-application engagement has indicated the need for a significant increase of on-site biodiversity enhancements, then applicants are encouraged to provide a draft Habitat Management and Monitoring Plan as part of the application which sets out the proposals for long term maintenance of habitats to be secured through planning condition or planning obligation; or an off-site biodiversity gains site specifically to provide gains for the development, then applicants are encouraged to provide the LPA with draft heads of terms clearly setting out the obligations that they are likely to be bound by in a section 106 agreement, should permission be granted. ([Schedule 7A of the Town and Country Planning Act 1990 \(as inserted by Schedule 14 of the Environment Act 2021\)](#)).

- [Design and Access Statement](#) where required.
- [Fire Statement](#) where buildings contain two or more dwellings or educational accommodation and are 18m or more in height, or 7 or more storeys.

Local Requirements

- Site plan (see national requirements) at a scale of 1:200 or less (i.e. 1:100).
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans at a scale of 1:50 or 1:100.
- Existing and proposed site sections and finished floor and site levels e.g. at a scale of 1:50 or 1:100.
- Roof plans at a scale of 1:50 or 1:100.
- Geo-located 3D/Interactive modelling of proposals in fbx. format compatible with the Council's [Vu City 3D Platform](#). Required on proposals for major development within the Town Centre boundary. The model must be geo-located in Ordnance Survey space in metres (m) units. The model is intended for the evaluation of massing and should not be a large-set BIM model with full structural information. It should have less than 65,000 vertices and does not require internal information. Please contact the Case Officer for further information.
- [CIL Additional Information Form](#). Read more information about the Community Infrastructure Levy. ([Planning Practice Guidance Paragraph: 200 Reference ID: 25-200-20190901](#))
- [Surface water drainage statement](#) to support surface water drainage strategy Required for major developments. [Read more information on Sustainable Urban Drainage Systems \(SUDS\)](#).
- Affordable Housing Statement. Required if proposal is likely to require the provision of affordable housing. ([Core Strategy Policy CS12](#), [Affordable Housing Delivery SPD](#)).
- Ancillary structure plans such as bin store, cycle store, CHP unit.
- Air Quality Assessment. Required if proposal is likely to have an adverse effect on the quality of the air. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Biodiversity/Ecology/Wildlife Survey including Bat and Badger Surveys and mitigation. Required if proposal is likely to have an impact on wildlife and biodiversity. ([National Planning Policy Framework Section 15](#), [Core Strategy Policies CS7 and CS8](#)).
- Daylight/Sunlight Assessment. Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses. ([Core Strategy Policy CS21](#)).
- Environmental Statement required in circumstances set out in the [Environmental Impact Assessment Regulations](#) as amended.
- Engineering works, banks and bunds and sections drawings and details where appropriate.
- Flood Risk Assessment/completion and demonstration of compliancy with the [Environment Agency's standing advice](#) and the National Planning Policy Framework (Section 14 Meeting the challenge of climate change, flooding and coastal change).

- Glare Assessment. Required for proposals for tall buildings or buildings proposed with high levels of glazing or reflective cladding which may result in glare affecting road users or the railway line. Alternatively, this may be incorporated in the Design and Access Statement or Environmental Statement as appropriate. ([National Planning Policy Framework Section 12](#), [Core Strategy Policy CS21](#))
- Green Belt 'Very Special Circumstances' case/argument where inappropriate development in the Green Belt is proposed. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Green Belt percentage footprint, floor space and volume increase calculations of the original, existing and proposed works, if they are to result in an increase in the size of the development. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Landscaping proposals. Required if hard/ soft landscaping works are involved. ([National Planning Policy Framework Sections 8 and 12](#), [Core Strategy Policies CS21 and CS24](#)).
- Microclimate/Wind Assessment. Required for proposals for tall buildings. Alternatively, this may be incorporated in the Design and Access Statement or Environmental Statement as appropriate. ([National Planning Policy Framework Section 12](#), [Core Strategy Policy CS21](#))
- Parking and servicing proposals plan.
- Retail Assessment. Where it is required to demonstrate that proposal meets the requirements of the [National Planning Policy Framework \(Section 7 Ensuring the vitality of town centres\)](#).
- Heritage Statement in accordance with the provisions of the National Planning Policy Framework ([Section 16 Conserving and enhancing the historic environment](#)) will be required where the proposal is in a Conservation Area or affects a local or statutory listed building.
- Contaminated Land Assessment/desk top study. Required if the application site is known to be or is suspected of being contaminated, further advice should be sought from the Council's Scientific Officer. ([National Planning Policy Framework Section 15](#)).
- Lighting Assessment. Required if proposal includes the installation of external lighting or will make external lighting necessary. ([Core Strategy Policy CS21](#)).
- Noise Impact Assessment. Required if the proposal is likely to have a noise impact such as the installation of plant equipment. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Photographs/photomontages. At applicant's discretion but will be required if the proposal is in a Conservation Area or affects a Listed Building.
- Streetscene drawing. Where appropriate, will be required to demonstrate how the proposal relates to adjacent buildings and the street scene as a whole.
- Planning Statement. Required for all major applications (i.e. ten dwellings or more or where the floor space to be built is 1,000 metres or more or where the site is one hectare or more). For all other types of application, at applicant's discretion.
- Site Waste Management Plan. For proposals with significant demolition, excavation or engineering work, required to indicate the type and volume of materials to be demolished/excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
- Statement of Community Involvement. Required where community involvement has been arranged prior to making an application.
- Structural survey. Required where substantial demolition or excavation works are proposed.
- Sustainability: [Climate neutral development checklist](#). Required for all applications with the exception of very minor development such as minor exterior alterations.

Combined heat and power (CHP) feasibility study. Required if proposal site is located in proximity of an existing or proposed CHP station, as illustrated in Climate Change SPD.

Electric vehicle charging infrastructure proposals as per standards in Climate Change SPD.

A statement setting out the sustainable design and construction measures to be implemented within the development, including the use of any low/zero carbon technologies. Required for new residential development (to include how the development will meet the water and energy efficiency standards set out in the Council's guidance note on housing standards); or new non-residential development of 1,000 sqm or more (gross) floor space meeting BREEAM standards; including applications for developments

with exceptionally high total energy consumption. ([Core Strategy Policy CS22](#), as updated by the Council's [guidance note](#) on housing standards).

A pre-assessment to demonstrate compliance with BREEAM very good standards will be required for all new non-residential development of 1,000 sqm or more (gross) floor space. Applications for developments with exceptionally high total energy consumption such as large leisure facilities or data storage centres are required to demonstrate how the overall carbon emissions of the development will be reduced through the use of renewable energy measures on site. ([Core Strategy Policy CS22](#)).

- Telecommunication development. Supplementary information required in accordance with the provisions of the National Planning Policy Framework (Section 5 Supporting high quality communications infrastructure).
- TV/Radio Implications Assessment. Required for proposals involving tall buildings.
- Transport Survey and Assessment. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Travel Plan. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Tree Survey/Arboricultural Implications Assessment /method statement. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees. ([National Planning Policy Framework Section 12](#), [Core Strategy Policies CS7 and CS21](#)).
- Ventilation/extraction details and statement. Required to accompany all applications for the use of premises as restaurants/cafes, drinking establishments, hot food takeaways, other Class E uses as where relevant (such as light industrial uses), Class B2 (General industrial) and Class B8 (Storage and distribution) uses. Also required for significant retail, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.
- Special Protection Area (SPA) statement. Required for all new residential development detailing how SPA avoidance measures will be met i.e. by S106 agreement, SAMM tariff or SANG provision. ([Core Strategy Policy CS8](#)).
- Archaeological desk-based assessment or, where research is insufficient to make an assessment, a field evaluation. Likely to be required if the site has archaeological interest or is over 0.4ha in area. ([Core Strategy Policy CS20](#)).
- Accessibility Statement. Required for specialist accommodation proposals to show how accessibility and wheelchair housing standards are met. This can be submitted as part of any Design and Access Statement. ([Core Strategy Policy CS13](#), as updated by the Council's [guidance note](#) on housing standards).
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

Notices to be Served on Landowners

For applications where ownership certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010. [The 'Notice 1 Form' can be used for this.](#)

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Full Planning and Listed Building Consent Applications

Important Notes

Applications for works requiring both full Planning Permission and Listed Building Consent. The application will have two separate reference numbers; one for the Planning Application, one for the Listed Building Consent application.

Applications for planning permission should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

National Requirements

- Completed application form
- Location plan based on an up-to-date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following unless these would not influence or be affected by the proposed development:
 - all buildings, roads and footpaths on land adjoining the site including access arrangements.
 - all public rights of way crossing or adjoining the site.
 - position of all trees on the site and those on adjacent land
 - extent and type of any hard surfacing and boundary treatment including walls or fencing where this is proposed.
- Appropriate ownership certificate and agricultural land declaration.
- The correct fee.
- [Biodiversity Net Gain \(BNG\) Information](#). Where development would be subject to the general biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended):
 - a statement as to whether the applicant believes that permission, if granted, would be subject to the biodiversity gain condition. Alternatively, where the applicant believes that any permission would not be subject to the biodiversity gain condition, the reasons for that belief.
 - the pre-development biodiversity value of the on-site habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations and the publication date and version of the biodiversity metric used to calculate that value.
 - where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date.
 - a statement confirming whether the biodiversity value of the on-site habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this.
 - a description of any 'irreplaceable habitat' (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
 - a plan, drawn to an identified scale which must show the direction of North, showing on-site habitat existing on the date of application (or an earlier date), including any irreplaceable habitat.

If this information has not been provided, we must refuse to validate the application. Within the planning application form applicants will be asked to confirm whether this information accompanies the application. Where these details have been provided elsewhere in accompanying documents, applicants are encouraged to refer to these rather than duplicate this information within the application form.

In addition to these minimum information requirements, further information may need to be provided in order to assist the consideration of BNG as part of the planning application, in particular where there are particular considerations around significant on-site biodiversity enhancements or in exceptional circumstances the use of offsite biodiversity gains.

Where pre-application engagement has indicated the need for a significant increase of on-site biodiversity enhancements, then applicants are encouraged to provide a draft Habitat Management and Monitoring Plan as part of the application which sets out the proposals for long term maintenance of habitats to be secured through planning condition or planning obligation; or an off-site biodiversity gains site specifically to provide gains for the development, then applicants are encouraged to provide the LPA with draft heads of terms clearly setting out the obligations that they are likely to be bound by in a section 106 agreement, should permission be granted. ([Schedule 7A of the Town and Country Planning Act 1990 \(as inserted by Schedule 14 of the Environment Act 2021\)](#)).

- [Design and Access Statement](#) where required.
- [Fire Statement](#) where buildings contain two or more dwellings or educational accommodation and are 18m or more in height, or 7 or more storeys.

Local Requirements

- Site plan (see national requirements) at a scale of 1:200 or less (i.e. 1:100).
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans at a scale of 1:50 or 1:100.
- Existing and proposed site sections and finished floor and site levels e.g. at a scale of 1:50 or 1:100.
- Roof plans at a scale of 1:50 or 1:100.
- Geo-located 3D/Interactive modelling of proposals in fbx. format compatible with the Council's [Vu City 3D Platform](#). Required on proposals for major development within the Town Centre boundary. The model must be geo-located in Ordnance Survey space in metres (m) units. The model is intended for the evaluation of massing and should not be a large-set BIM model with full structural information. It should have less than 65,000 vertices and does not require internal information. Please contact the Case Officer for further information.
- [CIL Additional Information Form](#). Read more information about the Community Infrastructure Levy. ([Planning Practice Guidance Paragraph: 200 Reference ID: 25-200-20190901](#))
- [Surface water drainage statement](#) to support surface water drainage strategy Required for major developments. [Read more information on Sustainable Urban Drainage Systems \(SUDS\)](#).
- Affordable Housing Statement. Required if proposal is likely to require the provision of affordable housing. ([Core Strategy Policy CS12](#), [Affordable Housing Delivery SPD](#)).
- Ancillary structure plans such as bin store, cycle store, CHP unit.
- Air Quality Assessment. Required if proposal is likely to have an adverse effect on the quality of the air. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Biodiversity/Ecology/Wildlife Survey including Bat and Badger Surveys and mitigation. Required if proposal is likely to have an impact on wildlife and biodiversity. ([National Planning Policy Framework Section 15](#), [Core Strategy Policies CS7 and CS8](#)).
- Daylight/Sunlight Assessment. Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses. ([Core Strategy Policy CS21](#)).
- Environmental Statement required in circumstances set out in the [Environmental Impact Assessment Regulations](#) as amended.
- Engineering works, banks and bunds and sections drawings and details where appropriate.
- Flood Risk Assessment/completion and demonstration of compliancy with the [Environment Agency's standing advice](#) and the National Planning Policy Framework (Section 14 Meeting the challenge of climate change, flooding and coastal change).
- Glare Assessment. Required for proposals for tall buildings or buildings proposed with high levels of glazing or reflective cladding which may result in glare affecting road users or the railway line. Alternatively, this may be incorporated in the Design and Access Statement or Environmental Statement as appropriate. ([National Planning Policy Framework Section 12](#), [Core Strategy Policy CS21](#))

- Green Belt 'Very Special Circumstances' case/argument where inappropriate development in the Green Belt is proposed. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Green Belt percentage footprint, floor space and volume increase calculations of the original, existing and proposed works, if they are to result in an increase in the size of the development. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Landscaping proposals. Required if hard/ soft landscaping works are involved. ([National Planning Policy Framework Sections 8 and 12](#), [Core Strategy Policies CS21 and CS24](#)).
- Parking and servicing proposals plan.
- Retail Assessment. Where it is required to demonstrate that proposal meets the requirements of the [National Planning Policy Framework \(Section 7 Ensuring the vitality of town centres\)](#).
- Heritage Statement in accordance with the provisions of the National Planning Policy Framework ([Section 16 Conserving and enhancing the historic environment](#)) will be required where the proposal is in a Conservation Area or affects a local or statutory listed building.
- Contaminated Land Assessment/desk top study. Required if the application site is known to be or is suspected of being contaminated, further advice should be sought from the Council's Scientific Officer. ([National Planning Policy Framework Section 15](#)).
- Lighting Assessment. Required if proposal includes the installation of external lighting or will make external lighting necessary. ([Core Strategy Policy CS21](#)).
- Microclimate/Wind Assessment. Required for proposals for tall buildings. Alternatively, this may be incorporated in the Design and Access Statement or Environmental Statement as appropriate. ([National Planning Policy Framework Section 12](#), [Core Strategy Policy CS21](#))
- Noise Impact Assessment. Required if the proposal is likely to have a noise impact such as the installation of plant equipment. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Photographs/photomontages. At applicant's discretion but will be required if the proposal is in a Conservation Area or affects a Listed Building.
- Streetscene drawing. Where appropriate, will be required to demonstrate how the proposal relates to adjacent buildings and the street scene as a whole.
- Planning Statement. Required for all major applications (i.e. ten dwellings or more or where the floor space to be built is 1,000 metres or more or where the site is one hectare or more). For all other types of application, at applicant's discretion.
- Site Waste Management Plan. For proposals with significant demolition, excavation or engineering work, required to indicate the type and volume of materials to be demolished/excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
- Statement of Community Involvement. Required where community involvement has been arranged prior to making an application.
- Structural survey. Required where substantial demolition or excavation works are proposed.
- Sustainability: [Climate neutral development checklist](#). Required for all applications with the exception of very minor development such as minor exterior alterations.

Combined heat and power (CHP) feasibility study. Required if proposal site is located in proximity of an existing or proposed CHP station, as illustrated in Climate Change SPD.

Electric vehicle charging infrastructure proposals as per standards in Climate Change SPD.

A statement setting out the sustainable design and construction measures to be implemented within the development, including the use of any low/zero carbon technologies. Required for new residential development (to include how the development will meet the water and energy efficiency standards set out in the Council's guidance note on housing standards); or new non-residential development of 1,000 sqm or more (gross) floor space meeting BREEAM standards; including applications for developments with exceptionally high total energy consumption. ([Core Strategy Policy CS22](#), as updated by the Council's [guidance note](#) on housing standards).

A pre-assessment to demonstrate compliance with BREEAM very good standards will be required for all new non-residential development of 1,000 sqm or more (gross) floor space. Applications for developments with exceptionally high total energy consumption such as large leisure facilities or data

storage centres are required to demonstrate how the overall carbon emissions of the development will be reduced through the use of renewable energy measures on site. ([Core Strategy Policy CS22](#)).

- Telecommunication development. Supplementary information required in accordance with the provisions of the National Planning Policy Framework (Section 5 Supporting high quality communications infrastructure).
- TV/Radio Implications Assessment. Required for proposals involving tall buildings.
- Transport Survey and Assessment. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Travel Plan. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Tree Survey/Arboricultural Implications Assessment /method statement. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees. ([National Planning Policy Framework Section 12](#), [Core Strategy Policies CS7 and CS21](#)).
- Ventilation/extraction details and statement. Required to accompany all applications for the use of premises as restaurants/cafes, drinking establishments, hot food takeaways, other Class E uses as where relevant (such as light industrial uses), Class B2 (General industrial) and Class B8 (Storage and distribution) uses. Also required for significant retail, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.
- Special Protection Area (SPA) statement. Required for all new residential development detailing how SPA avoidance measures will be met i.e. by S106 agreement, SAMP tariff or SANG provision. ([Core Strategy Policy CS8](#)).
- Archaeological desk-based assessment or, where research is insufficient to make an assessment, a field evaluation. Likely to be required if the site has archaeological interest or is over 0.4ha in area. ([Core Strategy Policy CS20](#)).
- Accessibility Statement. Required for specialist accommodation proposals to show how accessibility and wheelchair housing standards are met. This can be submitted as part of any Design and Access Statement. ([Core Strategy Policy CS13](#), as updated by the Council's [guidance note](#) on housing standards).
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

Notices to be Served on Landowners

For applications where ownership certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and Article 11 of the Planning (Listed Buildings and Conservation Areas) Act 1990. [The 'Notice 1 Form' can be used for this.](#)

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application form](#)

[Read about the application fees](#)

Hedgerow Removal Notice

Applications to notify the Council of proposed works to or removal of a protected hedgerow.

[Read more about this type of application](#)

National Requirements

- Completed application form.
- The plan referred to in the form.
- The reasons for removal and ownership details referred to in the form.

Note: there is currently no fee associated with this type of application.

Local Requirements

- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application form](#)

[Read about the application fees](#)

High Hedges Complaints

Important Notes

Part 8 of the [Anti-social Behaviour Act 2003](#) allows local Councils to deal with complaints about high hedges in their areas. Councils determining a complaint decide whether the height of the high hedge is having an adverse effect on a neighbour's enjoyment of their home and/or garden. If it is, the Council may order the owner of a high hedge to take action to put right the problem and stop it from happening again.

These complaints are dealt with under Anti-social Behaviour legislation rather than Town Planning legislation but are managed by the Council's Arboricultural (Tree) Officers.

[Read this before pursuing a complaint](#)

[Read more about this type of application](#)

Submission Requirements

- Completed Application Form
- Plan (at a scale of 1:200 or 1:500) showing the site and any surrounding properties and direction of north.
- Evidence or reports in support of your complaint (i.e. copies of letters, emails sent to your neighbour etc). You should include the steps you've taken to try to settle the dispute, the problems that you are having in your home and/or its garden because the hedge is too tall, why these problems are serious and how you think the hedge is adversely affecting the reasonable enjoyment of this property.
- Photograph(s) of the tree/hedge(s)
- The correct fee

To Apply

[Download a printable application form](#)

Please send a downloaded and completed form and the other submission requirements to: The Arboricultural Officer, Woking Borough Council, Civic Offices, Gloucester Square, Woking, GU21 6YL or developmentmanagement@woking.gov.uk

[Read about the application fee](#)

Householder Application

Important Notes

Application for works to houses which require planning permission, including demolition in a Conservation Area. This type of application should be used for projects such as: extensions; conservatories; loft conversions; dormer windows; garages, car ports and outbuildings. This type of application cannot be used for works relating to a flat/apartment or maisonette or for any vehicular crossovers/dropped kerbs.

Please note that Planning Permission is not needed for all household building work. Under 'Permitted Development' rules you can carry out a number of household building work projects, provided they meet certain limits and conditions, and the permitted development rights are not restricted for your property. You can find out whether you need planning permission for your building project by viewing the [Planning Portal's interactive house](#).

Householder applications should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

[Read more information on this application type](#)

National Requirements

- Completed application form.
- Location plan based on an up-to-date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following unless these would not influence or be affected by the proposed development:
 - all the buildings, road and a footpath on land adjoining the site including access arrangements.
 - all public rights of way crossing or adjoining the site.
 - the position of all trees on the site and those on adjacent land.
 - the extent and type of any hard surfacing and boundary treatment including walls or fencing where this is proposed.
- Appropriate ownership certificate and agricultural land declaration.
- The correct fee.
- [Design and Access Statement](#) where required.

Local Requirements

- Site plan (see national requirements) at a scale of 1:200 or less (such as 1:100).
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans at a scale of 1:50 or 1:100.
- Existing and proposed site sections and finished floor and site levels e.g. at a scale of 1:50 or 1:100.
- Roof plans e.g. at a scale of 1:50 or 1:100.
- [CIL Additional Information Form. Read more information about the Community Infrastructure Levy. \(Planning Practice Guidance Paragraph: 200 Reference ID: 25-200-20190901\)](#)
- Flood Risk Assessment/completion and demonstration of compliancy with the [Environment Agency's standing advice](#) and the National Planning Policy Framework (Section 10 Meeting the challenge of climate change, flooding and coastal change).
- Green Belt 'very special circumstances case' where inappropriate development in the Green Belt is proposed. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).

- Green Belt percentage footprint, floor space and volume increase calculations of the original, existing and proposed works, if they are to result in an increase in the size of the development. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Landscaping proposals. Required if hard/ soft landscaping works are involved. ([National Planning Policy Framework Sections 12 and 15](#), [Core Strategy Policies CS21 and CS24](#)).
- Parking provision. Details of existing and proposed parking required if proposal affects existing parking spaces including on-street parking bays and/or is likely to create changes in the demand for parking on site or on surrounding streets.
- Photographs/photomontages. At applicant's discretion but will generally be required if the proposal is in a Conservation Area or affects a Listed Building.
- Tree survey/method statement/Arboricultural Implications Assessment. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees. ([National Planning Policy Framework Sections 12 and 15](#), [Core Strategy Policies CS7 and CS21](#)).
- Technical brochure and specifications required for applications for solar panels, sun pipes etc.
- Heritage Statement in accordance with the provisions of the National Planning Policy Framework (Section 12 Conserving and enhancing the historic environment) will be required if the proposal is in a Conservation Area or affects a Local or statutory Listed Building.
- Sustainability: Climate Neutral Development Checklist. Required for all applications except for very minor development such as minor exterior alterations. ([Core Strategy Policy CS22](#)).
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

Notices to be Served on Landowners

For applications where ownership certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010. [The 'Notice 1 Form' can be used for this.](#)

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application form](#)

[Read about the application fees](#)

Householder and Listed Building Consent Applications

Important Notes

Application for works to houses which both require Planning Permission and Listed Building Consent. The application will have two separate reference numbers; one for the Householder Planning Application, one for the Listed Building Consent application.

Applications should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

National Requirements

- Completed application form.
- Location plan based on an up-to-date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following unless these would not influence or be affected by the proposed development:
 - all the buildings, road and a footpath on land adjoining the site including access arrangements.
 - all public rights of way crossing or adjoining the site.
 - the position of all trees on the site and those on adjacent land.
 - the extent and type of any hard surfacing and boundary treatment including walls or fencing where this is proposed.
- Appropriate ownership certificate and agricultural land declaration.
- The correct fee.
- [Design and Access Statement](#) where required.

Local Requirements

- Site plan (see national requirements) at a scale of 1:200 or less (such as 1:100).
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans at a scale of 1:50 or 1:100.
- Existing and proposed site sections and finished floor and site levels e.g. at a scale of 1:50 or 1:100.
- Roof plans e.g. at a scale of 1:50 or 1:100.
- [CIL Additional Information Form. Read more information about the Community Infrastructure Levy. \(Planning Practice Guidance Paragraph: 200 Reference ID: 25-200-20190901\)](#)
- Flood Risk Assessment/completion and demonstration of compliancy with the [Environment Agency's standing advice](#) and the National Planning Policy Framework (Section 10 Meeting the challenge of climate change, flooding and coastal change).
- Green Belt 'very special circumstances case' where inappropriate development in the Green Belt is proposed. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Green Belt percentage footprint, floor space and volume increase calculations of the original, existing and proposed works, if they are to result in an increase in the size of the development. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Landscaping proposals. Required if hard/ soft landscaping works are involved. ([National Planning Policy Framework Sections 12 and 15](#), [Core Strategy Policies CS21 and CS24](#)).
- Parking provision. Details of existing and proposed parking required if proposal affects existing parking spaces including on-street parking bays and/or is likely to create changes in the demand for parking on site or on surrounding streets.

- Photographs/photomontages. At applicant's discretion but will generally be required if the proposal is in a Conservation Area or affects a Listed Building.
- Tree survey/method statement/Arboricultural Implications Assessment. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees. ([National Planning Policy Framework Sections 12 and 15](#), [Core Strategy Policies CS7 and CS21](#)).
- Technical brochure and specifications required for applications for solar panels, sun pipes etc.
- Heritage Statement in accordance with the provisions of the National Planning Policy Framework (Section 12 Conserving and enhancing the historic environment) will be required.
- Sustainability: Climate Neutral Development Checklist. Required for all applications except for very minor development such as minor exterior alterations. ([Core Strategy Policy CS22](#)).
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

Notices to be Served on Landowners

For applications where ownership certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and Article 11 of the Planning (Listed Buildings and Conservation Areas) Act 1990. [The 'Notice 1 Form' can be used for this.](#)

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application form](#)

[Read more about the application fees](#)

Lawful Development Certificate: Existing

Important Notes

An application to certify that an existing use or development is lawful. For peace of mind that an existing use of a building is lawful or that the proposal didn't require Planning Permission, you can apply for a Lawful Development Certificate (LDC).

Applications for Certificates of Lawfulness should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

[Read more information on this application type](#)

National Requirements

- Completed application form.
- Plan identifying the land to which the application relates at a scale of 1:1250 or 1:2500 and showing the direction of north.
- Evidence to verify the information included in the application. Detailed documentation required to help substantiate that the use or operational development is sufficiently long established to be lawful.
- The correct fee.

Local Requirements

- Site plan at a scale of 1:200 or less (i.e. 1:100) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following unless these would not influence or be affected by the proposed development:
 - all the buildings, road and a footpath on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - the position of all trees on the site and those on adjacent land
 - the extent and type of any hard surfacing and boundary treatment including walls or fencing where this is proposed.
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans at a scale of 1:50 or 1:100.
- Existing and proposed site sections and finished floor and site levels e.g. at a scale of 1:50 or 1:100.
- Roof plans e.g. at a scale of 1:50 or 1:100.
- [CIL additional information form \(where applicable\)](#).
- [CIL assumption of liability form \(where applicable\)](#).
- Information to support the lawful development certificate application e.g. statutory declarations and/or sworn affidavits signed by individuals with personal knowledge of the premises to confirm the longevity of the use or when the operational development was completed.
- Photographs/photomontages to support the application, at the applicant's discretion.
- Planning statement. To support the case for the existing use or operation, at the applicant's discretion.
- Where drawings are submitted they should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application form](#)

[Read more about the application fees](#)

Lawful Development Certificate: Proposed

Important Notes

An application to certify that a proposed use or development is lawful. For peace of mind that a proposed use of a building is lawful or that the proposal doesn't require planning permission, you can apply for a Lawful Development Certificate (LDC).

Applications for Certificates of Lawfulness should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

[Read more information on this application type](#)

National Requirements

- Completed application form.
- Plan identifying the land to which the application relates at a scale of 1:1250 or 1:2500 and showing the direction of north.
- Evidence to verify the information included in the application and other information relevant to the application. Detailed documentation required to help substantiate that the proposed use or operational development is lawful. If application seeks to confirm that a proposed use will not be materially different to an existing use or will be within the same use class, then first need to establish that the existing use is lawful.
- The correct fee.

Local Requirements

- Planning statement. To support the case for the proposed use or development, at the applicant's discretion.
- Site plan at a scale of 1:200 or less (i.e. 1:100) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following unless these would not influence or be affected by the proposed development:
 - all the buildings, road and a footpath on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - the position of all trees on the site and those on adjacent land
 - the extent and type of any hard surfacing and boundary treatment including walls or fencing where this is proposed.
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans at a scale of 1:50 or 1:100.
- Existing and proposed site sections and finished floor and site levels e.g. at a scale of 1:50 or 1:100.
- Roof plans e.g. at a scale of 1:50 or 1:100.
- [CIL Additional Information Form. Read more information about the Community Infrastructure Levy. \(Planning Practice Guidance Paragraph: 200 Reference ID: 25-200-20190901\)](#)
- Where drawings are submitted they should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with "do not scale" or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

To Apply

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[Read guidance on how to complete the application form](#)

[Read about the application fees](#)

Listed Building Consent Application

Important Notes

You will need to apply for Listed Building Consent if either of the following cases apply; you want to demolish a Listed Building; you want to alter or extend a Listed Building in a manner which would affect its character as a building of special architectural or historic interest. You may also need Listed Building Consent for any works to separate buildings within the grounds of a Listed Building. Check the position with the Council - it is a criminal offence to carry out work which needs Listed Building Consent without obtaining it beforehand.

Applications for Listed Building Consent should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

[Read more information on this application type](#)

National Requirements

- Completed application form.
- Location plan based on an up-to-date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following unless these would not influence or be affected by the proposed development:
 - all the buildings, road and a footpath on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - the position of all trees on the site and those on adjacent land
 - the extent and type of any hard surfacing and boundary treatment including walls or fencing where this is proposed.
- Appropriate ownership certificate and agricultural land declaration.
- Heritage Statement in accordance with the provisions of the National Planning Policy Framework (Section 12 Conserving and enhancing the historic environment). Required with all Listed Building Consent applications.
- [Design and Access statement](#) where required.

Note: there is currently no fee associated with this type of application.

Local Requirements

- Site plan (see national requirements) at a scale of 1:200 or less, such as 1:100.
- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans at a scale of 1:50 or 1:100.
- Existing and proposed site sections and finished floor and site levels, for example, at a scale of 1:50 or 1:100.
- Roof plans, for example, at a scale of 1:50 or 1:100.
- Photographs/photomontages.
- Structural survey. Required where substantial demolition or excavation works are proposed.
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with "do not scale" or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

Notices to be Served on Landowners

For applications where ownership certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and Article 11 of the Planning (Listed Buildings and Conservation Areas) Act 1990. [A Notice 1 form can be used for this.](#)

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application form](#)

[Read about the application fees](#)

Listed Building Works - Certificates of Lawfulness

Important Notes

An application for a Certificate of Lawfulness of Proposed Works should be used to establish whether proposed works to a Listed Building would be lawful i.e., they would not affect the character of the Listed Building as a building of special architectural or historic interest and consequently would not require Listed Building Consent.

Note: Applications for Certificates of Lawfulness of Proposed Works cannot be submitted in respect of works which have already been carried out.

It is a criminal offence to carry out works which require Listed Building Consent without first having obtained that consent.

[Read more on this application type](#)

National Requirements

- Completed application form.
- The particulars referred to in the form.
- A plan identifying the Listed Building(s) to which the application refers drawn to an identified scale and showing the direction of North.
- A detailed description to specify the Listed Building(s) in question and the proposed works (including existing and proposed materials and finishes) together with details of those part(s) of the building likely to be affected.
- Such plans, drawings and information as are necessary to describe the proposed works, together with a description of the part or parts of the Listed Building(s) that are likely to be affected.
- A statement as to why the applicant considers a Certificate of Lawfulness of Proposed Works should be granted (i.e. why the proposed works do not affect the special architectural or historic interest of the Listed Building).
- Such evidence verifying the information included in the application as the applicant can provide.
- A statement setting out the applicant's interest in the Listed Building(s), the name and address of any other person known to the applicant to have an interest in the Listed Building or buildings and whether any such other person has been notified of the application.
- Where the application is made in respect of Crown land and where such an application is made by a person authorised in writing by the appropriate authority, a copy of that authorisation.

Note: there is currently no fee associated with this type of application.

Local Requirements

The onus is on the person applying for a Certificate of Lawfulness of Proposed Works to provide the proper evidence with the application to show that the proposed works do not require Listed Building Consent.

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application form](#)

Outline Applications (with Some or All Matters Reserved)

Important Notes

This type of planning application allows fewer details about the proposal to be submitted. Applications can be made for Outline Planning Permission with some or all matters reserved for later consideration; e.g. details of the appearance of the proposals, the means of access, landscaping, layout and scale. If outline permission is granted, you will then need to ask for approval of the remaining details (the 'Reserved Matters') before work can start.

Outline applications may not be acceptable for changes of use or for development in Conservation Areas. Outline applications are also unlikely to be appropriate for telecommunications proposals or for schemes that could have an impact on the setting of Listed Buildings or other heritage assets. In these circumstances as much detail as possible should be provided.

[The Planning Practice Guidance \(Ref ID: 14-034-20140306\)](#) sets out the scope of information to be submitted with an outline application. Even if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, applications should include information on proposed use(s), the amount of development proposed for each use, an indicative layout, an indication of the upper and lower limits for each building and the area where the access point(s) will be situated.

Applications for Outline Planning Permission should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

[Read more information on this application type](#)

National Requirements

- Completed application form.
- Location plan based on an up-to-date map. This should be at an identified standard metric scale typically 1:1250 or 1:2500 but where possible should be scaled to fit onto A3 or A4 sized paper. The application site should be clearly edged with a red line and a blue line drawn around any other land owned by the applicant close to or adjoining the application site.
- Site plan at an identified scale (see local requirements for scale) with a north point showing the proposed development in relation to the site boundaries, and other existing buildings on site with written dimensions including those to boundaries and the following unless these would not influence or be affected by the proposed development:
 - all the buildings, road and a footpath on land adjoining the site including access arrangements.
 - all public rights of way crossing or adjoining the site.
 - the position of all trees on the site and those on adjacent land
 - the extent and type of any hard surfacing and boundary treatment including walls or fencing where this is proposed.
- Under Article 5(3) of the Development Management Procedure Order 2015, an application for outline planning permission must also indicate the area or areas where access points to the development will be situated, even if access has been reserved.
- Appropriate ownership certificate and agricultural land declaration.
- The correct fee.
- [Biodiversity Net Gain \(BNG\) Information](#). Where development would be subject to the general biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended):
 - a statement as to whether the applicant believes that permission, if granted, would be subject to the biodiversity gain condition. Alternatively, where the applicant believes that any permission would not be subject to the biodiversity gain condition, the reasons for that belief.
 - the pre-development biodiversity value of the on-site habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations and the publication date and version of the biodiversity metric used to calculate that value.

- where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date.
- a statement confirming whether the biodiversity value of the on-site habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this.
- a description of any 'irreplaceable habitat' (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
- a plan, drawn to an identified scale which must show the direction of North, showing on-site habitat existing on the date of application (or an earlier date), including any irreplaceable habitat.

If this information has not been provided, we must refuse to validate the application. Within the planning application form applicants will be asked to confirm whether this information accompanies the application. Where these details have been provided elsewhere in accompanying documents, applicants are encouraged to refer to these rather than duplicate this information within the application form.

In addition to these minimum information requirements, further information may need to be provided in order to assist the consideration of BNG as part of the planning application, in particular where there are particular considerations around significant on-site biodiversity enhancements or in exceptional circumstances the use of offsite biodiversity gains.

Where pre-application engagement has indicated the need for a significant increase of on-site biodiversity enhancements, then applicants are encouraged to provide a draft Habitat Management and Monitoring Plan as part of the application which sets out the proposals for long term maintenance of habitats to be secured through planning condition or planning obligation; or an off-site biodiversity gains site specifically to provide gains for the development, then applicants are encouraged to provide the LPA with draft heads of terms clearly setting out the obligations that they are likely to be bound by in a section 106 agreement, should permission be granted.

Please note that the statutory framework for BNG includes specific modifications for permissions (including outline permissions) that have the effect of permitting phased development. This reflects that phased development can occur over a long period of time where full details of all phases may not be known at the time of planning permission. For these permissions, the standard approach may not be possible. ([Schedule 7A of the Town and Country Planning Act 1990 \(as inserted by Schedule 14 of the Environment Act 2021\)](#)).

- Design and Access Statement. Design and Access Statements play a particular role in linking general development principles to final detailed designs. A statement accompanying an outline application must explain how the applicant has considered the proposal and understands what is appropriate and feasible for the site in its context. It should clearly explain and justify the design and access principles that will be used to develop future details of the scheme. Such information will help community involvement and informed decision making. The design and access statement will form a link between the outline permission and the consideration of reserved matters.

Local Requirements

Full details showing and outlining the following:

- Site plan (see national requirements) at a scale of 1:200 or less (i.e. 1:100).
- [Surface water drainage statement](#). Required for major developments.
- Use. The use or uses proposed for the development and any distinct development zones within the site identified.
- Amount of development. The amount of development proposed for each use.
- Indicative layout. An indicative layout with separate development zones proposed within the site boundary where appropriate.
- Scale parameters. An indication of the upper and lower limits for height, width and length of each building within the site boundary.
- Indicative access points. An area or areas in which the access point or points to the site will be situated.

In addition, the following information may also be requested:

- Existing and proposed elevations at a scale of 1:50 or 1:100.
- Existing and proposed floor plans at a scale of 1:50 or 1:100.
- Existing and proposed site sections and finished floor and site levels e.g. at a scale of 1:50 or 1:100.
- Roof plans at a scale of 1:50 or 1:100.
- Affordable housing statement. Required if proposal is likely to require the provision of affordable housing. ([Core Strategy Policy CS12](#), [Affordable Housing Delivery SPD](#)).
- Ancillary structure plans such as bin store, cycle store, CHP unit.
- Air quality assessment. Required if proposal is likely to have an adverse effect on the quality of the air. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Biodiversity/ecology/wildlife survey including bat and badger surveys and mitigation. Required if proposal is likely to have an impact on wildlife and biodiversity. ([National Planning Policy Framework Section 15](#), [Core Strategy Policies CS7 and CS8](#)).
- Daylight/sunlight assessment. Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses. (Core Strategy Policy CS21).
- Environmental statement/environmental impact assessment (EIA). Required in circumstances set out in the [Environmental Impact Assessment Regulations](#) as amended.
- Engineering works, banks and bunds and sections drawings and details where appropriate.
- Flood risk assessment/completion and demonstration of compliancy with the [Environment Agency's standing advice](#) and the National Planning Policy Framework (Section 10 Meeting the challenge of climate change, flooding and coastal change).
- Green Belt very special circumstances case/argument where inappropriate development in the green belt is proposed. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Green Belt percentage footprint, floor space and volume increase calculations of the original, existing and proposed works, if they are to result in an increase in the size of the development. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Landscaping proposals. Required if hard/soft landscaping works are involved. ([National Planning Policy Framework Sections 12 and 15](#), [Core Strategy Policies CS21 and CS24](#)).
- Parking and servicing proposals plan.
- Retail assessment. Where it is required to demonstrate that proposal meets the requirements of the [National Planning Policy Framework](#) (Section 7 Ensuring the vitality of town centres).
- Heritage statement in accordance with the provisions of the National Planning Policy Framework (Section 12 Conserving and enhancing the historic environment) will be required if the proposal is in a conservation area or affects a local or statutory listed building.
- Contaminated land assessment/desk top study. Required if the application site is known to be or is suspected of being contaminated, further advice should be sought from the Council's Scientific Officer. ([National Planning Policy Framework Section 15](#)).
- Lighting assessment. Required if proposal includes the installation of external lighting or will make external lighting necessary. ([Core Strategy Policy CS21](#)).
- Noise impact assessment. Required if the proposal is likely to have a noise impact such as the installation of plant equipment. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Photographs/photomontages. At applicant's discretion but will be required if the proposal is in a conservation area or affects a listed building.
- Streetscene drawing. Where appropriate, will be required to demonstrate how the proposal relates to adjacent buildings and the street scene as a whole.
- Planning statement. Required for all major applications (i.e. ten dwellings or more or where the floor space to be built is 1,000 square metres or more or where the site is one hectare or more) for all other types of application, at applicant's discretion.

- Site waste management plan. For proposals with significant demolition, excavation or engineering works required to indicate the type and volume of materials to be demolished or excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
- Statement of community involvement. Required where community involvement has been arranged prior to making an application.
- Structural survey. Required where substantial demolition or excavation works are proposed.
- Sustainability. [Climate neutral development checklist](#). Required for all applications with the exception of very minor development such as minor exterior alterations.

Combined heat and power (CHP) feasibility study. Required if proposal site is located in proximity of an existing or proposed CHP station, as illustrated in Climate Change SPD.

Electric vehicle charging infrastructure proposals as per standards in Climate Change SPD.

A statement setting out the sustainable design and construction measures to be implemented within the development, including the use of any low/zero carbon technologies. Required for new residential development (to include how development resulting in the addition of a new dwelling/dwellings will meet water and energy efficiency standards set out in the Council's [guidance note](#) on housing standards); or new non-residential development of 1,000 sqm or more (gross) floor space meeting BREEAM standards; including applications for developments with exceptionally high total energy consumption. ([Core Strategy Policy CS22](#), as updated by the Council's [guidance note](#) on housing standards).

A pre-assessment to demonstrate compliance with BREEAM very good standards will be required for all new non-residential development of 1,000 sqm or more (gross) floor space. Applications for developments with exceptionally high total energy consumption such as large leisure facilities or data storage centres are required to demonstrate how the overall carbon emissions of the development will be reduced through the use of renewable energy measures on site. ([Core Strategy Policy CS22](#)).

- Telecommunication development. Supplementary information required in accordance with the provisions of the National Planning Policy Framework (Section 5 Supporting high quality communications infrastructure).
- TV/radio implications assessment. Required for proposals involving tall buildings.
- Transport survey and assessment. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Travel plan. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Tree survey/arboricultural implications assessment /method statement. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees. ([National Planning Policy Framework Section 12 and 15](#), [Core Strategy Policies CS7 and CS21](#)).
- Ventilation/extraction details and statement. Required to accompany all applications for the use of premises as restaurants/cafes, drinking establishments, hot food takeaways, other Class E uses as where relevant (such as light industrial uses), Class B2 (General industrial) and Class B8 (Storage and distribution) uses. Also required for significant retail, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.
- Special protection area (SPA) statement. Required for all new residential development detailing how SPA avoidance measures will be met i.e. by S106 agreement, SANG and SAMM tariff or SANG provision. ([Core Strategy Policy CS8](#)).
- Archaeological desk-based assessment or, where research is insufficient to make an assessment, a field evaluation. Likely to be required if the site has archaeological interest or is over 0.4ha in area. ([Core Strategy Policy CS20](#)).
- Accessibility statement. Required for specialist accommodation proposals to show how accessibility and wheelchair housing standards are met. This can be submitted as part of any Design and Access Statement. ([Core Strategy Policy CS13](#), as updated by the Council's [guidance note](#) on housing standards).
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

Notices to be Served on Landowners

For applications where ownership certificate B or C is completed (i.e. where the applicant is not the sole owner of the application site) then the appropriate notice must be served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010. [The 'Notice 1 Form' can be used for this.](#)

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application form](#)

[Read about the application fees](#)

Permission in Principle and Technical Details Consent

All land in the Borough is within five kilometres of the Thames Basin Heaths Special Protection Area (SPA). Therefore, all housing-led development is considered 'habitats development'. This means that the Council cannot approve applications for 'Permissions in Principle' which were introduced in June 2018.

[Read more about this in the National Planning Policy Guidance paragraph ID: 58-005-20180615.](#)

Prior Approval - Proposed Larger Home Extension (Part 1, Class A)

Important Notes

This type of application can be made via the [Planning Portal](#) or using the template form below to apply to the Local Planning Authority for Prior Approval to build a larger single-storey rear extension under the provisions described [here](#). Please read the [guidance note](#) for help completing the submission.

Applications for the Prior Approval of a proposed larger home extension should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

Please note that for the larger single-storey rear extensions no work should commence until you have received notification from the Council that prior approval has been granted.

National Requirements

- A written description of the proposed development including:
 - how far the enlarged part of the dwelling house extends beyond the rear wall of the original dwelling house;
 - the maximum height of the enlarged part of the dwelling house;
 - the height of the eaves of the enlarged part of the dwelling house;
 - a plan indicating the site and showing the proposed development and any existing enlargement of the original dwellinghouse to which the enlarged part will be joined. Please note that where the enlarged part will be joined to an existing enlargement, the information above must be provided in respect of the total enlargement.
 - the addresses of any adjoining premises;
- the developer's contact address;
- the developer's email address if the developer is content to receive communications electronically.
- The correct fee.
- Local Requirements
- [CIL Additional Information Form. Read more information about the Community Infrastructure Levy. \(Planning Practice Guidance Paragraph: 200 Reference ID: 25-200-20190901\)](#)
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase are not acceptable as for planning purposes we must be able to scale from all drawings.

Important note: a Part 1 Prior Approval Application will not be made invalid for lack of the information set out in the Local Requirements but failure to provide it may lead to the delayed determination and/or refusal of the application.

The application form below can be used to notify the Local Planning Authority of the intention to build a larger single storey rear extension as described. Please read the guidance note for help completing the notification.

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application form](#)

[Read about the application fees](#)

Prior Approval – Additional Storeys on Dwelling (Part 1, Class AA)

Important Notes

This type of application can be made via the [Planning Portal](#) or using the template form below to apply to the Local Planning Authority to Prior Approval for the extension of a home with additional storeys under the provisions described [here](#).

Applications for the Prior Approval for the extension of a home with additional storeys should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

Please note that no work should commence until you have received notification from the Council that prior approval has been granted.

National Requirements

- A written description of the proposed development including:
 - details of any works proposed;
 - a plan which is drawn to an identified scale and shows the direction of North indicating the site and showing the proposed development;
 - a plan which is drawn to an identified scale and shows the existing and proposed elevations of the dwellinghouse and the position and dimensions of the proposed windows;
- The correct fee.

Local Requirements

- [CIL Additional Information Form. Read more information about the Community Infrastructure Levy. \(Planning Practice Guidance Paragraph: 200 Reference ID: 25-200-20190901\)](#)
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase are not acceptable as for planning purposes we must be able to scale from all drawings.

Important note: a Part 1 Prior Approval Application will not be made invalid for lack of the information set out in the Local Requirements but failure to provide it may lead to the delayed determination and/or refusal of the application.

The application form below can be used to notify the Local Planning Authority of the intention to build an extension of a home with additional storeys in accordance with Class AA. Please read the guidance note for help completing the notification.

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application form](#)

[Read about the application fees](#)

Prior Approval – Changes of Use (Part 3)

- From Commercial Use to a Mixed Use and up to 2 Flats (Part 3, Class G)
- From Certain Uses to a Dwellinghouse (Part 3, Class M)
- From Commercial Use to Dwellinghouses (Part 3, Class MA)
- From Specific Sui Generis Uses to Dwellinghouses (Part 3, Class N)
- From Light Industrial Use to Dwellinghouses (Part 3, Class PA)
- From Agricultural Buildings to Dwellinghouses (Part 3, Class Q)
- From Agricultural Building to Commercial Use (Part 3, Class R)
- From Agricultural Use to State-funded School (Part 3, Class S)
- From Commercial Uses to State-funded School (Part 3, Class T)

Important Notes

Part 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (the 'GPDO') allows for certain changes of use to be made without the need for Planning Permission but subject to the requirement that an application must be made to determine whether the Prior Approval of the Local Planning Authority will be required as to certain aspects of the proposal.

The aspects to be considered vary depending on the class of Part 3 that the application is made under.

Applicants should note that, even if the Local Planning Authority grants Prior Approval for a change of use to dwellinghouses, you may still need other consents (such as permission under the Habitats Regulations). before you carry out the works.

National Requirements

- A written description of the proposed development.
- A plan indicating the site and showing the proposed development.
- In relation to development proposed under Classes G, M, MA, N, P, PA and Q of this Part, a statement specifying the net increase in dwellinghouses proposed by the development
- In relation to development proposed under Class Q of this Part, a statement specifying the number of smaller dwellinghouses proposed; the number of larger dwellinghouses proposed, whether previous development has taken place under Class Q within the established agricultural unit and, if so, the number of smaller and larger dwellinghouses developed under Class Q;
- In relation to development proposed under Class G, M, MA, N, PA or Q of this Part, a floor plan indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses;
- In relation to development proposed under Class MA, a [Fire Statement](#) about the fire safety design principles, concepts and standards that have been applied to the development where buildings contain two or more dwellings or educational accommodation and are 18m or more in height, or 7 or more storeys.
- The developer's contact address.
- The developer's email address, where appropriate;
- Where the site is within Flood Zones 2 or 3 or in an area of Flood Zone 1 which has a critical drainage problem, a site-specific flood risk assessment.
- The correct fee.

Local Requirements

- [CIL Additional Information Form. Read more information about the Community Infrastructure Levy. \(Planning Practice Guidance Paragraph: 200 Reference ID: 25-200-20190901\)](#)

- Such information as may be necessary to enable the LPA to determine the specific aspects which it is obliged to consider, for example, a Noise Assessment and recommended mitigation where the impacts of noise from commercial premises on the intended occupiers of the development must be assessed.
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase are not acceptable as for planning purposes we must be able to scale from all drawings.

Important note: a Part 3 Prior Approval Application will not be made invalid for lack of the information set out in the Local Requirements but failure to provide it may lead to the delayed determination and/or refusal of the application.

To Apply

[Apply online](#)

[Download a printable application form:](#)

[Read about the application fees](#)

Prior Approval – Temporary Uses (Part 4)

- **Moveable Structures for Visitor Attractions (Part 4, Class BB)**
- **To Use Vacant Commercial Land as a State-Funded School (Part 4, Class CA)**
- **Temporary Uses for Film-making (Part 4, Class E)**

Important Notes

Part 4 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (the 'GPDO') allows for temporary uses of land to be undertaken without the need for Planning Permission but subject to the requirement that an application must be made to determine whether the Prior Approval of the Local Planning Authority will be required as to certain aspects of the proposal.

National Requirements

Applications under Class BB must be accompanied by:

- A written description of the proposed development;
- A plan indicating the site and showing the proposed development;
- A statement setting out the proposed methods of installing the moveable structure and reinstating the land to its original condition once the moveable structure is removed;
- The developer's contact address; and
- The developer's email address if the developer is content to receive communications electronically
- The correct fee.

Applications under Classes CA and E must be accompanied by:

- A written description of the proposed development,
- A plan indicating the site and showing the proposed development;
- The developer's contact address;
- The developer's email address if the developer is content to receive communications electronically
- A site-specific flood risk assessment,
- The correct fee.

Local Requirements

- Such information as may be necessary to enable the Local Planning Authority to determine the specific aspects that they are obliged to consider.
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase are not acceptable as for planning purposes we must be able to scale from all drawings.

Important note: a Part 4 Prior Approval Application will not be made invalid for lack of the information set out in the Local Requirements but failure to provide it may lead to the delayed determination and/or refusal of the application.

To Apply

[Apply online](#)

[Download a printable application form:](#)

[Read about the application fees](#)

Prior Approval – Agriculture (Part 6)

- **Buildings and Engineering Operations etc. (Part 6, Classes A and B)**
- **Forestry Buildings and Related Operations (Part 6, Class E)**

Important Notes

Part 6 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (the 'GPDO') allows for certain development related to agriculture or forestry uses of land to be undertaken without the need for Planning Permission but subject to the requirement that an application must be made to determine whether the Prior Approval of the Local Planning Authority will be required as to certain aspects of the proposal.

National Requirements

Applications under Classes A, B and E must be accompanied by:

- A written description of the proposed development and of the materials to be used
- A plan indicating the site
- The correct fee

Local Requirements

- Such information as may be necessary to enable the Local Planning Authority to determine the specific aspects that the Local Planning Authority is obliged to consider.
- The Local Planning Authority will require evidence that the land in question is being used for agricultural or forestry purposes and therefore benefits from his class or permitted development. A statement as to why the works are considered to be reasonably necessary should be provided.
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase are not acceptable as for planning purposes we must be able to scale from all drawings.

Important note: a Part 6 Prior Approval Application will not be made invalid for lack of the information set out in the Local Requirements but failure to provide it may lead to the delayed determination and/or refusal of the application.

To Apply

[Apply online](#)

[Download a printable application form](#)

[Class A/B/E - Building for Agricultural/Forestry Use](#)

[Class A/B/E - Private Road for Agricultural/Forestry Use](#)

[Class A/B/E - Excavations/Deposit of Waste Material necessary for Agriculture](#)

[Class A/B/E - Tank/Cage/Structure for use in Fish Farming](#)

[Read about the application fees](#)

Prior Approval – Non-Domestic Alterations (Part 7)

- **Click and Collect Facilities (Part 7, Class C)**
- **Extensions to Schools, Colleges, Universities, Hospitals etc. (Part 7, Class M)**

Important Notes

Part 7 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (the 'GPDO') allows for certain development related to non-domestic premises to be undertaken without the need for Planning Permission but subject to the requirement that an application must be made to determine whether the Prior Approval of the Local Planning Authority will be required as to certain aspects of the proposal.

National Requirements

Applications under Class C must be accompanied by:

- A written description of the proposed development including details of any building operations proposed
- A plan indicating the site and showing the proposed development
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically,
- The correct fee

Applications under Class M must be accompanied by:

- A written description of the proposed development
- A plan indicating the site and showing the proposed development.
- Drawings prepared to an identified scale and showing— (i) in the case of a building to be erected, the proposed external dimensions and elevations of that building; and (ii) in the case of a building to be extended or altered, the external dimensions and elevations of that building both before and after the proposed extension or alteration.
- A written statement in respect of the heritage and archaeological considerations of the development
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically.
- The correct fee

Local Requirements

- Such information as may be necessary to enable the Local Planning Authority to determine the specific aspects that they are obliged to consider.
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase are not acceptable as for planning purposes we must be able to scale from all drawings.

Important note: a Part 7 Prior Approval Application will not be made invalid for lack of the information set out in the Local Requirements but failure to provide it may lead to the delayed determination and/or refusal of the application.

To Apply

[Apply online](#)

[Download a printable application form](#)

[Class C](#)

Class M

Read about the application fees

Prior Notification - Proposed Demolition (Part 11, Class B)

Important Notes

Apart from some exceptions, and where it is not part of a Planning Permission for redevelopment, the demolition of a building can be undertaken without the need for Planning Permission. However, this is subject to the requirement that an application must be made to determine whether the Prior Approval of the Local Planning Authority will be required as to the method of demolition and any proposed restoration of the site.

National Requirements

- A written description of the proposed development
- A copy of a site notice which is signed and dated by or on behalf of the applicant to be displayed on the site containing the following information:
 - the name of the applicant
 - a description, including the address, of the building or buildings which it is proposed be demolished
 - a statement that the applicant has applied to the local planning authority for a determination as to whether the prior approval of the authority will be required to the method of demolition and any proposed restoration of the site the date on which the applicant proposes to carry out the demolition and the name and address of the Local Planning Authority.
- The correct fee

Local Requirements

- Tree survey/arboricultural implications assessment/method statement. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees.
- Biodiversity/ecology/wildlife survey including bat and badger surveys and mitigation. Required if proposal is likely to have an impact on wildlife and biodiversity.
- Landscaping proposals.
- Structural survey. Required where substantial demolition or excavation works are proposed.
- Further information may be required if the site is a Heritage Asset or of architectural interest.
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase are not acceptable as for planning purposes we must be able to scale from all drawings.

Important note: a Part 11 Prior Approval Application will not be made invalid for lack of the information set out in the Local Requirements but failure to provide it may lead to the delayed determination and/or refusal of the application.

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application form](#)

[Read about the application fees](#)

Prior Notification – Solar Equipment on Non-Domestic Premises (Part 14, Class J)

Important Notes

Part 14 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (the 'GPDO') allows for the installation or alteration of certain renewable energy equipment. Where this relates to non-domestic premises, this permitted development right is subject to the requirement that an application must be made to determine whether the Prior Approval of the Local Planning Authority will be required as to the design or external appearance of the development and impact of glare on neighbours.

National Requirements

- Applications under Class J must be accompanied by:
- A written description of the proposed development;
- A plan indicating the site and showing the proposed development;
- The developer's contact address; and
- The developer's email address if the developer is content to receive communications electronically
- The correct fee

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read about the application fees](#)

Prior Notification - Telecommunications (Part 16)

Important notes

Prior notification of proposed development by telecommunications code systems operators should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically one copy of the form and each of the drawings, plans and documentation will be required but 2 copies (1 original and 1 copy) will be required if the application is submitted in paper form.

National Requirements

- Location plan indicating the proposal based on an up to date map.
- A written description of the proposed development, including the developer's contact address and, if they have one, email address.
- Evidence that notice has been given to any person who is an owner or tenant of the land by serving of a notice, or evidence that reasonable steps have been taken to ascertain the names and addresses by local advertisement.
- Where the development consists of installation of a mast within 3km of the perimeter of an aerodrome, evidence that the Civil Aviation Authority, Secretary of State for Defence or aerodrome operator, as appropriate, has been notified.
- The correct fee.

Local Requirements

- A signed ICNIRP declaration.
- Streetscene, photos and photomontages. At applicant's discretion.
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase are not acceptable as for planning purposes we must be able to scale from all drawings.

Important note: a Part 16 Prior Approval Application will not be made invalid for lack of the information set out in the Local Requirements but failure to provide it may lead to the refusal of the application.

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application form](#)

[Read about the application fees](#)

Prior Notification – New Dwellings (Part 20)

- **Demolition of Buildings and Construction of Dwellinghouses (Part 20, Class ZA)**
- **New Dwellings on Detached Blocks of Flats (Part 20, Class A)**
- **New Dwellings on Detached Commercial and Mixed-use Buildings (Part 20, Class AA)**
- **New Dwellings on Terraced Buildings in Commercial or Mixed Use (Part 20, Class AB)**
- **New Dwellings on Terraced Buildings in Use as a Dwelling (Part 20, Class AC)**
- **New Dwellings on Detached Dwellings (Part 20, Class AD)**

Important Notes

Part 20 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (the 'GPDO') allows for the construction of new dwellings in certain circumstances.

In these circumstances, this permitted development right is subject to the requirement that an application must be made to determine whether the Prior Approval of the Local Planning Authority will be required as to the transport and highways impacts of the development, contamination risks in relation to the new building, flooding risks in relation to the new building, the design of the new building, the external appearance of the new building, the provision of adequate natural light, the impact of the development on the amenity of the new building and of neighbouring premises, including overlooking, privacy and light; impacts of noise from any commercial premises on the intended occupiers of the new dwellinghouses; the impact on business and new residents of the development's introduction of, or increase in, residential use in the area in which the development is to take place; the impact of the development on heritage and archaeology; the method of demolition of the old building; the plans for landscaping of the development, including the planting and maintenance of shrubs and trees; any air traffic and defence asset impacts of the development, and impact on a protected vista identified in the Directions Relating to Protected Vistas.

[Read more information on this application type](#)

National Requirements

Applications under Class ZA must be accompanied by:

- A written description of the proposed development, which must include details of the building proposed for demolition, the building proposed as replacement and the operations reasonably necessary for demolition and construction.
- A plan, drawn to an identified scale and showing the direction of North, indicating the site of the proposed development;
- Drawings prepared to an identified scale and showing external dimensions and elevations of:
 - Any building proposed for demolition,
 - Any building scheduled as replacement,
 - Where the proposal is a replacement block of flats, the position and dimensions of windows, doors and walls in the block and in each dwellinghouse in it. The dimensions and use of all habitable and other rooms in each dwellinghouse in it.
 - Where the building proposed as replacement is a single dwellinghouse, the position and dimensions of the windows, doors and walls in it, and the dimensions and use of all habitable and other rooms in it.

- A written statement specifying—
 - the number of dwellinghouses in the building proposed for demolition, and
 - the number of new dwellinghouses proposed in the building proposed as replacement,
- A site-specific Flood Risk Assessment where the LPA is required to consult the Environment Agency.

Applications under Classes A, AA, AB, AC and AD must be accompanied by:

- A written description of the proposed development, which, in relation to development proposed under Class A any of Classes A to AD, must include details of any dwellinghouse and other works proposed.
- A plan which is drawn to an identified scale and shows the direction of North indicating the site and showing the proposed development;
- Floor plans which are drawn to an identified scale and show the direction of North indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building;
- A written statement specifying the number of new dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the building immediately prior to development (that is, additional to any dwellinghouses in the existing building); a list of all addresses of the flats within the existing block of flats any flats and any other premises in the existing building;
- The developer's contact address;
- The developer's email address if the developer is content to receive communications electronically; and
- A site-specific flood risk assessment where the Environment Agency is required to be consulted
- A [Fire Statement](#) about the fire safety design principles and the concepts and standards that have been applied to the development where buildings contain two or more dwellings or educational accommodation and are 18m or more in height, or 7 or more storeys and the Health and Safety Executive is required to be consulted.
- In relation to Classes A and AA, where the existing building is 18m or higher, a report from a Chartered Engineer or other competent professional confirming that the external wall construction of the existing building complies with paragraph B4(1) of Schedule 1 to the Building Regulations 2010.
- The required fee.

Local Requirement

- [CIL Additional Information Form. Read more information about the Community Infrastructure Levy. \(Planning Practice Guidance Paragraph: 200 Reference ID: 25-200-20190901\)](#)

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read about the application fees](#)

Reserved Matters Applications

Important Notes

Where Outline Planning Permission has been granted you may, within three years of the outline approval, make an application for the outstanding 'Reserved Matters' i.e. the information excluded from the initial outline planning application. If not already approved as part of the Outline Permission, these will be appearance, means of access, landscaping, layout and the scale of the development.

The details of the Reserved Matters application must be in line with the outline approval, including any conditions attached to the permission. Where the outline permission contains a condition or conditions requiring that specific information is submitted as part of a reserved matter, when that reserved matter is submitted the required information must also be provided. If your proposals have changed in any way, you may need to reapply for outline or full planning permission.

Applications for approval of Reserved Matters should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

National Requirements

- Completed form or application in writing containing sufficient information to enable identification of the outline permission in respect of which it is made.
- Plans and drawings including:
 - Plan identifying the land to which the application relates at a scale of 1:1250 or 1:2500 and showing the direction of north.
 - Other plans and drawings necessary to deal with matters reserved in the outline planning permission.
- The appropriate fee.
- Fire Statement where buildings containing two or more dwellings or educational accommodation and are 18m or more in height, or 7 or more storeys.

Local Requirements

- A plan showing the site, the proposal, the site boundaries and the position of neighbouring buildings at a scale of 1:200 or less, such as 1:100.
- CIL Additional Information Form. Read more information about the Community Infrastructure Levy. ([Planning Practice Guidance Paragraph: 200 Reference ID: 25-200-20190901](#))
- Surface water drainage statement. Required for major developments.
- Affordable housing statement. Required if the proposal is likely to require the provision of affordable housing. ([Core Strategy Policy CS12](#), [Affordable Housing Delivery SPD](#)).
- Ancillary structure plans such as bin store, cycle store, CHP unit.
- Air quality assessment. Required if proposal is likely to have an adverse effect on the quality of the air. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Biodiversity/ecology/wildlife survey including bat and badger surveys and mitigation. Required if proposal is likely to have an impact on wildlife and biodiversity. ([National Planning Policy Framework Section 15](#), [Core Strategy Policies CS7 and CS8](#)).
- Daylight/sunlight assessment. Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses. ([Core Strategy Policy CS21](#)).
- Environmental statement/environmental impact assessment (EIA) required in circumstances set out in the Environmental Impact Assessment Regulations as amended (note 8).
- Engineering works, banks and bunds and sections drawings and details where appropriate.
- Flood risk assessment/completion and demonstration of compliancy with the Environment Agency's standing advice and the National Planning Policy Framework (Section 10 Meeting the challenge of climate change, flooding and coastal change).
- Glare Assessment. Required for proposals for tall buildings or buildings proposed with high levels of glazing or reflective cladding which may result in glare affecting road users or the railway line.

Alternatively, this may be incorporated in the Design and Access Statement or Environmental Statement as appropriate. ([National Planning Policy Framework Section 12](#), [Core Strategy Policy CS21](#))

- Green Belt very special circumstances case/argument where inappropriate development in the green belt is proposed. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Green Belt percentage volume increase calculations if development is to result in an increase in the size of the development. ([National Planning Policy Framework Section 13](#), [Core Strategy Policy CS6](#)).
- Landscaping proposals. Required if hard/ soft landscaping works are involved. ([National Planning Policy Framework Sections 12 and 151](#), [Core Strategy Policies CS21 and CS24](#)).
- Parking and servicing proposals plan.
- Retail assessment. Where it is required to demonstrate that proposal meets the requirements of the National Planning Policy Framework (Section 7 Ensuring the vitality of town centres).
- Heritage statement in accordance with the provisions of the National Planning Policy Framework (Section 12 Conserving and enhancing the historic environment) will be required if the proposal is in a conservation area or affects a local or statutory listed building.
- Contaminated land assessment/desk top study. Required if the application site is known to be or is suspected of being contaminated, further advice should be sought from the Council's Scientific Officer. ([National Planning Policy Framework Section 15](#)).
- Lighting assessment. Required if proposal includes the installation of external lighting or will make external lighting necessary. ([Core Strategy Policy CS21](#)).
- Microclimate/Wind Assessment. Required for proposals for tall buildings. Alternatively, this may be incorporated in the Design and Access Statement or Environmental Statement as appropriate. ([National Planning Policy Framework Section 12](#), [Core Strategy Policy CS21](#)).
- Noise impact assessment. Required if the proposal is likely to have a noise impact such as the installation of plant equipment. ([National Planning Policy Framework Section 15](#), [Core Strategy Policy CS21](#)).
- Photographs/photomontages. At applicant's discretion but will be required if the proposal is in a conservation area or affects a listed building.
- Streetscene drawing. Where appropriate, will be required to demonstrate how the proposal relates to adjacent buildings and the street scene as a whole.
- Planning statement. Required for all major applications (i.e. ten dwellings or more or where the floor space to be built is 1000m or more or where the site is one hectare or more) for all other types of application, at applicant's discretion.
- Site waste management plan. For proposals with significant demolition, excavation or engineering work, required to indicate the type and volume of materials to be demolished/excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.
- Statement of community involvement. Required where community involvement has been arranged prior to making an application.
- Structural survey. Required where substantial demolition or excavation works are proposed.
- Sustainability [Climate neutral development checklist](#). Required for all applications with the exception of very minor development such as minor exterior alterations.

Combined heat and power (CHP) feasibility study. Required if proposal site is located in proximity of an existing or proposed CHP station, as illustrated in Climate Change SPD.

Electric vehicle charging infrastructure proposals as per standards in Climate Change SPD.

A statement setting out the sustainable design and construction measures to be implemented within the development, including the use of any low/zero carbon technologies. Required for new residential development (to include how development resulting in the addition of a new dwelling/dwellings will meet water and energy efficiency standards set out in the Council's [guidance note](#) on housing standards); or new non-residential development of 1,000 sqm or more (gross) floor space meeting BREEAM standards; including applications for developments with exceptionally high total energy consumption. ([Core Strategy Policy CS22](#), as updated by the Council's [guidance note](#) on housing standards).

A pre-assessment to demonstrate compliance with BREEAM very good standards will be required for all new non-residential development of 1,000 sqm or more (gross) floor space. Applications for

developments with exceptionally high total energy consumption such as large leisure facilities or data storage centres are required to demonstrate how the overall carbon emissions of the development will be reduced through the use of renewable energy measures on site. ([Core Strategy Policy CS22](#)).

- Telecommunication development. Supplementary information required in accordance with the provisions of the National Planning Policy Framework (Section 5 Supporting high quality communications infrastructure).
- TV/radio implications assessment. Required for proposals involving tall buildings.
- Transport survey and assessment. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Travel plan. Required if proposal is likely to have significant transport implications. ([National Planning Policy Framework Section 9](#)).
- Tree survey/arboricultural implications assessment /method statement. Required if proposal is likely to affect trees within the application site or on land adjacent to the site, including street trees. ([National Planning Policy Framework Section 112 and 15](#), [Core Strategy Policies CS7 and CS21](#)).
- Ventilation/extraction details and statement. Required to accompany all applications for the use of premises as restaurants/cafes, drinking establishments, hot food takeaways, other Class E uses as where relevant (such as light industrial uses), Class B2 (General industrial) and Class B8 (Storage and distribution) uses. Also required for significant retail, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.
- Special protection area (SPA) statement. Required for all new residential development detailing how SPA avoidance measures will be met i.e. by S106 agreement, SANG and SAMM tariff or SANG provision. ([Core Strategy Policy CS8](#)).
- Archaeological desk-based assessment or, where research is insufficient to make an assessment, a field evaluation. Required if the site has archaeological interest or is over 0.4ha in area. ([Core Strategy Policy CS20](#)).
- Accessibility Statement. Required for specialist accommodation proposals to show how accessibility and wheelchair housing standards are met. This can be part of any Design and Access Statement. ([Core Strategy Policy CS13](#), as updated by the Council's [guidance note](#) on housing standards).
- Drawings should include information clearly stating the original size of the paper and include a scale bar indicating a minimum 0 to 10 metres. This is to enable them to be accurately read online. Plans marked with 'do not scale' or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

To Apply

[Apply online](#)

[Download a printable application form](#)

[Read guidance on how to complete the application form](#)

[Read about the application fees](#)

Tree Works

Important Notes

The following lists show the requirements for submitting applications for tree works. If the necessary information is not provided, the application may be declared invalid and not determined, or processing may be delayed.

There are two types of tree works applications; applications for consent for works to (including felling) of trees subject to a Tree Preservation Order (TPO) and notifications of the intent to carry out works to trees in a Conservation Area (also known as a S.211 Notice).

No fee is required in either case.

[Find out more about applying for tree works.](#)

National Requirements

Application for Tree Works – Works subject to a TPO:

- Completed and dated application form with all mandatory questions answered.
- Sketch plan showing the location of tree(s). Your sketch plan should be clear and simple, showing the tree positions and number and/or name, in relation to buildings, roads and site boundaries.
- A full and clear specification of the works to be carried out. You should identify each tree species and provide a full and clear specification of the work you want to carry out. Note: a proposal simply to 'cut back' or 'lop' a tree is too vague, because it fails to identify the extent of the works. Descriptions such as crown thinning, crown reduction or crown lifting should be provided along with specifying how much pruning is proposed, e.g., "crown thinning by 15%."
- A statement of reasons for the proposed work. Note: you must provide a clear statement of reasons for the proposed work to each of the trees in your application. Statements such as 'good arboricultural practice' or 'maintenance' are too vague. Please address the specific issues with each tree.
- Evidence in support of statement of reasons, where required by the standard application form. You must provide additional evidence from an arboriculturist and/or other appropriate expert to support your proposals if your reasons for carrying out tree works are because of the condition of the tree or alleged damage to property.

Notification of Proposed Works to Trees in a Conservation Area:

- Completed and dated application form with all questions answered.
- Sketch plan showing the precise location of all trees.
- A full and clear specification of the works to be carried out.

Additional Information (applies to both TPO applications and Conservation Area notifications)

- Photographs.
- Report by a tree professional (Arboriculturist) or other appropriate expert.
- Details of any assistance or advice sought from the Local Planning Authority's officers at pre-application stage.
- Details of replacement trees. If you are felling a tree, details of replacements should be provided.
- Evidence in support of the reasons for felling (where this is not required in any case in the National Requirements).

To Apply

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[Read guidance on how to complete the application form](#)