

Sedgemoor District Council Local Validation Checklist (Consultation Draft)

October 2015

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Introduction

This Local Validation Checklist has been produced to inform applicants/agents of the type of documents and level of information required to validate planning application or other similar consents. There are National Requirements and Sedgemoor District Council (Sedgemoor) has local requirements. Sedgemoor's local validation checklist reflects both the National Guidance on the validation of applications and the local requirements to meet adopted Core Strategy policies. To avoid confusion, this document will merge local and National requirements to enable use of this document as your one-stop shop, with the aim that your application can be registered as valid for determination by the Council first time round.

This Checklist is intended to provide applicants/agents with clear, concise advice as to the planning information that is considered necessary to allow Case Officers and Statutory and Non-Statutory consultees to properly consider proposals being put forward and to ensure a streamlined submission process.

Where a document or plan is listed for a particular type of application or consent, such an application may not be validated without this information. Everything that is required from applicants will be justified by policy or legislation and we will show the drivers behind the requirements so you know why we are asking for certain information and provide links to other bodies and documents that will help you get your submission right

If you consider a required item is not applicable to your particular application then please contact our Development Management Team on 0845 408 2540 for further advise.

How to use this document

This document provides specific requirements for all types of applications and these are listed in the [Contents page](#). Applicants/agents should ensure that their application submission includes all of the information required for the specific type of application that is being submitted, having particular regard for the [Mandatory requirements for ALL applications](#).

Guidance for all applicants/agents

Pre-Application Advice

In accordance with Sedgemoor's proactive approach, all applicants/agents are strongly advised to seek pre-application advice before submitting an application, to discuss the likelihood of a successful outcome. This will help to highlight any potential issues at an early stage in the planning process and ensure that the necessary documentation is submitted. This is considered essential for major applications. [Pre-Planning Application Advice](#)

What is a Major application?

The following types of application are classed as 'major'

- Residential applications for 10 or more dwellings
- Outline applications on a site of 0.5 hectares or more.
- Commercial development site of 1 hectare or more or involving floor space of 1000m² or more

What is Validation?

Validation is the process of checking that all relevant documentation has been provided. If an applicant/agent submits an application without the necessary documentation, or with clear inaccuracies, we will declare the application invalid (with no further action taken) until the required information is provided.

Some of the requirements are National Requirements and some are Local Requirements which have been adopted by the Council. For simplicity, no differentiation is made in this document between the two types of requirement. All requirements are listed, numbered and cross referenced to the checklists at the back of this document.

The Extent of Information Requested

The extent of information requested for validation has been the subject of consultations and will be sought on the basis of what is considered to be reasonable and proportionate having regard to the scale and nature of the proposed development and material considerations.

[The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 Part 3 Article 11 \(3\) \(c\)](#)

Extra information requested after validation

The list of requirements is not exhaustive and we can still request further, or more detailed, information after validation to resolve any particular issues that arise. Any additional information not required by the Validation Checklist but which we need to determine the application will be requested during the course of the application and should be provided as soon as possible by the applicant.

Validation disputes

If an applicant disagrees with the reasons for invalidating a planning application and negotiation with the authority has failed they may send a notice to the authority setting out their reasons for refusing to supply the information under [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 Part 3 Article 12](#). The applicant must have submitted all the other information needed to validate the application together with the fee. The authority will then either confirm the information is no longer required and issue a validation notice or disagree and issue a non-validation notice against which the applicant may then appeal under Section 78 of the Town and Country Planning Act 1990 (as amended).

Review

The local validation checklist should be reviewed and republished bi-annually as required under [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 Part 3, Article 11 \(3\) \(d\)](#).

Mandatory Requirements for ALL Applications

The general requirements for applications for planning permission can be found under [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 Part 3](#)

Design and Access Statements are required for:

- A. Development which is major development; or
- B. Where any part of the development is in a designated area, development consisting of –
 - i. The provision of one or more dwellinghouses; or
 - ii. The provision of a building or buildings where the floor space created by the development is 100 square metres or more

Further details can be found under [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 Part 3 Article 9](#)

Mandatory requirements for Certificate of Lawfulness of existing use or development applications can be found in [Town and Country Planning Act 1990 section 191](#)

Mandatory requirements for Certificate of Lawfulness of proposed use or development applications can be found in [Town and Country Planning Act 1990 section 192](#)

Local Requirements for ALL Applications

Application Form – Required for all applications

All applications (other than condition discharge) must be submitted on the appropriate Standard Application Form and completed in full. They can be printed or submitted electronically via the Planning Portal from www.planningportal.gov.uk

Please provide the following number of complete sets of application forms, plans and documents:

- Zero if all submitted electronically
- Two complete sets for single, minor applications
- Three complete sets for combined applications (e.g. Full and Listed Building Consent)

- At least three complete sets and a copy on CD for Major Applications as agreed during pre-application discussions

Ownership certificate: A, B, C or D on the application form must be completed stating the ownership of the application site. This now also incorporates the Agricultural Land Declaration.

- Complete Certificate A if you own all of the land (freehold or leasehold of more than 7 years) and do not have agricultural tenants.

Or

- Complete Certificate B, C or D if you do not own all the land or if you have agricultural tenants on the land. This includes situations where the development overhangs the boundary with the adjoining property/land.
- Certificate B – Complete this if you know who the owners/agricultural tenants are. State the names and addresses of these people on the application form.
- Certificate C – This is a combination of the circumstances described in Certificates B and D and should be completed accordingly.
- Certificate D – Complete this if you do not know any of the owners. Specify the steps you have taken to find the owners e.g. land registry search. You must advertise the application in a local newspaper and provide evidence of the advertisement with the application.

The application form must be signed and dated and all questions on the form must be answered fully and accurately.

Advice on Notice of applications for planning permission is provided under [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 Part 3 Article 13](#)

Application Fee

The correct full fee must be submitted with the application. A schedule of fees is available within Sedgemoor [Planning Charges document](#) and a fee calculator is available at [Planning Portal Fee Calculator](#). Please contact us for any assistance in calculating fees.

Plans Required – for all applications

For information: The Planning Portal and a number of website providers can provide plans.

Site Location Plan (existing) must:

- A. Be as up-to-date as possible

- B. Be at an identified measurable scale (suggested scale of 1:1250, 1:2500 or other scale agreed depending on the size of the site/development)
- C. Be clearly marked with the direction of North
- D. Show the full site, all site boundaries, adjoining properties (be numbered or named so that the exact location is clear) and, where possible, at least two named roads to enable identification of the land to which the application relates
- E. Ensure that the application site is clearly edged with a red line to include all land necessary to carry out the proposed development - normally to the boundary with a public highway; any other land within the applicant's ownership or control should be edged with a blue line.

Block Plan (existing and proposed) must:

- A. Be as up-to-date as possible
- B. Be at an identified measurable scale (suggested scale of 1:500, 1:200, 1:100 or other scale agreed depending on the size of the site/development)
- C. Be clearly marked with the direction of North
- D. Clearly show the proposed development
- E. Include all site boundaries, existing buildings, roads, tracks, footpaths, public rights of way, walls, banks and historic features, ponds, watercourses and proposed boundary treatments/walls/fencing:
 - i. On the site
 - ii. On land adjoining the siteincluding measures for removal and/or retention
- F. Clearly show any buildings to be demolished
- G. Include existing and proposed parking provision, access arrangements and the extent and type of any hard surfacing
- H. Clearly show the position of all trees and all hedges (including boundary hedges)
 - i. On the site
 - ii. On land adjoining the site

that could influence or be affected by the development; with proposals for removal and/or retention clearly indicated

Other Plans – where indicated to be required

Elevation drawings (existing and proposed) these plans must:

- A. Be at an identified measurable scale of 1:50 or 1:100 unless otherwise agreed. Larger scale drawings may be required for Listed Buildings
- B. Show all elevations in full unless otherwise agreed
- C. Show proposed building materials, style and finish of the building and windows and doors
- D. Show any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling) and a street scene where appropriate.

Floor plans (existing and proposed) these plans must:

- A. Be at an identified measurable scale of 1:50 or 1:100
- B. Explain the proposal and usage in detail
- C. Show the entire floor area for any existing building as well as the proposed development.
- D. Show new buildings in context with adjacent buildings
- E. Show any buildings or walls to be demolished
- F. Show roof plan

Site sections and finished floor and site levels (existing and proposed) these plans must:

- A. Be at an identified measurable scale of 1:50 or 1:100
- B. Show a cross section(s) through the proposed building(s) or structure
- C. Provide details of existing and proposed levels with reference to an off-site datum point and include any retaining walls existing or proposed where there is a change in ground levels or building/floor levels across the site, or between a site and neighbouring land and show the proposals in relation to adjoining buildings

All Plans:

NOTE: copyrighted plans cannot be accepted unless with accompanying authorisation.

All plans must:

- A. Be to a recognised measurable metric scale (e.g. 1:50 etc.) which is marked clearly on the plan
- B. Include a scale bar or at least one measurement marked on the plan
- C. Be clearly marked with the direction of North
- D. Have a unique drawing number which will be used in the subsequent decision notice or plans which do not have a number will be numbered by the council.
- E. Indicate original paper size (A4, A3 etc.) on drawings for printing
- F. Be uploaded in colour where needed (e.g. outlining of site in red for site location plan)
- G. Include the particulars specified or referred to in the application form e.g. material etc.

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Householder planning application

This sheet can be printed/submitted with your application.

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Mandatory requirements	See Mandatory requirements for ALL applications <ul style="list-style-type: none"> • Application form • Ownership certificate • Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
CIL Additional Information Forms	Required – for residential development where new floor area (including converted floor space) will be 100m ² or more For further CIL information and forms please see Planning Portal - CIL Additional Information Forms	CIL Regulations (2010), as amended	
Site Location Plan (existing)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Block Plan (existing and proposed)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Elevation drawings (existing and proposed)	Required (see Local Requirement for ALL Applications)	Core Strategy Policy D2	
Floor plans (existing and proposed)	Required (see Local Requirement for ALL Applications)	Core Strategy Policy D2	
Section plans/levels (existing and proposed)	Required (see Local Requirement for ALL Applications)	Core Strategy Policy D2	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Ecology report	Required – except if no works are proposed in loft spaces or outbuildings, outside Bat Consultation Zones, rural areas or in close proximity to a watercourse. Planning Practice Guidance on Biodiversity, ecosystems and green infrastructure	Core Strategy Policy D14 and D15	
Flood Risk Assessment (FRA)	Required – for Development in Flood Zone 2 and 3 or works within 8m of a main river. Flood Zones can be found at the following link: Environment Agency (EA) Flood Zones (see EA National Standing Advice)	Core Strategy Policy D1	
Heritage Statement	Required - for works within a Conservation Area or for works adjacent or to a Listed Building or Scheduled Ancient Monument or having archaeology implications Heritage assets NPPF paragraph 128 Relevant information on Listed Building, Conservation Areas and Historic Environment Records (HERs) can be found on Historic England's website Archaeology advice can be found on the South West Heritage Trust's website Conservation Areas and Listed Buildings can be found using our Interactive Mapping service	Core Strategy Policy D17 NPPF paragraph 128	
Archaeological Assessment	Required – for developments in areas of high archaeological possibility Archaeology advice can be found on the South West Heritage Trust's website	Core Strategy Policy D17	
Tree Survey	Required – for works involving a tree that is subject to a Tree Preservation Order, to a tree within a Conservation Area or where works potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction. Conservation Areas and Tree Preservation Orders can be found using our Interactive Mapping service	Core Strategy Policy D14 BS. 5837 (2012)	

Full or Outline planning application for Minor development (including Change of Use)

This sheet can be printed/submitted with your application.

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Mandatory documents	See Mandatory requirements for ALL applications <ul style="list-style-type: none"> • Application form • Ownership certificate • Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
CIL Additional Information Form	Required - for applications for full permission where the proposed development relates to residential, retail warehouses, supermarket or hotel use that will involve the creation of 100m ² or more floor space (including converted floor space) For further CIL information and forms please see Planning Portal - CIL Additional Information Forms CIL Additional Information Form is not required for outline applications	CIL Regulations (2010), as amended	
Site Location Plan (existing)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Block Plan (existing and proposed)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Elevation drawings (existing and proposed)	Required – except if matters are reserved or if for Change of Use only (see Local Requirement for ALL Applications)	Core Strategy Policy D2	
Floor plans (existing and proposed)	Required – except if matters are reserved or if for Change of Use only (see Local Requirement for ALL Applications)	Core Strategy Policy D2	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Section plans/levels (existing and proposed)	Required – except if matters are reserved or for Change of Use only (see Local Requirement for ALL Applications)	Core Strategy Policy D2	
Ecology report including evidence to support Habitats Regulations assessment	Required – except if there is no impact to be determined on a site by site basis. Gov.uk - Protected species and sites: how to review planning proposals European Commission - The Habitats Directive	Core Strategy Policy D14 and D15	
Flood Risk Assessment (FRA)	Required – for <ul style="list-style-type: none"> • All development in Flood Zone 2 and 3 refer to Sedgemoor's Sequential Test guidance • Development over 1 hectare in Flood Zone 1 • Works within 8m of a main river Flood Zones can be found at the following link: EA Flood Zones Applicants should refer to the National EA Standing Advice and Local EA Standing Advice .	Core Strategy Policy D1	
Heritage Statement	Required - for works within a Conservation Area or for works adjacent or to a Listed Building or Scheduled Ancient Monument or having archaeology implications Heritage assets NPPF paragraph 128 Relevant information on Listed Building, Conservation Areas and Historic Environment Records (HERs) can be found on Historic England's website Archaeology advice can be found on the South West Heritage Trust's website Conservation Areas and Listed Buildings can be found using our Interactive Mapping service	Core Strategy Policy D17 NPPF paragraph 128	
Archaeological Assessment	Required – for developments in areas of high archaeological possibility Archaeology advice can be found on the South West Heritage Trust's website	Core Strategy Policy D17	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Design and Access Statement	Required – for development comprising: <ul style="list-style-type: none"> • One or more dwellings in a Conservation Area • Increase in floor space of 100m² or more NPPG - Design and access statement paragraphs 029-033 Conservation Areas can be found using our Interactive Mapping service	The Town and Country Planning (Development Management Procedure) (England) Order 2015 NPPG paragraphs 029-033	
Tree Survey	Required – for works involving a tree that is subject to a Tree Preservation Order, to a tree within a Conservation Area or where works potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction. Conservation Areas and Tree Preservation Orders can be found using our Interactive Mapping service	Core Strategy Policy S3 and D14 BS. 5837 (2012)	
Structural Survey and Conversion Method Statement	Required – for development involving the conversion of an existing rural building outside of the settlement boundaries Sedgemoor District Council - Conversion of Agricultural/Rural buildings: Planning Guidance Note	Core Strategy Policy D2	
Land Contamination Report	Required – for application sites where there has been a previous or suspected contaminative use at the site and: <ul style="list-style-type: none"> • Operational development is proposed where there would be disturbance to the ground or groundwater regime and/or • A vulnerable use is proposed where human health may be impacted Sedgemoor District Council - Contaminated land	Core Strategy Policy D16	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Draft S106 / Heads of Terms	Required – for schemes involving: <ul style="list-style-type: none"> Affordable housing Sedgemoor District Council - Affordable Housing Development On site open space contributions (formerly RLT2 contributions) Sedgemoor District Council - Current requirements for RLT2 developer contributions Matters which cannot be covered by planning conditions 	Core Strategy Policies D5, D6, D7 and P4	
Noise Assessment	Required – for developments generating potentially significant levels of noise or for development in close proximity to sensitive receptors. NPPG - Guidance on Noise	Core Strategy Policy D16	
Agricultural appraisal	Required – for countryside developments including new agricultural buildings or rural worker’s dwelling NPPG - Rural Workers Dwellings paragraph 55 Former Planning Policy Statement 7: Sustainable Development in Rural Areas Annex A	Core Strategy Policy P6 NPPG paragraph 55	
Transport Statement / Assessment	Required – for development that is likely to: <ul style="list-style-type: none"> Result in a material increase or change in the traffic Affect a classified road or proposed highway Involve the laying out or construction of a highway or access 	Core Strategy Policy D10	
Foul and surface water drainage strategy/details	Required	Core Strategy Policy D1, D3, D16	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Landscape and Visual Impact Assessment	Required – for developments having an impact to be determined on a site by site basis. Development that has the potential to result in a significant visual impact which may include (but is not limited to): <ul style="list-style-type: none"> • Solar and wind energy projects • Development in the open countryside or AONB 	Core Strategy Policy D14	
Landscape Plan / Strategy	Required – except where Change of Use has no landscape impact or landscaping is a Reserved Matter	Core Strategy Policy S3, D14	
Statement of Community Involvement	Required - where identified during pre-application discussions or where identified in the Sedgemoor District Council - Statement of Community Involvement	Adopted SCI	
Compulsory Pre-application Consultation	Required - for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres. NPPG paragraph 009 Article 3 of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015	NPPG paragraph 009 Article 3 of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015	
Affordable Housing Statement	Required – for residential development of 5 or more units and must include: Number and mix of affordable units; viability assessment based on HCA guidelines where provision will be less than that required by Core Strategy Policy D6	Core Strategy Policy D6	
Local Labour Agreement	Required – for developments that will create 10 or more new jobs including construction jobs	Core Strategy Policy D11	

Full or Outline planning application for Major development (including Change of Use)

This sheet can be printed/submitted with your application.

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Mandatory requirements	See Mandatory requirements for ALL applications <ul style="list-style-type: none"> • Application form • Ownership certificate • Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
CIL Additional Information Form	Required – for applications for full permission where the proposed development relates to residential, retail warehouses, supermarket or hotel use that will involve the creation of 100m ² or more floor space (including converted floor space) For further CIL information and forms please see Planning Portal - CIL Additional Information Forms CIL Additional Information Form is not required for outline applications	CIL Regulations (2010), as amended	
Site Location Plan (existing)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Block Plan (existing and proposed)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Elevation drawings (existing and proposed)	Required – except if matters are reserved or if for Change of Use only (see Local Requirement for ALL Applications)	Core Strategy Policy D2	
Floor plans (existing and proposed)	Required – except if matters are reserved or if for Change of Use only (see Local Requirement for ALL Applications)	Core Strategy Policy D2	
Section plans/levels (existing and proposed)	Required – except if matters are reserved or if for Change of Use only (see Local Requirement for ALL Applications)	Core Strategy Policy D2	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Ecology report including evidence to support Habitats Regulations Assessment / Environmental Impact Assessment (EIA) Development	Required – except if there is no impact to be determined on a site by site basis. Gov.uk - Protected species and sites: how to review planning proposals An Environmental Impact Assessment (EIA) may be required Planning Practice Guidance - EIA Guidance	The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended) Core Strategy Policy D14 and D15	
Flood Risk Assessment (FRA)	Required – for : <ul style="list-style-type: none"> • All development in Flood Zone 2 and 3 refer to Sedgemoor's Sequential Test guidance • Development over 1 hectare in Flood Zone 1 • Works within 8m of a main river Flood Zones can be found at the following link: EA Flood Zones Applicants should refer to the National EA Standing Advice and Local EA Standing Advice .	Core Strategy Policy D1	
Heritage Statement	Required - for works within a Conservation Area or for works adjacent or to a Listed Building or Scheduled Ancient Monument or having archaeology implications Heritage assets NPPF paragraph 128 Relevant information on Listed Building, Conservation Areas and Historic Environment Records (HERs) can be found on Historic England's website Archaeology advice can be found on the South West Heritage Trust's website Conservation Areas and Listed Buildings can be found using our Interactive Mapping service	Core Strategy Policy D17 NPPF paragraph 128	
Archaeological Assessment	Required – for developments in areas of high archaeological possibility Archaeology advice can be found on the South West Heritage Trust's website	Core Strategy Policy D17	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Design and Access Statement	<p>Required - unless the development is a change of use without operational development or for an engineering operation</p> <p>NPPG - Design and access statement paragraphs 029-033</p> <p>Conservation Areas can be found using our Interactive Mapping service</p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>NPPG paragraphs 029-033</p>	
Tree Survey	<p>Required – for works involving a tree that is subject to a Tree Preservation Order, to a tree within a Conservation Area or where works potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.</p> <p>Conservation Areas and Tree Preservation Orders can be found using our Interactive Mapping service</p>	<p>Core Strategy Policy S3, D14</p> <p>BS. 5837 (2012)</p>	
Structural Survey and Conversion Method Statement	<p>Required – for development involving the conversion of an existing rural building outside of the settlement boundaries</p> <p>Sedgemoor District Council - Conversion of Agricultural/Rural buildings: Planning Guidance Note</p>	<p>Core Strategy Policy D2</p>	
Land Contamination report	<p>Required – for application sites where there has been a previous or suspected contaminative use at the site AND:</p> <ul style="list-style-type: none"> • Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR • A vulnerable use is proposed where human health may be impacted <p>Sedgemoor District Council - Contaminated land</p>	<p>Core Strategy Policy D16</p>	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Draft S106 / Heads of Terms	Required – for schemes involving: <ul style="list-style-type: none"> • Affordable housing Sedgemoor District Council - Affordable Housing Development • On site open space contributions (formerly RLT2 contributions) Sedgemoor District Council - Current requirements for RLT2 developer contributions • Matters which cannot be covered by planning conditions 	Core Strategy Policies D5, D6, D7 and P4	
Noise Assessment	Required – for developments generating potentially significant levels of noise or for development in close proximity to sensitive receptors. NPPG - Guidance on Noise	Core Strategy Policy D16	
Agricultural appraisal	Required – for countryside development including new agricultural buildings or rural worker’s dwelling NPPG - Rural Workers Dwellings paragraph 55 Former Planning Policy Statement 7: Sustainable Development in Rural Areas Annex A	Core Strategy Policy P6 NPPG paragraph 55	
Transport Statement / Assessment / Travel Plan	Required – for development that is likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic • Affect a classified road or proposed highway • Involve the laying out or construction of a highway or access 	Core Strategy Policy D10	
Foul and surface water drainage strategy	Required	Core Strategy Policy D1, D3, D16	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Landscape and Visual Impact Assessment	Required – for developments having an impact to be determined on a site by site basis. Development that has the potential to result in a significant visual impact which may include (but is not limited to): <ul style="list-style-type: none"> • Solar and wind energy projects • Development in the open countryside or AONB 	Core Strategy Policy D14	
Landscape Plan / Strategy	Required – except where Change of Use has no landscape impact or landscaping is a Reserved Matter	Core Strategy Policy S3, D14	
Statement of Community Involvement	Required - where identified during pre-application discussions or where identified in the Sedgemoor District Council - Statement of Community Involvement	Adopted SCI	
Compulsory Pre-application Consultation	Required - for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres. NPPG paragraph 009 Article 3 of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015	NPPG paragraph 009 Article 3 of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015	
Affordable Housing Statement	Required – for residential development of 5 or more units and must include: Number and mix of affordable units; viability assessment based on HCA guidelines where provision will be less than that required by Core Strategy Policy D6	Core Strategy Policy D6	
Local Labour Agreement	Required – for developments that will create 10 or more new jobs including construction jobs	Core Strategy Policy D11	
Impact Assessment	Required – for applications for over 2,500m ² of floor space for retail, leisure or office development NPPF - Ensuring the vitality of town centres	Core Strategy Policy D13 NPPF paragraphs 23-27	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Planning Statement	Required (can be combined with a Design and Access Statement)	Core Strategy Policy S3 and D2	

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Reserved Matters Application

This sheet can be printed/submitted with your application.

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Mandatory requirements	See Mandatory requirements for ALL applications <ul style="list-style-type: none"> • Application form • Ownership certificate • Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
CIL Additional Information Form	Required – for development relating to residential, retail warehouses, supermarket or hotel use that will involve the creation of 100m ² or more floor space (including converted floor space), unless the outline permission was granted before 01 April 2015 For further CIL information and forms please see Planning Portal - CIL Additional Information Forms	CIL Regulations (2010), as amended	
Site Location Plan (existing)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Block Plan (existing and proposed)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Elevation drawings (existing and proposed)	Required – except if approved within the outline permission (see Local Requirement for ALL Applications)	Core Strategy Policy D2	
Floor plans (existing and proposed)	Required – except if approved within the outline permission (see Local Requirement for ALL Applications)	Core Strategy Policy D2	
Section plans/levels (existing and proposed)	Required – except if approved within the outline permission (see Local Requirement for ALL Applications)	Core Strategy Policy D2	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
<p>Ecology report including evidence to support Habitats Regulations Assessment / Environmental Impact Assessment (EIA) Development</p>	<p>Required – except if dealt with at Outline stage or there is no impact - to be determined on a site by site basis.</p> <p>Gov.uk - Protected species and sites: how to review planning proposals</p> <p>An Environmental Impact Assessment (EIA) may be required Planning Practice Guidance - EIA Guidance</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended)</p> <p>Core Strategy Policy D14 and D15</p>	
<p>Flood Risk Assessment (FRA)</p>	<p>Required – for</p> <ul style="list-style-type: none"> All development in Flood Zone 2 and 3 refer to Sedgemoor's Sequential Test guidance Development over 1 hectare in Flood Zone 1 Works within 8m of a main river <p>Flood Zones can be found at the following link: EA Flood Zones</p> <p>Applicants should refer to the National EA Standing Advice and Local EA Standing Advice.</p> <p>Except if considered at Outline stage</p>	<p>Core Strategy Policy D1</p>	
<p>Heritage Statement</p>	<p>Required - for works within a Conservation Area or for works adjacent or to a Listed Building or Scheduled Ancient Monument or having archaeology implications Heritage assets NPPF paragraph 128</p> <p>Relevant information on Listed Building, Conservation Areas and Historic Environment Records (HERs) can be found on Historic England's website</p> <p>Archaeology advice can be found on the South West Heritage Trust's website</p> <p>Conservation Areas and Listed Buildings can be found using our Interactive Mapping service</p> <p>Except if considered at Outline stage</p>	<p>Core Strategy Policy D17</p> <p>NPPF paragraph 128</p>	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Archaeological Assessment	Required – for developments in areas of high archaeological possibility Archaeology advice can be found on the South West Heritage Trust's website Except if considered at Outline stage	Core Strategy Policy D17	
Design and Access Statement	Required – except if the development is only for engineering operations NPPG - Design and access statement paragraphs 029-033 Conservation Areas can be found using our Interactive Mapping service Except if considered at Outline stage	The Town and Country Planning (Development Management Procedure) (England) Order 2015 NPPG paragraphs 029-033	
Tree Survey	Required – for works involving a tree that is subject to a Tree Preservation Order, to a tree within a Conservation Area or where works potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction. Conservation Areas and Tree Preservation Orders can be found using our Interactive Mapping service Except if considered at Outline stage	Core Strategy Policy S3, D14 BS. 5837 (2012)	
Structural Survey and Conversion Method Statement	Required – for development involving the conversion of an existing rural building outside of the settlement boundaries Sedgemoor District Council - Conversion of Agricultural/Rural buildings: Planning Guidance Note Except if considered at Outline stage	Core Strategy Policy D2	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Land Contamination report	Required – for application sites where there has been a previous or suspected contaminative use at the site AND: <ul style="list-style-type: none"> • Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR • A vulnerable use is proposed where human health may be impacted Sedgemoor District Council - Contaminated land Except if considered at Outline stage	Core Strategy Policy D16	
Noise Assessment	Required – for developments generating potentially significant levels of noise or for development in close proximity to sensitive receptors. NPPG - Guidance on Noise Except if considered at Outline stage	Core Strategy Policy D16	
Agricultural appraisal	Required – for countryside development including new agricultural buildings or rural worker’s dwelling NPPG - Rural Workers Dwellings paragraph 55 Former Planning Policy Statement 7: Sustainable Development in Rural Areas Annex A Except if considered at Outline stage	Core Strategy Policy P6 NPPG paragraph 55	
Transport Statement / Assessment / Travel Plan	Required – for development that is likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic • Affect a classified road or proposed highway • Involve the laying out or construction of a highway or access Except if considered at Outline stage	Core Strategy Policy D10	
Foul and surface water drainage strategy	Required - except if considered at Outline stage	Core Strategy Policy D1, D3, D16	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Landscape and Visual Impact Assessment	Required - this will be determined on a site by site basis. Development that has the potential to result in a significant visual impact which may include (but is not limited to): <ul style="list-style-type: none"> • Solar and wind energy projects • Development in the open countryside or AONB Except if considered at Outline stage	Core Strategy Policy D14	
Landscape Plan / Strategy	Required – except if approved within the Outline permission	Core Strategy Policy S3, D14	
Statement of Community Involvement	Required - where identified during pre-application discussions, during Outline considerations or where identified in the Sedgemoor District Council - Statement of Community Involvement	Adopted SCI	
Impact Assessment	Required – for applications for over 2,500m ² of floor space for retail, leisure or office development NPPF - Ensuring the vitality of town centres Except if considered at Outline stage	Core Strategy Policy D13 NPPF paragraphs 23-27	
Planning Statement	Required (can be combined with a Design and Access Statement)	Core Strategy Policy S3 and D2	

Application for Advertisement Consent

This sheet can be printed/submitted with your application.

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Mandatory requirements	See Mandatory requirements for ALL applications <ul style="list-style-type: none"> • Application form • Ownership certificate • Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Site Location Plan (existing)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Block Plan (existing and proposed)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Elevation drawings (existing and proposed)	Required - a plan at 1:20 or 1:50 showing the size, position, materials, colours, height above ground, means of illumination and projection from the building of the advertisement	Core Strategy Policy D2	

Listed Building Consent

This sheet can be printed/submitted with your application.

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Mandatory requirements	See Mandatory requirements for ALL applications <ul style="list-style-type: none"> • Application form • Ownership certificate 	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Site Location Plan (existing)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Block Plan (existing and proposed)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Elevation plans (existing and proposed)	Required (see Local Requirement for ALL Applications)	Core Strategy Policy S3, D2, D17	
Floor plans (existing and proposed)	Required (see Local Requirement for ALL Applications)	Core Strategy Policy S3, D2, D17	
Section plans/levels (existing and proposed)	Required (see Local Requirement for ALL Applications)	Core Strategy Policy S3, D2, D17	
Heritage Statement	Required – this must include a full schedule of the proposed works	Core Strategy Policy D17	
Design and Access Statement	Required NPPG - Design and access statement paragraphs 029-033 Conservation Areas can be found using our Interactive Mapping service	The Town and Country Planning (Development Management Procedure) (England) Order 2015 NPPG paragraphs 029-033	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Structural Survey and Conversion Method Statement	Required – for development involving structural works to a Listed Building Sedgemoor District Council - Conversion of Agricultural/Rural buildings: Planning Guidance Note	Core Strategy Policy S3, D2, D17	

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Certificate of Lawfulness of Existing Use or Development

This sheet can be printed/submitted with your application.

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Mandatory requirements	See Mandatory requirements for ALL applications <ul style="list-style-type: none"> • Application form • Ownership certificate • Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
CIL Additional Information Form	Required – for development relating to residential, retail warehouses, supermarket or hotel use that will involve the creation of 100m ² or more floor space (including converted floor space) For further CIL information and forms please see Planning Portal - CIL Additional Information Forms	CIL Regulations (2010), as amended	
Site Location Plan (existing)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Block Plan (existing and proposed)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Elevation plans (existing and proposed)	Required - this will be determined on a case by case basis. (see Local Requirement for ALL Applications)	Town and Country Planning Act 1990 s.191	
Floor plans (existing and proposed)	Required - this will be determined on a case by case basis. (see Local Requirement for ALL Applications)	Town and Country Planning Act 1990 s.191	
Section plans/levels (existing and proposed)	Required - this will be determined on a case by case basis. (see Local Requirement for ALL Applications)	Town and Country Planning Act 1990 s.191	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Planning Statement	Required - detailing why the works that have taken place fall within permitted development rights/are lawful; providing/summarising evidence submitted to support the burden of proof which is on the applicant.	Town and Country Planning Act 1990 s.191	

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Certificate of Lawfulness of Proposed Use or Development

This sheet can be printed/submitted with your application.

Document or plan description:	When/What is required:	Included? (please tick)	Please tick if submitted
Mandatory requirements	See Mandatory requirements for ALL applications <ul style="list-style-type: none"> • Application form • Ownership certificate • Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
CIL Additional Information Form	Required – for development relating to residential, retail warehouses, supermarket or hotel use that will involve the creation of 100m ² or more floor space (including converted floor space) For further CIL information and forms please see Planning Portal - CIL Additional Information Forms	CIL Regulations (2010), as amended	
Site Location Plan (existing)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Block Plan (existing and proposed)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Elevation drawings (existing and proposed)	Required - this will be determined on a case by case basis. (see Local Requirement for ALL Applications)	Town and Country Planning Act 1990 s.192	
Floor plans (existing and proposed)	Required - this will be determined on a case by case basis. (see Local Requirement for ALL Applications)	Town and Country Planning Act 1990 s.192	
Section plans/levels (existing and proposed)	Required - this will be determined on a case by case basis. (see Local Requirement for ALL Applications)	Town and Country Planning Act 1990 s.192	

Document or plan description:	When/What is required:	Included? (please tick)	Please tick if submitted
Planning Statement	Required - detailing why the works that will take place fall within permitted development rights/would be lawful; providing/summarising evidence submitted to support the burden of proof which is on the applicant.	Town and Country Planning Act 1990 s.192	

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Tree Works or Hedgerow Removal Application

This sheet can be printed/submitted with your application.

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Mandatory requirements	See Mandatory requirements for ALL applications <ul style="list-style-type: none"> • Application form • Ownership certificate 	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Site Location Plan (existing)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Block Plan (existing and proposed)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Ecology report	Required - this will be determined on a site by site basis. Gov.uk - Protected species and sites: how to review planning proposals European Commission - The Habitats Directive	Core Strategy Policy D14 and D15	
Tree Survey and Arboricultural assessment including a Tree Constraints Plan	Required – to meet the standard within BS 5837:2012 Trees in relation to design, demolition and construction	Core Strategy Policy D14 and D15	
Planning Statement	Required – detailed description of works unless already included on the application form	Core Strategy Policy S3 and D2	

Removal or Variation of Condition (Section 73 application)

This sheet can be printed/submitted with your application.

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Mandatory requirements	See Mandatory requirements for ALL applications <ul style="list-style-type: none"> • Application form • Ownership certificate • Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
CIL Additional Information Form	Required – for development relating to residential, retail warehouses, supermarket or hotel use that will change the floor space from that which was permitted by the permission that the S73 application relates to For further CIL information and forms please see Planning Portal - CIL Additional Information Forms	CIL Regulations (2010), as amended	
Site Location Plan (existing)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Block Plan (existing and proposed)	Required (see Local Requirement for ALL Applications)	The Town and Country Planning (Development Management Procedure) (England) Order 2015	
Elevation plans (existing and proposed)	Required - this will be determined on a case by case basis (see Local Requirement for ALL Applications)	Core Strategy Policy D2	
Floor plans (existing and proposed)	Required - this will be determined on a case by case basis (see Local Requirement for ALL Applications)	Core Strategy Policy D2	
Section plans/levels (existing and proposed)	Required - this will be determined on a case by case basis (see Local Requirement for ALL Applications)	Core Strategy Policy D2	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Ecology report including evidence to support Habitats Regulation Assessment	<p>Required – for changes to planning condition(s) in relation to this issue</p> <p>Where an assessment was provided to support the planning permission to which this S73 relates, an updated assessment or Addendum may be sufficient.</p> <p>Where the removal or variation has additional ecological implications an ecology report may be required.</p> <p>Gov.uk - Protected species and sites: how to review planning proposals</p> <p>European Commission - The Habitats Directive</p>	Core Strategy Policy D14 and D15	
Flood Risk Assessment (FRA)	<p>Required – for changes to planning condition(s) in relation to this issue</p> <p>Where an assessment was provided to support the planning permission to which this S73 relates, an updated assessment or Addendum may be sufficient</p>	Core Strategy Policy D1	
Heritage Statement	<p>Required – for changes to planning condition(s) in relation to this issue</p> <p>Where an assessment was provided to support the planning permission to which this S73 relates, an updated assessment or Addendum may be sufficient</p>	Core Strategy Policy D17	
Land Contamination report	<p>Required – for changes to planning condition(s) in relation to this issue</p> <p>Where an assessment was provided to support the planning permission to which this S73 relates, an updated assessment or Addendum may be sufficient</p>	Core Strategy Policy D16	
Archaeological Assessment	<p>Required – for changes to planning condition(s) in relation to this issue</p> <p>Where an assessment was provided to support the planning permission to which this S73 relates, an updated assessment or Addendum may be sufficient</p>	Core Strategy Policy D17	
Tree Survey	<p>Required – for changes to planning condition(s) in relation to this issue</p> <p>A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.</p> <p>Where an assessment was provided to support the planning permission to which this S73 relates, an updated assessment or Addendum may be sufficient</p>	Core Strategy Policy D14 BS. 5837 (2012)	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Structural Survey & Conversion Method Statement	Required – for changes to planning condition(s) in relation to this issue Where an assessment was provided to support the planning permission to which this S73 relates, an updated assessment or Addendum may be sufficient	Core Strategy Policy D2	
Land Contamination Report	Required – for changes to planning condition(s) in relation to this issue Where an assessment was provided to support the planning permission to which this S73 relates, an updated assessment or Addendum may be sufficient	Core Strategy Policy D16	
Noise Assessment	Required – for changes to planning condition(s) in relation to this issue Where an assessment was provided to support the planning permission to which this S73 relates, an updated assessment or Addendum may be sufficient	Core Strategy Policy D1	
Agricultural appraisal	Required – for changes to planning condition(s) in relation to this issue Where an assessment was provided to support the planning permission to which this S73 relates, an updated assessment or Addendum may be sufficient	Core Strategy Policy P6	
Transport Statement / Transport Assessment / Travel Plan	Required – for changes to planning condition(s) in relation to this issue Where an assessment was provided to support the planning permission to which this S73 relates, an updated assessment or Addendum may be sufficient	Core Strategy Policy D10	
Foul and surface water drainage strategy/ details	Required – for changes to planning condition(s) in relation to this issue Where an assessment was provided to support the planning permission to which this S73 relates, an updated assessment or Addendum may be sufficient	Core Strategy Policy D1, D3, D16	
Landscape and Visual Assessment	Required – for changes to planning condition(s) in relation to this issue Where an assessment was provided to support the planning permission to which this S73 relates, an updated assessment or Addendum may be sufficient	Core Strategy Policy D14	

Document or plan description:	When/What is required:	Policy / Legislative Drivers:	Please tick if submitted
Landscape Plan / Strategy	Required – for changes to planning condition(s) in relation to this issue Where an assessment was provided to support the planning permission to which this S73 relates, an updated assessment or Addendum may be sufficient	Core Strategy Policy S3, D14	
Affordable Housing Statement	Required – for changes to planning condition(s) in relation to this issue Where an assessment was provided to support the planning permission to which this S73 relates, an updated assessment or Addendum may be sufficient	Core Strategy Policy D6	
Planning Statement	Required - detailing why the application for removal/variation of the condition is being sought.	Town and Country Planning Act 1990 s.73	

Other Application Types

The mandatory provisions for the below application types can be found using the attached links and should also include:

- Application form
- Ownership certificate
- Fee

Prior Approvals

Applications for Prior Approval under the Town and Country Planning (General Permitted Development) (England) Order 2015 (the GPDO)

Please note: validation requirements for Prior Approval Notifications do not appear in our Local Validation Checklist because they are set out in [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015 Part 3 W](#)

Non-Material Amendments

As per the requirements of [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 Part 3 \(10\)](#)

Hazardous Substance Consents

As per the requirements of the [National Planning Practice Guidance](#)

Prescribed Forms [The Planning \(Control of Major-Accident Hazards\) Regulations 1999 \(as amended\)](#)

Applications in respect of Crown Land

As per the requirements of [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 Part 3 \(8\)](#)

Discharge of Condition

A covering letter is acceptable in place of an application form for this type of application.

As per the requirements of [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 Article 27](#)

Summary Chart

		Type of application									
		Householder planning applications	Full or Outline planning application for Minor development (including Change of Use)	Full or Outline planning application for Major development (including Change of Use)	Reserved Matters Application	Advertisement Consent	Listed Building Consent	Certificates of Lawfulness of Existing Use or Development	Certificate of Lawfulness of Proposed Use or Development	Tree Works or Hedgerow Removal Application	Removal or variations of planning conditions
Info required	Mandatory requirements	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
	CIL Additional Information Form	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Not applicable	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Required - please see specific guidance
	Site Location Plan (existing)	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
	Block Plan (existing and proposed)	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
	Elevation drawings (existing and proposed)	Required	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Required	Required	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Required - please see specific guidance
	Floor plans (existing and proposed)	Required	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Required	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Required - please see specific guidance
	Section plans/levels (existing and proposed)	Required	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Required	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Required - please see specific guidance

		Type of application									
		Householder planning applications	Full or Outline planning application for Minor development (including Change of Use)	Full or Outline planning application for Major development (including Change of Use)	Reserved Matters Application	Advertisement Consent	Listed Building Consent	Certificates of Lawfulness of Existing Use or Development	Certificate of Lawfulness of Proposed Use or Development	Tree Works or Hedgerow Removal Application	Removal or variations of planning conditions
	Ecology Report	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Not applicable	Not required	Not required	Required - please see specific guidance	Required - please see specific guidance
	Flood Risk Assessment (FRA)	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Not applicable	Not required	Not required	Not applicable	Required - please see specific guidance
	Heritage Statement	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Required	Not required	Not required	Not applicable	Required - please see specific guidance
	Archaeological Assessment	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Not applicable	Not required	Not required	Not applicable	Required - please see specific guidance
	Design and Access Statement	Not required	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Required	Not required	Not required	Not applicable	Not applicable
	Tree Survey	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Not applicable	Not required	Not required	Required - please see specific guidance	Required - please see specific guidance

		Type of application									
		Householder planning applications	Full or Outline planning application for Minor development (including Change of Use)	Full or Outline planning application for Major development (including Change of Use)	Reserved Matters Application	Advertisement Consent	Listed Building Consent	Certificates of Lawfulness of Existing Use or Development	Certificate of Lawfulness of Proposed Use or Development	Tree Works or Hedgerow Removal Application	Removal or variations of planning conditions
	Structural Survey & Conversion Method Statement	Not required	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Required	Not required	Not required	Not applicable	Required - please see specific guidance
	Land Contamination Report	Not required	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Not applicable	Not required	Not required	Not applicable	Required - please see specific guidance
	Draft S106/ Heads of Terms	Not required	Required - please see specific guidance	Required - please see specific guidance	Not required	Not applicable	Not applicable	Not required	Not required	Not applicable	Not applicable
	Noise Survey	Not required	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Not applicable	Not required	Not required	Not applicable	Required - please see specific guidance
	Agricultural appraisal	Not required	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Not applicable	Not required	Not required	Not applicable	Required - please see specific guidance
	Transport Assessment/ Statement	Not required	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Not applicable	Not required	Not required	Not applicable	Required - please see specific guidance

		Type of application									
		Householder planning applications	Full or Outline planning application for Minor development (including Change of Use)	Full or Outline planning application for Major development (including Change of Use)	Reserved Matters Application	Advertisement Consent	Listed Building Consent	Certificates of Lawfulness of Existing Use or Development	Certificate of Lawfulness of Proposed Use or Development	Tree Works or Hedgerow Removal Application	Removal or variations of planning conditions
	Foul and surface water drainage strategy/ details	Not required	Required	Required	Required - please see specific guidance	Not applicable	Not applicable	Not required	Not required	Not applicable	Required - please see specific guidance
	Landscape and Visual Impact Assessment	Not required	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Not applicable	Not required	Not required	Not applicable	Required - please see specific guidance
	Landscape Plan / Strategy	Not required	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Not applicable	Not required	Not required	Not applicable	Required - please see specific guidance
	Statement of Community Involvement	Not required	Required - please see specific guidance	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Not applicable	Not required	Not required	Not applicable	Not applicable
	Compulsory Pre-application Consultation	Not required	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Not applicable	Not applicable	Not required	Not required	Not applicable	Not applicable
	Affordable Housing Statement	Not required	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Not applicable	Not applicable	Not required	Not required	Not applicable	Required - please see specific guidance

		Type of application									
		Householder planning applications	Full or Outline planning application for Minor development (including Change of Use)	Full or Outline planning application for Major development (including Change of Use)	Reserved Matters Application	Advertisement Consent	Listed Building Consent	Certificates of Lawfulness of Existing Use or Development	Certificate of Lawfulness of Proposed Use or Development	Tree Works or Hedgerow Removal Application	Removal or variations of planning conditions
	Local Labour Agreement	Not required	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Not applicable	Not applicable	Not required	Not required	Not applicable	Not applicable
	Impact Assessment	Not required	Not required	Required - please see specific guidance	Required - please see specific guidance	Not applicable	Not applicable	Not required	Not required	Not applicable	Not applicable
	Planning Statement	Not required	Not required	Required	Required	Not applicable	Not applicable	Required	Required	Required	Required