

## Application for Planning Permission

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the required information is not included with your application, it will be made invalid and we will not register or process it. In this case, we will advise you about the additional information that is required. Please supply one copy of each document and plan

### Part I Information Required – National Planning Application Requirements

1	<p><b>Completed form</b> Including a signed ownership and agricultural holdings certificate (either A, B, C or D)</p>	
2	<p><b>Design and Access Statement</b> Required for:</p> <ul style="list-style-type: none"> <li>• Applications for major development, as defined in <a href="#">article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015</a>;</li> <li>• Applications for listed building consent</li> <li>• Applications for development in a Conservation Area, where the proposed development consists of:             <ul style="list-style-type: none"> <li>• one or more dwellings; or</li> <li>• a building or buildings with a floor space of 100 square metres or more.</li> </ul> </li> </ul> <p>Applications for a material change of use or engineering operations do not require a design and access statement.</p>	
3	<p><b>Location Plan</b> Ordnance survey based, at a scale of 1:1250 or 1:2500.</p> <ul style="list-style-type: none"> <li>• Up-to-date, with north marked, and sufficient to locate the site.</li> <li>• Identifies the land to which the application relates, i.e. a red outline to application site</li> <li>• Blue outline to other land owned by the applicant.</li> <li>• The plan must cover a large enough area to enable the location to be easily found</li> </ul>	
4	<p><b>Existing and Proposed Block Plan: at a scale of 1:200 or 1:500</b></p> <ul style="list-style-type: none"> <li>• The existing plan must show the existing structures, boundary treatments, trees etc. on the site</li> <li>• The proposed plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.             <ul style="list-style-type: none"> <li>• Any trees or hedges affected by the development should be shown</li> <li>• Any new boundary walls or fencing proposed as part of the development</li> <li>• Parking areas, existing or proposed or any other hard surfacing</li> </ul> </li> </ul>	
5	<p><b>Existing and Proposed Elevations at a scale of 1:50 or 1:100.</b></p> <ul style="list-style-type: none"> <li>• Required for any extensions or new buildings</li> </ul>	

	<ul style="list-style-type: none"> <li>All existing and proposed elevations affected by the proposal must be shown and labelled.</li> </ul>	
6	<p><b>Existing and Proposed Floor plans at a scale of 1:50 or 1:100</b></p> <ul style="list-style-type: none"> <li>Required for any extensions or new buildings</li> <li>All existing and proposed uses of rooms should be shown</li> </ul>	<input type="checkbox"/>
7	<p><b>Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100</b></p> <ul style="list-style-type: none"> <li>Required if a proposal involves a change in ground levels, the plans should show the existing and finished levels and the relationship to neighbouring development.</li> <li>Levels should be related to a fixed point datum.</li> <li>The impact of any significant change in levels should be illustrated by sectional drawings which show both existing and proposed levels.</li> </ul>	<input type="checkbox"/>
8	<p><b>Roof Plans at a scale of 1:50 or 1:100:</b></p> <ul style="list-style-type: none"> <li>Showing the shape of the roof and any materials, roof lights, flues etc. it may be possible to combine the roof plan with the proposed block , where the roof plan is simple</li> </ul>	<input type="checkbox"/>
9	The correct fee: <a href="#">Planning Portal Fee Calculator</a>	<input type="checkbox"/>
10	<p><b>Where Ownership Certificates B, C or D have been completed</b></p> <p><i>Evidence of notice as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015</i></p>	<input type="checkbox"/>

## **Part II Information Required – Adopted Local Application Requirements**

1.	<p><b>Affordable Housing Statement</b></p> <p>Required if the proposal is for 11 dwellings or more or sites with a maximum combined floorspace greater than 1000 square metres.</p>	
2.	<p><b>Agricultural, Forestry or Occupational Worker Dwelling Justification</b></p> <p>Any applications proposing new agricultural, forestry or other occupational workers dwellings in open countryside or to remove occupancy conditions on existing dwellings.</p>	
3.	<p><b>Air Quality Assessment</b></p> <p>Likely to be required for:</p> <ul style="list-style-type: none"> <li>• Any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floor-space exceeds 1,000 square metres or the site area is 1 hectare or more within or adjoining an air quality management area (AQMA)</li> <li>• Proposals that would lead to an increase in congestion or HGV movements, include significant amounts of car parking, emit dust</li> <li>• Proposals that introduce “sensitive receptors” e.g. dwellings, schools, hospitals, into an area of poor air quality</li> </ul>	
4.	<p><b>Bin Store</b></p> <p>All proposals involving development that would require bin storage, including all new dwellings. Bin Storage can be shown on the block plan but on major schemes a separate plan will be required. The drawings should clearly show the appropriate bin storage and identify collection points.</p>	
5.	<p><b>Biodiversity Survey and Report</b></p> <p>Required if an important wildlife site, habitat, natural feature or species could be affected by the proposal. A Habitats Regulations Assessment is required where an application may be connected to and impact upon a on any European/Internationally designated Site</p>	
6.	<p><b>Community Infrastructure Levy Additional Information Requirement Form</b></p> <p>Applications for full planning permission/lawful development certificates for 11 to 449 dwellings.</p> <p>Applications for reserved matters for new dwellings following an outline planning permission for 11 to 449 dwellings granted on or after 1 January 2019</p> <p>The form can be downloaded here: <a href="#">CIL Additional Information Requirement Form</a></p>	

7.	<b>Condition Survey</b> Applications for planning permission where partial or total demolition is proposed	
8.	<b>Daylight/Sunlight Assessment</b> Any application where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or where the proposed development may be adversely affected by adjoining sites.	
9.	<b>Drainage Strategy Including SuDS (Sustainable Urban Drainage Systems)</b>  Required for any application that has surface water implications.	
10.	<b>Energy Statement</b>  Required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floor-space exceeds 1,000 square metres or the site area is 1 hectare or more.	
11.	<b>Environmental Impact Assessment</b>  Required for any proposal that is a 'Schedule 1' or some proposals that are 'Schedule 2' development as defined in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.	
12.	<b>Flood Risk Assessment/Drainage Strategy</b>  Required for planning applications for: <ul style="list-style-type: none"> <li>• Any development of 1 hectare or greater in Flood Zone 1.</li> <li>• All proposals for Development in Flood Zones 2 and 3</li> <li>• Areas within flood zone 1 which are affected other sources of flooding, e.g. critical drainage problems, reservoirs etc.</li> </ul>	
13.	<b>Flood Risk Sequential Test And Exception Test</b>  Required for all development in flood zones 2 and 3 unless any of the following apply: <ol style="list-style-type: none"> <li>1) The development is classified as minor development for flood risk.</li> <li>2) The development involves a change of use (unless the proposed development is a caravan, camping chalet, mobile home or park home site)</li> <li>3) A sequential test has already been completed as part of the local authority's Strategic Flood Risk Assessment (SFRA), or Local Plan.</li> </ol>	•
14.	<b>Foul Sewerage Assessment</b>  Required for any application proposing: <ul style="list-style-type: none"> <li>• Over 200 residential units or 10,000 m<sup>2</sup> of new floor space or;</li> <li>• Non-mains drainage</li> </ul>	

15.	<p><b>Historic Environment Statement</b></p> <p>Required for planning applications where heritage assets are affected. Heritage assets include:</p> <ul style="list-style-type: none"> <li>• Designated assets: Scheduled Monuments, Listed Buildings, Buildings in Conservation Areas; Registered Parks and Gardens; Registered Battlefields.</li> <li>• Undesignated assets: unlisted historic buildings and structures; undesignated archaeological sites.</li> <li>• Heritage assets that are identified during the preparation of development proposals e.g. through desk-based assessment or field evaluation.</li> </ul>	
16.	<p><b>Land Contamination Assessment</b></p> <p>Required for applications on any sites where risks from land contamination may be reasonably suspected.</p>	
17.	<p><b>Landscape and Visual Impact Assessment</b></p> <p>For any proposal in a medium to high landscape sensitivity area as identified in the Joint Core Strategy Landscape Characterisation Assessment and Sensitivity Analysis</p> <p>The assessment</p>	
18.	<p><b>Lighting Assessment</b></p> <p>Required for all development where external lighting is proposed or where the proposal involves areas of public access.</p>	
19.	<p><b>Management Plans (open space, highways and infrastructure)</b></p> <p>Any major application proposing public open space or new roads.</p>	
20.	<p><b>Noise Impact Assessment:</b></p> <p>Required for any proposal:</p> <ul style="list-style-type: none"> <li>• Where the proposed development involves the installation of any plant or equipment or the carrying out of any operations, activity or use that may adversely affect adjoining or nearby noise sensitive properties.</li> <li>• Proposed noise sensitive developments that adjoin or are likely to be affected by an existing source of noise e.g. residential development close to a commercial/industrial use or trunk road where the proposed residential development may be impacted upon by unacceptable levels of noise.</li> </ul> <p>The</p>	
21.	<p><b>Open Space Assessment</b></p> <p>Required for applications which involve the loss or partial loss of existing open space as defined in Annex 2 of the National Planning Policy Framework,</p>	

22.	<b>Social and Community Infrastructure Justification statement</b>  Required for proposals to develop land or buildings currently or previously in use as a community facility.	
23.	<b>Structural Survey/report</b>	
24.	<b>Town Centre Impact Assessment</b>  Developments for town centre uses located outside town and local centres must comply with the sequential test.	
25.	<b>Transport Assessment/Statement</b>  Required for applications likely to that generate significant amounts of transport movement.	
26.	<b>Travel Plan</b> Required for applications likely to that generate significant amounts of transport movement.	
27.	<b>Telecommunications Supporting Statement</b>  All applications proposing telecommunications development, including applications for prior approval under the Town and Country Planning (General Permitted Development) Order.	
28.	<b>Tree Survey/ Arboricultural Assessment</b>  Required for: <ul style="list-style-type: none"> <li>• Proposals affecting trees covered by a tree preservation order</li> <li>• Proposals within a Conservation Area, and trees within or adjacent the site are affected by the application</li> <li>• All sites with trees and hedges growing within or bounding them, with a stem diameter greater than 75mm when measured at 1.5m above ground level, where the proposals affect the trees/hedges.</li> </ul>	
29.	<b>Ventilation/Extraction Statement</b>  Required for applications for restaurants, cafes, takeaways, premises selling / serving hot food and any proposals which include a ventilation or extraction system (except householder development)	
30.	<b>Viability Assessment</b>  Required for applications where the proposal does not provide JCS policy requirements for affordable housing and infrastructure.	
31.	<b>Waste Minimisation Statement</b>  Required for any proposal for either 10 or more dwellings (or residential development on a	

site larger than 0.5 hectare), or for any other type of development where the floor-space exceeds 1,000 square metres or the site area is 1 hectare or more	
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20	<b>Planning obligations – Draft Head(s) of Terms</b> <i>For any proposal that requires the completion of a legal agreement or where one is being offered.</i>	<input type="checkbox"/>
21	<b>Planning Statement</b> <i>For all major applications</i>	<input type="checkbox"/>
22	<b>Statement of Community Involvement</b> <i>For any proposal involving the erection of more than 50 houses or a building with a floor area of more than 3000sqm.</i>	<input type="checkbox"/>
23	<b>Structural Survey/ Method Statement</b> <i>Where the proposal involves the conversion of a building in open countryside or the demolition/partial demolition of a Listed Building or positive building in a Conservation Area.</i>	<input type="checkbox"/>
24	<b>Energy Statement</b> <i>An Energy Statement is required for all developments considered to be major as defined in the General Development Procedure Order (1995) Section 8(7).</i>	<input type="checkbox"/>
25	<b>Transport Assessment</b> <i>A transport assessment will be required if your proposal falls within any of the categories identified as requiring such an assessment in Annex 2 of the Department for Transport publication ‘Guidance on Transport Assessment’ (2007). Please find a web-link to the guidance: <a href="http://www.dft.gov.uk/pgr/regional/transportassessments/">http://www.dft.gov.uk/pgr/regional/transportassessments/</a></i>	<input type="checkbox"/>
26	<b>Travel Plan</b> <i>A Travel plan will be required for all development that falls within the thresholds identified in the Gloucestershire County Council Guidance as requiring a Travel Plan in Travel Plan Guide 10 (Travel Plan Thresholds). This guidance is available to view at: <a href="http://www.gloucestershire.gov.uk/index.cfm?articleid=21848">http://www.gloucestershire.gov.uk/index.cfm?articleid=21848</a></i>	<input type="checkbox"/>
27	<b>Arboricultural Implications</b> <i>For householder applications, any proposals involving development within two metres of the canopy spread of any tree(s) should indicate the position and spread of the tree(s) on the application plans.</i>	<input type="checkbox"/>
28	<b>Ventilation/Extraction statement</b> <i>Required for all applications for restaurants, hot food takeaways and other premises that will be selling/ serving hot food. Also required for the erection of or change of use to non-residential premises.</i>	<input type="checkbox"/>
29	<b>Waste Minimisation Statement</b> <i>Is required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floor-space exceeds 1,000 square metres or the site area is 1 hectare or more.</i>	<input type="checkbox"/>
30	<b>Telecommunications Supporting Statement</b> <i>Is required for any proposal involving the erection of a telecommunications mast or antennae</i>	<input type="checkbox"/>