

Full Planning Permission Checklist

2 complete sets of each application are required (unless submitted electronically). Plans should be dated and numbered, show their metric scale, a scale bar and include key dimensions.

National Requirements		
Requirement	Included	Reason if not included
▪ Form including the completed Ownership Certificate		
▪ Location Plan		
▪ Design and Access Statement (Major applications, one or more dwellings / building with floorspace of 100sqm or more)		
▪ Fee		

The local requirements highlighted in yellow, where applicable, are mandatory.

Local Requirement		
Requirement	Included	Reason if not included
▪ Block Plan		
▪ Proposed and Existing Elevations		
▪ Proposed and Existing Floor plans		
▪ Roof Plans		
▪ Proposed and Existing Site Sections and Site Levels		
▪ Additional Plans		
▪ Affordable Housing Statement (all residential developments of more than 5 units or where floorspace exceeds 1000sqm)		
▪ Air Quality Assessment		
▪ Biodiversity Checklist / Survey & Report		
▪ Construction Management Statement (if the site is adjacent to a SSSI)		
▪ Flood Risk Assessment		
▪ Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)		
▪ Land Contamination		
▪ Landscape Statement or Plans		
▪ Lighting Assessment		
▪ Noise Assessment		
▪ Planning Obligations Draft Head of terms		
▪ Planning Statement		
▪ Statement of Community Involvement (Major Applications only)		
▪ Telecommunication Development Supplementary Information		
▪ Transport Assessment		
▪ Travel Plan		
▪ Tree Survey / Arboricultural Implications		
▪ Ventilation / extraction details		