

NATIONAL REQUIREMENTS

2 complete sets of each application are required (unless submitted electronically). (Please note for dual applications 4 sets are required, 2 per application type).

In every case, the relevant National and Local Requirements (supporting documentation) must be submitted with your application. Details on what requirements may be applicable for each application type are listed in the Checklists found alongside the applications forms.

National Requirements	
Form	<ul style="list-style-type: none"> ▪ Please complete all sections, putting a line or N/A where not applicable. ▪ The completed Ownership Certificate (A, B, C or D – as applicable) ▪ The completed Agricultural Holdings Certificate. <p>(Please note where Ownership Certificates B, C or D have been completed, notices must be given and or published as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995. Notices can be found along with the application forms).</p>
Location Plan	<ul style="list-style-type: none"> ▪ Needs to identify the land to which the application relates. ▪ Drawn to an identified scale – usually 1:1250 or 1:2500 ▪ Show 2 named roads or a junction/house names or numbers. ▪ Site curtilage outlined in red (including all other land necessary to carry out the proposed development ie land required for access to the site from the road). ▪ Any other land in ownership outlined in blue. ▪ Show the direction North. ▪ Meet Ordnance Survey copyright: show a valid, up-to-date suppliers licence number and should not be a copy of a land registry document, used for multiple applications, be a photocopy or screen grab image.
Design and Access Statement	<p>A Design and Access statement must accompany planning applications for:</p> <ul style="list-style-type: none"> ▪ Development which is major development ▪ Where any part of the development is in a designated area (Conservation area), development consisting of: <ul style="list-style-type: none"> ▪ The provision of one or more dwellinghouses; or ▪ The provision of a building or buildings where the floor space created by the development is 100 square metres or more.