

# **Planning Applications: Local Validation Requirements**

**July 2008**



## Foreword

This document was approved for consultation purposes by the Babergh District Council's Development Committee at its meeting on 9 January 2008. Consultation was undertaken with various national and local bodies, parish councils, architects and agents between 18 January and 3 March 2008. Some 21 responses were received and in the light of the observations made the document was revised accordingly. These revisions were considered by the Development Committee at its meeting on 2 April 2008. The document was formally adopted by the Council on 15 April 2008.



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## 1. INTRODUCTION

This document sets out the information required by the District Council for the validation of planning submissions. As well as identifying the mandatory information that must be submitted with an application, it also identifies the need to submit additional information to satisfy local requirements. The identification of both the national and local requirements in this way is intended to help applicants with the preparation of their applications.

In addition, applicants will have to submit their application using the national standard planning application form or 1APP. The use of these forms is mandatory and applications not submitted on the right application form cannot be considered. The new forms are intended to achieve consistency and will make the process of applying for permission more straightforward. Different options are provided for different types of application and accompanied by a checklist to assist applicants.

## 2. PRE-APPLICATION DISCUSSIONS

The District Council encourages pre-application discussions for all types of application to guide applicants through the process and to ensure that applicants are aware of their information requirements in line with advice given in PPS1 “Delivering Sustainable Development”, 2005. This is particularly useful for larger and more complex schemes and can help applicants identify the information that should be submitted with their applications. Wherever possible the District Council will identify the requirements for a valid application at pre-application stage. Such an approach can help to minimise delays in processing the application, identify whether other consents may be required and whether any other additional information will be required.

## 3. SUBMISSION OF APPLICATIONS

Wherever possible the District Council would encourage applicants to submit applications electronically. It is recognised, however, that the electronic submission of supporting documents may not always be possible because of the nature of the information involved. In these circumstances, documents can be submitted in hard copy even if the application itself has been submitted electronically.

Applicants will still be able to submit paper versions of the form. In this event **four** copies of the national standard application form will need to be provided. If paper versions of the national standard planning application form are required they can be obtained directly from the District Council Offices either in person or by telephone. Alternatively, the forms can be downloaded from the District Council’s website.

In the case of more complex applications the District Council may request the submission of additional copies of the form and supporting drawings and documents. The precise requirements should be established during pre-application discussions.

## **4. THE VALIDATION PROCESS**

The validation of planning applications is essentially an administrative process to check that the right documents and fee (where applicable) have been submitted. If an applicant submits an application not in accordance with both the national and local requirements the District Council will be entitled to declare the application invalid, and so decline to determine it. Where there are clear inaccuracies (for example the plans and elevations are inconsistent) an application may also be declared invalid.

In validating applications the District Council will expect all applications to conform to the following general principles so as to ensure that all applications can be fully considered. The District Council's objective will be to secure high quality applications and supporting documents so that those involved in the planning process are fully informed as to the nature of the proposal.

### **General Principles**

- Applications will not be valid unless all questions have been answered in full.
- All plans should be drawn to a stated scale with metric dimensions.
- The appropriate fee (if applicable) must be submitted.
- Any land, which the applicant owns or controls, other than that depicted within the application which should be edged in red, shall be edged with a blue line. In the case of land edged blue, which is not owned by the applicant the nature and extent of control of that other land shall be clearly stated within the Design and Access Statement.
- The application documentation must consistently describe the proposal without contradictory information or detail. Applications containing contradictory information or detail will not be validated until the receipt of the last piece of relevant information.
- Design and Access Statements must be drafted with express reference to the subject headings in the regulations.
- All applications must be accompanied by an explanation of the way in which the scheme satisfies the relevant Development Plan policies. If it raises other material considerations that outweigh those policies then these matters should be explained as well.
- An account of any pre-application consultation undertaken in line with the District Council's Statement of Community Involvement should be outlined.

### **What will happen to the application?**

- Applications will be marked with the date of receipt. This counts as day zero for the purposes of calculating the relevant time period.
- The time period from application to decision will begin the day after a valid application and the correct fee (where a fee is payable) have been received. If the application has been submitted electronically it will be treated as having been delivered at 9am on the next working day after the day on which it is transmitted.
- If an apparently valid application is later found to be invalid following registration, the original start date for processing the application will be disregarded. The time from application to decision will start again on the date the application is made valid. This is the only circumstance in which the start date can be amended and only applies if the original application is invalid. It does not apply if the District Council requires additional information to determine the application.

- When determining an application, the processing period cannot be stopped. Time spent in abeyance (for example, pending the signing of a Section 106 Agreement) will be included in the total time taken in processing the application.
- The processing period will end on the date a decision notice is despatched.

### **What will we do?**

We will aim to determine whether minor/other applications are valid within 3 working days from the date of receipt and for small-scale major applications within 5 working days (large-scale major applications may take up to 10 working days). A letter will be sent to the applicant confirming the validity of the application, the start date of the statutory period for determination and the date from when an appeal can be made.

Where an application is considered invalid the District Council will notify the applicant as soon as possible and provide its reasons in writing to avoid any confusion. We will specify the information required in order to make the application valid. Where an application is not accompanied by the information required, the applicant should provide written justification with the application as to why it is not appropriate in the particular circumstances. In such cases the District Council will not declare applications invalid unless there are special reasons for doing so.

In circumstances where applicant does not agree with the requirement for information or plans set out by the District Council they may wish to challenge the decision not to validate an application. In such cases, applicants have the right of appeal for non-validation under Section 78 of the Town and Country Planning Act 1990. For further information go to [www.planning-inspectorate.qsi.gov.uk](http://www.planning-inspectorate.qsi.gov.uk)

## **5. INFORMATION REQUIREMENTS FOR ALL APPLICATIONS**

All planning applications will need to be accompanied by the following documents.

### **The Standard Application Form**

There are 26 standard application forms and the information required to accompany each of the different application types is identified in Annex A. These lists specify the statutory or national requirements for all applications as given in the Town and Country Planning (General Development Procedure) Order, 1995, (as amended)<sup>1</sup> and the local requirements that have been identified by the District Council in line with national recommendations. A Glossary of the terms used is provided in Annex B.

### **Ownership Certificates**

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Section 5 of the Town and Country Planning (General Development Procedure) Order 1995, an application for planning permission cannot be validated unless the relevant certificates concerning the ownership of the application site have been completed. All applications, except for: approval of reserved matters; discharge or variation of conditions; tree preservation orders and express consent to display an advertisement, must include the appropriate certificate of ownership as

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<sup>1</sup> The Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2008, and The Planning (Listed Buildings and Conservation Area) (Amendment) (England) Regulations 2008

follows. For this purpose an 'owner' is anyone with a freehold interest or leasehold interest the unexpired term of which is not less than 7 years.

- Certificate A When applicant is the sole owner.
- Certificate B When the owner is known to the applicant; (see Part 1 Notice below).
- Certificate C When some but not all of the owners of the site are known.
- Certificate D When none of the owners are known.

### **Agricultural Holdings Certificate**

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the Applicant is making an application for:

- reserved matters;
- renewal of temporary planning permission;
- discharge or variation of conditions;
- tree preservation orders; or
- express consent to display an advertisement.

A Part 1 Notice is a notice to owners of application site and must be used if Certificate B has been completed and may also be required if Certificate C has been completed. The notice should be served on each of the individuals identified in the relevant certificate.

### **The Correct Fee (if necessary)**

The Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989 (as amended) sets out the fees payable for applications depending upon the development category proposed. Further guidance can be obtained from the District Council.

### **Design and Access Statements**

A Design and Access Statement must accompany applications for both outline and full permission. A statement is not, however, required for:

- A material change in the use of land or buildings (unless this involves operational development),
- Engineering or mining operations,
- Development of an existing dwelling house or development within the curtilage of a dwelling house (unless the dwelling is located within a National Park, an Area of Outstanding Natural Beauty, a Conservation Area, or a Site of Special Scientific Interest).

Further information on the preparation of Design and Access Statements is contained in Annex C.

### **Plans, Drawings and Documents**

With an increasing tendency for applications to be submitted or transmitted electronically some conventions will need to be followed for scaling and printing purposes. Wherever possible large-scale drawings, for example those larger than A1, should be avoided.

- All plans and drawings must be drawn to an appropriate metric scale.

- Scaling should be associated with sheet size so that it is clear when documents have been enlarged or reduced. An acceptable format is for the scale to be shown as 1:100 @ A1/1:200 @ A3. This applies equally to paper submissions which may be forwarded electronically for consultation.
- Vertical and horizontal scale bars assist with measuring from enlarged or reduced drawings.
- Dimensions shown on key elements of the proposal avoid the need for reliance on scaling.
- Drawings should be accurate. Ambiguous statements such as “Do not scale”, “Not to scale” or similar call into question the accuracy of the drawing and therefore cannot be accepted.
- Electronic documents should be of a sufficiently small file size to facilitate easy transfer and transmission. This may be difficult to achieve with colour drawings.
- Supporting documents should be provided in electronic format (CD or emailed) as well as in paper copy. Please ensure they are complete and include a word document with plans and appendices. Multiple or split documents should be sequentially named e.g. 01 Introduction, 02 Site Plan, 03 Appendix A.
- Printed paper documents will be scanned in black and white and transmitted electronically. Please bear in mind when shading or colouring.

### **Location Plan**

All applications must include a location plan based on an up-to-date map. This should be at a scale of at least 1:1250 or 1:2500 and show the following:

- The application site (including access to the highway) should be edged with a red line and any adjoining land that is owned by the applicant should be shown with a blue line.
- At least two named roads and surrounding buildings either numbered or named to show the exact location of the application site.
- Include a “North” point.

### **Site Layout/Block Plan**

- The plan must be to a scale appropriate to the site and development (normally 1:200 or 1:500, although for particularly large sites, other scales may be more appropriate).
- Include a “North” point.

The site layout/block plan should also show:

- The new works in relation to the site boundaries and other buildings within and surrounding the site.
- New buildings in context with adjacent buildings including property numbers/names where applicable and roads and footpaths adjoining the site.
- On-site access, parking and turning arrangements and facilities for cycle parking.
- The species, position and spread of all trees within 12 metres of any proposed building works.
- The extent and type of any hard surfacing.
- Boundary treatments.
- Provision for the storage and collection of waste and recyclables (new developments only).

## **Floor plans**

These should show the existing and proposed floor layouts of each storey to be built or altered. They may be drawn separately or shading or some other form of annotation may indicate the new work. They should normally be to a scale of 1:50, but for larger buildings 1:100 may be acceptable.

## **Elevations**

These should normally be drawn to 1:100 scale, or 1:50 for small buildings. They should show all faces of the building affected by the works, including blank walls. Where the elevation adjoins or is in close proximity to another building the drawings should show the relationship between the buildings and the position of openings on each property. Existing and proposed drawings should be submitted. Again, they may be drawn separately or the new work may be indicated by shading or some other annotation. Each elevation should be labelled to show its compass orientation.

## **Roof Plans**

These should show the shape of the roof and should normally be drawn to 1:100 scale, or 1:50 for small buildings. Details such as the location of roof lights and the roofing material should also be shown.

## **Site levels and Site Cross Sections and Finished Floor Levels**

It will be necessary for applicants to demonstrate how proposed buildings and extensions relate to existing site levels and neighbouring development. Plans should therefore show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

## **Site Survey**

This should show the existing:

- Built features including walls, buildings and other structures
- Natural features on or close to the site including trees, hedges, ponds and watercourses.

## **6. OUTLINE APPLICATIONS**

Applications for outline planning permission generally need not give details of any of the proposed reserved matters unless the matters include layout, scale or access. If the District Council receives an application for outline planning permission and considers the application ought not to be considered separately from any or all of the reserved matters it will notify the applicant within one month from the receipt of the application of the further details that must be submitted. The District Council will also specify what further details are needed.

Although the Town and Country Planning (General Development Procedure) Order, 1995, allows the District Council one month to notify the applicant that further details are required we will aim to notify the applicant as soon as possible. This situation should not be confused with applications where inadequate information is submitted.

Circular 01/2006 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 an application should always include information on:

- **Use** – the use or uses proposed for the development and any distinct development zones within the application site.
- **Amount of development** – the amount of development proposed for each use.
- **Indicative layout** – an indicative layout with separate development zones proposed within the site where appropriate.
- **Scale parameter** – 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.

## 7. LOCAL REQUIREMENTS

Although all of the national requirements listed in the checklists provided in Annex A must be satisfied when an application is submitted, some of the local requirements may not be directly relevant to the submission. It has not, however, been possible to identify the local requirements for every type of application or development proposal. Applicants may therefore wish to make enquiries of the District Council before they make an application in order to determine the likely level of detail required. Applicants should be aware that if they submit an application before determining the amount of information required they may be requested to submit additional details in order to satisfy the relevant local requirements as defined in Annex B. **If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.** Failure to provide **all** of the information required to satisfy the **national** and relevant **local** requirements will, however, invalidate the application and it may be returned to you.

## 8. FURTHER INFORMATION

If you require further information please contact us at the following address:

Babergh District Council  
Corks Lane  
Hadleigh  
Ipswich  
IP7 6SJ

Alternatively you may contact us by telephone on (01473) 825858 or by email at [planningreception@babergh.gov.uk](mailto:planningreception@babergh.gov.uk) . Please include your full postal address if contacting us by email.

Additional information is also available via the Planning Portal at [www.planningportal.gov.uk](http://www.planningportal.gov.uk)



<b>VALIDATION CHECKLISTS</b>
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**A****Householder application for planning permission for works or extension to a dwelling****NATIONAL REQUIREMENTS**

- Completed form (4 copies to be supplied unless the application is submitted electronically).
- A location plan (at a scale of 1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (4 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (at a scale of 1:200 or 1:500) showing any site boundaries
  - 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 (at a scale of 1:50 or 1:100)
  - Existing and proposed roof plans (at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article.

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Flood risk assessment
- Land Contamination assessment
- Noise impact assessment
- Parking Provision
- Planning Statement
- Site Waste Management Plan
- Tree survey/Arboricultural assessment

**B****Householder application for planning permission for works or extension to a dwelling and conservation area consent for demolition in a conservation area****NATIONAL REQUIREMENTS**

- Completed form (4 copies to be supplied unless the application is submitted electronically).
- A location plan (at a scale of 1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (4 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (at a scale of 1:200 or 1:500) showing any site boundaries
  - 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 (at a scale of 1:50 or 1:100)
  - Existing and proposed roof plans (at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Flood risk assessment
- Heritage Statement (listed buildings, archaeological sites, scheduled ancient monuments, conservation areas, and historic parks and gardens)
- Land Contamination assessment
- Landscaping details

- Noise impact assessment
- Parking Provision
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications

## C

### Householder application for planning permission for works or extension to a dwelling and listed building consent

#### NATIONAL REQUIREMENTS

- Completed form (4 copies to be supplied unless the application is submitted electronically)
- A location plan (at a scale of 1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (4 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (at a scale of 1:200 or 1:500) showing any site boundaries
  - 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 (at a scale of 1:50 or 1:100)
  - Existing and proposed roof plans (at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Air quality assessment

- Biodiversity survey and report
- Daylight/Sunlight assessment
- Flood risk assessment
- Heritage Statement (listed buildings, archaeological sites, scheduled ancient monuments, conservation areas, and historic parks and gardens)
- Foul sewage and utilities assessment
- Land Contamination assessment
- Landscaping details
- Noise impact assessment
- Parking Provision
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural assessment

<b>D</b>	<b>Application for planning permission</b>
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### **NATIONAL REQUIREMENTS**

- Completed form (4 copies to be supplied unless the application is submitted electronically)
- A location plan (at a scale of 1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (4 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (at a scale of 1:200 or 1:500) showing any site boundaries
  - 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 (at a scale of 1:50 or 1:100)
  - Existing and proposed roof plans (at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should

provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (listed buildings, archaeological sites, scheduled ancient monuments, conservation areas, and historic parks and gardens)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural assessment
- Ventilation/Extraction statement

## **E**

### **Application for outline planning permission with some matters reserved**

#### **NATIONAL REQUIREMENTS**

- Completed form (4 copies to be supplied unless the application is submitted electronically)
- A location plan (at a scale of 1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (4 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (at a scale of 1:200 or 1:500) showing any site boundaries

- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (listed buildings, archaeological sites, scheduled ancient monuments, conservation areas, and historic parks and gardens)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Parking Provision
- Open Space assessment
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunications Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural assessment
- Ventilation/Extraction statement

**F****Application for outline planning permission with all matters reserved****NATIONAL REQUIREMENTS**

- Completed form (4 copies to be supplied unless the application is submitted electronically)
- A location plan (at a scale of 1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (4 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (at a scale of 1:200 or 1:500) showing any site boundaries
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (listed buildings, archaeological sites, scheduled ancient monuments, conservation areas, and historic parks and gardens)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment

- Parking Provision
- Photographs/Photomontages
- Planning obligations-Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunications Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural assessment
- Ventilation/Extraction statement

## **G**

### **Application for planning permission and conservation area consent for demolition**

#### **NATIONAL REQUIREMENTS**

- Completed form (4 copies to be supplied unless the application is submitted electronically)
- A location plan (at a scale of 1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (4 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (at a scale of 1:200 or 1:500) showing any site boundaries
  - 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 (at a scale of 1:50 or 1:100)
  - Existing and proposed roof plans at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (listed buildings, archaeological sites, scheduled ancient monuments, conservation areas, and historic parks and gardens)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations-Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural assessment
- Ventilation/Extraction statement

<b>H</b>	<b>Application for planning permission and listed building consent</b>
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**NATIONAL REQUIREMENTS**

- Completed form (4 copies to be supplied unless the application is submitted electronically)
- A location plan (at a scale of 1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (4 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies to be supplied unless the application is submitted electronically) including:

- Block plan of the site (at a scale of 1:200 or 1:500) showing any site boundaries
  - 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 (at a scale of 1:50 or 1:100)
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details
  - Existing and proposed roof plans (at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
  - Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
  - Design and Access Statement
  - The appropriate fee
  - In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (listed buildings, archaeological sites, scheduled ancient monuments, conservation areas, and historic parks and gardens)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan

- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural assessment
- Ventilation/Extraction statement

I

## Application for planning permission and advertisement consent

### NATIONAL REQUIREMENTS

- Completed form (4 copies to be supplied unless the application is submitted electronically)
- A location plan (at a scale of 1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale, identifies the proposed position of the advertisement and shows the direction of North (4 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (at a scale of 1:200 or 1:500) showing any site boundaries
  - 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 (at a scale of 1:50 or 1:100)
  - Existing and proposed roof plans (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])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (listed buildings, archaeological sites, scheduled ancient monuments, conservation areas, and historic parks and gardens)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs and Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural assessment
- Ventilation/Extraction statement

## **J**

### **Conservation area consent for demolition in a conservation area**

#### **NATIONAL REQUIREMENTS**

- Completed form (4 copies to be supplied unless the application is submitted electronically)
- A location plan (at a scale of 1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (4 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (at a scale of 1:200 or 1:500) showing any site boundaries
  - Existing and proposed elevations (at a scale of 1:50 or 1:100)

- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Air quality assessment
- Biodiversity survey and report
- Heritage Statement (listed buildings, archaeological sites, scheduled ancient monuments, conservation areas, and historic parks and gardens)
- Land Contamination assessment
- Photographs/photomontages showing the whole building and its setting and/ or the particular section of the building affected by the proposals
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural assessment

## **K**

### **Listed building consent for alterations, extension or demolition of a listed building**

#### **NATIONAL REQUIREMENTS**

- Completed form (4 copies to be supplied unless the application is submitted electronically)
- A location plan (at a scale of 1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (4 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (at a scale of 1:200 or 1:500) showing any site boundaries.
  - 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 (at a scale of 1:50 or 1:100)
  - Plans to a scale of not less than 1:10 or 1:20 to show all new doors, windows, shopfronts, panelling, fireplaces, plaster moulding and other decorative details
  - Existing and proposed roof plans (at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990

- Design and Access Statement
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Heritage Statement (listed buildings, archaeological sites, scheduled ancient monuments, conservation areas, and historic parks and gardens)
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Structural survey/survey as existing

<b>L</b>	<b>Application for advertisement consent</b>
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### **NATIONAL REQUIREMENTS**

- Completed form (4 copies to be supplied unless the application is submitted electronically)
- A location plan (at a scale of 1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North (4 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies to be supplied unless the application is submitted electronically) including:
  - 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])
- The appropriate fee

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Lighting assessment (where illuminated advertisements are proposed)
- Photographs and Photomontages
- Planning Statement

**M****Listed building consent for alterations, extension or demolition of a listed building and advertisement consent****NATIONAL REQUIREMENTS**

- Completed form (4 copies to be supplied unless the application is submitted electronically)
- A location plan (at a scale of 1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North (4 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (at a scale of 1:200 or 1:500) showing any site boundaries
  - 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 (at a scale of 1:50 or 1:100)
  - Plans to a scale of not less than 1:10 or 1:20 to show all new doors, windows, shopfronts, panelling, fireplaces, plaster moulding and other decorative details
  - Existing and proposed roof plans (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])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and Access Statement
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Heritage Statement (listed buildings, archaeological sites, scheduled ancient monuments, conservation areas, and historic parks and gardens)
- Lighting assessment (where illuminated advertisements are proposed)
- Photographs and photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Structural survey/survey as existing

**N****Application for a lawful development certificate for an existing use or operation or activity including those in breach of a planning condition****NATIONAL REQUIREMENTS**

- Completed form (4 copies to be supplied unless the application is submitted electronically)
- A location plan (at a scale of 1:1250 or 1:2500) identifying the land to which the application relates drawn to an identified scale and showing the direction of North (4 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Plans (4 copies to be supplied unless the application is submitted electronically).
  - Existing elevations (at a scale of 1:50 or 1:100)
  - Existing floor plans (at a scale of 1:50 or 1:100)
  - Existing site survey plan (at a scale of 1:50 or 1:100)
- Lawful Development Certificate supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the existing use)
- Photographs/Photomontages
- Planning Statement

**O****Application for a lawful development certificate for a proposed use or development****NATIONAL REQUIREMENTS**

- Completed form (4 copies to be supplied unless the application is submitted electronically)
- A location plan (at a scale of 1:1250 or 1:2500) identifying the land to which the application relates drawn to an identified scale and showing the direction of North (4 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Plans (4 copies to be supplied unless the application is submitted electronically).
  - 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)
  - Site survey plan (at a scale of 1:50 or 1:100)
- Planning Statement

<b>P</b>	<b>Application for prior notification of proposed agricultural development – proposed building</b>
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#### **NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development and the materials to be used
- A location plan indicating the site
- The appropriate fee

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Landscaping details
- Plans (4 copies to be supplied unless the application is submitted electronically.)
  - Existing and proposed elevations (at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (at a scale of 1:50 or 1:100)
- Photographs/Photomontages
- Planning Statement

**Q****Application for prior notification of proposed agricultural development – proposed road****NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development and the materials to be used
- A location plan (at a scale of 1:1250 or 1:2500) indicating the site
- The appropriate fee

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council.

- Landscaping details
- Planning Statement

**R****Application for prior notification of proposed agricultural development – proposed excavation/deposit of waste material from the farm****NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development and the materials to be used
- A location plan (at a scale of 1:1250 or 1:2500) indicating the site
- The appropriate fee

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Landscaping details
- Planning Statement

**S****Application for prior notification of proposed agricultural development – proposed fish tank****NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development and the materials to be used
- A location plan (at a scale of 1:1250 or 1:2500) indicating the site

- The appropriate fee

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Planning Statement

<b>T</b>	<b>Application for prior notification of proposed development in respect of permitted development by electronic communications code operators</b>
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### **NATIONAL REQUIREMENTS**

- A completed form or written description of the proposed development
- A location plan (at a scale of 1:1250 or 1:2500) indicating the proposed location
- The appropriate fee
  - Evidence that the developer has given notice of the proposed development in accordance with Article 3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.
  - Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with Article 3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Acoustic report where relevant
- Any other relevant additional information
- Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development)

<b>U</b>	<b>Application for hedgerow removal notice</b>
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### **NATIONAL REQUIREMENTS**

- A completed form or the form set out in Schedule 4 to the Hedgerow Regulations 1997
- A location plan (at a scale of 1:1250 or 1:2500) which clearly shows the location and length of the hedgerow(s) to be removed (if possible, please provide a plan to a scale of

1:2500. A different scale can be used so long as it shows clearly the location and length of the hedgerow or hedgerows that you wish to remove)

- Evidence of the date of planting

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Arboricultural implications
- Biodiversity survey and report
- Landscaping details

## V

### Application for prior notification – proposed demolition

#### NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development
- A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995
- The appropriate fee

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Biodiversity survey and report
- Landscaping details
- Photographs/Photomontages
- Planning Statement
- Structural Survey
- Tree survey/Arboricultural assessment

## W

### Application for approval of reserved matters following outline approval

#### NATIONAL REQUIREMENTS

- Completed form or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made
- Such particulars as are necessary to deal with the matters reserved in the outline planning permission
- Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including:

- Block plan of the site (at a scale of 1:200 or 1:500) showing any site boundaries
  - 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 (at a scale of 1:50 or 1:100)
  - Existing and proposed roof plans (at a scale of 1:50 or 1:100)
- Three copies of the application and three copies of the plans and drawings submitted with it (unless the local planning authority indicate that a lesser number is required or the application is submitted electronically)
  - The appropriate fee

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Design and Access Statement
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications for town centre uses
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (listed buildings, archaeological sites, scheduled ancient monuments, conservation areas, and historic parks and gardens)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Photographs/Photomontages
- Planning obligations/Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural assessment
- Ventilation/Extraction statement

**X****Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)****NATIONAL REQUIREMENTS**

- Completed form
- The completed Ownership Certificate (A, B, C or D – as applicable) as required under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- In addition, where Ownership Certificates B, C or D have been completed,
- notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Plans (4 copies to be supplied unless the application is submitted electronically)
- Block plan of the site (at a scale of 1:100 or 1:200) showing any site boundaries
  - 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 (at a scale of 1:50 or 1:100)
- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (listed buildings, archaeological sites, scheduled ancient monuments, conservation areas, and historic parks and gardens)
- Land Contamination assessment
- Landfill statement
- Landscaping details

- Lighting assessment
- Noise impact assessment
- Parking Provision
- Open Space assessment
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural assessment
- Ventilation/Extraction statement

## Y

### **Useful supporting information – application for approval of details reserved by condition**

There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by condition except that they should be made in writing. However, you may submit the following:

- Completed form (4 copies to be supplied unless the application is submitted electronically)
- A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (4 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies to be supplied unless the application is submitted electronically)

**LOCAL REQUIREMENTS** – may include some or all of the following. Please refer to the Glossary (Annex B) or contact the District Council. If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

- Photographs/Photomontages
- Planning Statement

## Z

### **Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in Conservation Areas (CA)**

Please use this checklist to ensure that the form has been completed correctly and that all relevant information is submitted.

For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you MUST provide the following:

- Completed and dated application form, with all [mandatory] questions answered;
- Sketch plan showing the location of all tree(s);
- A full and clear specification of the works to be carried out;
- Statement of reasons for the proposed work; and
- Evidence in support of statement of reasons, where required by the standard application form.

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

- Completed and dated form, with all questions answered;
- Sketch plan showing the precise location of all tree(s); and
- A full and clear specification of the works to be carried out.

Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:

- Photographs, and,
- A report by a tree professional (arboriculturist) or other competent person
- Details of any assistance or advice sought from a local planning authority officer prior to submitting this form.

## GLOSSARY: LOCAL REQUIREMENTS

This list of requirements has been taken from the generic national list of local requirements, and has been revised to reflect the particular circumstances in the area administered by Babergh District Council. Although all of the national requirements listed on the relevant checklists must be satisfied, it has not been possible to identify the possible local requirements for every type of application or development proposal. Applicants may therefore wish to make enquiries of the District Council before they make an application in order to determine the likely level of detail required. Applicants should, however, be aware that if they submit an application before determining the amount of information required they may be requested to submit additional details in order to satisfy the relevant local requirements as defined below. It should, however, be noted that failure to provide all the information required to satisfy the national and relevant local requirements will invalidate the application and it will be returned to you.

### **Affordable Housing Statement**

Policies HS08 and HS09 in the Babergh Local Plan: Alteration No.2 (2006) outline the requirements for affordable housing provision. An affordable housing statement should therefore provide information concerning both the affordable housing and any market housing (e.g. the number of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, and plans showing the location of the units). If different levels or types of affordability or tenure are proposed for different units this should be fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development. The Babergh Local Plan may be viewed at [www.babergh.gov.uk](http://www.babergh.gov.uk) Applicants are also advised to contact the District Council's Housing Policy and Enabling Officer.

### **Air Quality Assessment**

There are currently no identified Air Quality Management Areas in the District. There are, however, sites that are close to the objective levels. Therefore any development which may result in significant traffic generation or other air quality implications may require an air quality assessment. Further guidance is available in Planning Policy Statement 23: Planning and Pollution Control (2004) or via the following websites. Alternatively please contact the District Council.

[www.defra.gov.uk/environment/airquality/index.htm](http://www.defra.gov.uk/environment/airquality/index.htm) or  
[www.communities.gov.uk/planningandbuilding](http://www.communities.gov.uk/planningandbuilding)

### **Biodiversity Survey and Report**

Where a proposed development may have possible impacts on wildlife, biodiversity, and geo-diversity or habitats and species identified as priorities in UK and Suffolk Biodiversity Action Plans information should be provided on existing interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and

the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 2007 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity or geo-diversity interests are likely to need to include assessments of impacts and proposals for long-term maintenance and management. This information might form part of an Environmental Statement, where one is necessary.

You are more likely to affect protected species if your proposal involves the demolition of older buildings or alterations to roof spaces, removal of trees, scrub, hedgerows or alterations to water courses. In such instances you may need to provide additional information so that we may assess any potential impacts and consider any mitigation measures.

Government planning policies for biodiversity are set out in Planning Policy Statement 9: Biodiversity and Geological Conservation (2005). PPS9 is accompanied by a Government Circular: Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system (ODPM Circular 06/2005, Defra Circular 01/2005 and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice. Material produced by other organisations may also provide a useful reference resource for local planning authorities when developing local lists.

To check if your site is within an identified Local Wildlife Site go to [www.suffolk.gov.uk/Environment/Biodiversity/CountyWildlifeSites.htm](http://www.suffolk.gov.uk/Environment/Biodiversity/CountyWildlifeSites.htm)

Additional information and advice may be obtained from The Suffolk Biodiversity Partnership on the Suffolk County Council website at [www.suffolk.gov.uk/Environment/Biodiversity](http://www.suffolk.gov.uk/Environment/Biodiversity)

For professional independent ecological advice you should contact The Institute of Ecologists and Environmental Managers who hold a list of qualified ecologists offering advisory services. They may be contacted at [www.ieem.org.uk](http://www.ieem.org.uk)

The Earth Science Conservation Classification (ESCC) should be used to indicate whether features other than designated sites are present on the proposed development land, and if so to trigger a survey and impact assessment. For further information see <http://www.english-nature.org.uk/Special/geological/protect2a.htm>. The ESCC has been used to create Suffolk County Council's checklist for geodiversity, which is based on the template taken from the website of the Association of Local Government Ecologists: [www.alge.org.uk](http://www.alge.org.uk)

### **Daylight/Sunlight Assessment**

In exceptional circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, BRE guidelines on daylight assessments. Please note that the grant of planning permission would not confer any immunity on those whose works infringe another's property rights, and which might be subject to action under the Rights of Light Act 1959. For further information see 'Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice' (BR209) at [http://www.aie.org.uk/books/aie\\_book\\_breslp.html](http://www.aie.org.uk/books/aie_book_breslp.html)

### **Economic Statement**

Applications may need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or

supported; the relative floor space totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

### **Environmental Statement**

The Town and Country Planning (Environmental Impact Assessment) Regulations, 1999, as amended, explains when an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments. Applicants may find it helpful to request a 'screening opinion' (i.e. to determine whether EIA is required) before submitting a planning application. In cases, where an EIA is not required, the District Council may still require environmental information to be submitted.

### **Flood Risk Assessment**

The Environment Agency has designated Flood Zones and a Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1, and for all proposals for new development located in Flood Zones 2 and 3. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the District Council by the Environment Agency.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

Further guidance is available in Planning Policy Statement 25: Development and Flood Risk (2006) and it's associated Practice Guide. .

The Environment Agency may be contacted on 08708 506506 or at [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk) or go to [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) Alternatively you may contact the District Council to check whether your property is within a Flood Zone.

### **Foul Sewerage and Utilities Assessment**

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal.

Where connection to the mains sewer is not practical, then the foul mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than a public highway, a notice may need to be served on the owners of that land.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and foul and surface water drainage systems. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

The applicant should therefore demonstrate:

- (a) that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;
- (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

The Environment Agency may be contacted on 08708 506506 or at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) or go to [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

Anglian Water may be contacted on 0845 6066087 or at [developerservices@anglianwater.co.uk](mailto:developerservices@anglianwater.co.uk)

### **Heritage Statement (Listed buildings, archaeological sites, scheduled ancient monuments, conservation areas, and historic parks and gardens)**

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. The following is a guide to the sort of information that may be required for different types of application.

For applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. A detailed survey of the building/structure as existing may be required in support of an application for listed building consent.

For applications for conservation area consent, a written statement that includes detailed surveys of the existing building/structure, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

For all applications involving the disturbance of ground within an Area of Archaeological Potential or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

For heritage assets, advice is provided in Planning Policy Guidance Note 15 Planning and the Historic Environment (1994). For archaeological remains, advice is provided in Planning Policy Guidance Note 16: Archaeology and Planning (November 1990).

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application, and may include field evaluation (in accordance with PPG 16 paragraphs 19-22).

In the case of barn conversions and changes of use (including demolitions) of other traditional buildings, applications should include a structural survey and historical appraisal to assess the importance of the building.

The Heritage Statement must be prepared by a qualified professional archaeologist. In the case of barn conversions and changes of use (including demolitions) of other traditional buildings, the statement relating to the above-ground structure should be prepared by a qualified professional architectural historian.

Applicants should discuss with the Suffolk County Archaeological Service what is required in the statement. In the case of Scheduled Monuments, applicants should also discuss the requirements with English Heritage.

Sites of archaeological potential include:

- All development sites over 0.5ha in area,
- Other areas that are the subject of major development proposals or significant infrastructure works, and,
- All development sites within 100m of a known archaeological site recorded in the Suffolk Historic Environment Record (HER).

Further guidance on archaeology, the historic environment and planning can be found in Planning Policy Guidance 16 'Archaeology and Planning' and Planning Policy Guidance 15 'Planning and the Historic Environment' by following links from Suffolk County Council Website, <http://www.suffolk.gov.uk> (Archaeology and Planning). The Suffolk County Archaeologist may be contacted by email at: [archaeology@et.suffolkcc.gov.uk](mailto:archaeology@et.suffolkcc.gov.uk) or by telephone on 01284 352443.

## **Land Contamination Assessment**

Applications may need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with Planning Policy Statement 23 'Planning and Pollution Control' (2004). Sufficient information should be provided to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.

Where contamination is known or suspected as minimum a desk study, site walkover and preliminary risk assessment relating to land contamination should be submitted with the planning application. Where the proposed use would be particularly vulnerable to the presence of contamination (e.g. residential developments or schools) then as a minimum an Environmental Search Report and a covering letter identifying any potential risks in relation to land contamination should be submitted with the planning application. If a potential risk is identified then land contamination should be suspected and additional information as specified above should be provided. For further guidance please contact the District Council.

## **Landscaping Details**

Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

## **Lighting Assessment**

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. '*Lighting in the countryside: Towards Good Practice*' (1997) is a valuable guide. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.

Further information is also available from Defra at [www.defra.gov.uk/environment/localenv/nuisance/light/index.htm](http://www.defra.gov.uk/environment/localenv/nuisance/light/index.htm)

## **Noise Assessment**

Application proposals that raise issues of disturbance or are considered to be a noise sensitive development in what are considered noise sensitive areas should be supported by a noise impact assessment prepared by a suitably qualified acoustician. Further guidance is provided in Planning Policy Guidance Note 24: Planning and Noise (1994).

Further information is available from Defra at: <http://www.defra.gov.uk/environment/noise/index.htm>

## **Open Space Assessment**

For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning permission is not normally given for development of existing open spaces which local communities need. In the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application. National planning policy is set out in Planning Policy Guidance Note 17: Planning for open space, sport and recreation (2002).

## **Parking Provision**

Applications may be required to provide details of existing and proposed parking provision. These details could also be shown on a site layout plan or block plan.

## **Photographs and Photomontages**

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building. Photographs and photomontages should be provided in an accessible format, such as PDF (Adobe Acrobat).

## **Planning Obligations - Draft Heads of Terms**

Planning obligations (or “Section 106 agreements”) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

The District Council considers that delays in the satisfactory agreement of terms and title issues can pose a serious risk to the prompt and efficient determination of an application. For that reason, where policies contained in the Babergh Local Plan (2006) anticipate the need for such an obligation, such as Policy HS32, early pre-application discussion is encouraged.

In cases where no substantive pre-application discussion has taken place, in order to facilitate prompt and efficient processing of the application, an applicant will be expected to provide the following information at the time the application is lodged with the District Council. Failure to do so may invalidate the application.

- full and current title documentation, and
- the name and address of the applicant’s Solicitor.

In cases where substantive pre-application discussion has taken place, and Heads of Terms have been resolved and agreed, the District Council will at its discretion validate and progress the application.

## **Planning Statement**

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations undertaken with the District Council and wider community/statutory consultees prior to submission. A separate statement on community involvement may also be appropriate for larger-scale proposals.

## **Site Waste Management Plan**

Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry now the Department for Business Enterprise and Regulatory Reform 'Site Waste Management Plans: guidance for construction contractors and clients'. These do not require formal approval by the District Council but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. Further advice may be obtained from the District Council 01473 825890.

## **Statement of Community Involvement**

Applications may need to be supported by a statement setting out the extent of pre-application consultation and involvement to demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals. Further guidance on Statements of Community Involvement is available in Chapter 7 of Creating Local Development Frameworks: A Companion Guide to PPS12 (2004). The District Council's Statement of Community Involvement can be viewed at [www.babergh.gov.uk](http://www.babergh.gov.uk)

## **Structural Survey/Survey as Existing**

A detailed survey of the building/structure as existing may be required in support of an application if the proposal involves substantial demolition or alterations. This may need to take the form of an architectural, archaeological, photographic or structural survey.

## **Telecommunications Development – Supplementary Information**

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the Code of Practice on Mobile Network Development (2002).

## **Town Centre Uses – Evidence to accompany applications**

Planning Policy Statement 6: Planning for Town Centres (2005) sets out the main town centre uses to which the policy applies, in paragraph 1.8. Subject to the policies set out in the document, paragraph 3.4 lists the key considerations for which applicants should present evidence. The level

and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal. For further information go to: <http://www.communities.gov.uk/publications/planningandbuilding/planningtown>

### **Transport Assessment**

Planning Policy Guidance 13 'Transport' (2001) advises that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance can be found in Guidance on Transport Assessment, published by the Department for Transport (March 2007) and Circular 02/2007.

Applicants are advised to discuss their proposals with the District Council at an early stage to establish the need for a Transport Assessment. Additionally contact may need to be made with the Suffolk County Council as the local highway authority or the Highways Agency if the development has an impact on a Trunk Road.

For further information go to: [www.communities.gov.uk/planningandbuilding](http://www.communities.gov.uk/planningandbuilding) or the Highways Agency website: [www.highways.gsi.gov.uk](http://www.highways.gsi.gov.uk)

### **Travel Plan**

Planning Policy Guidance 13 'Transport' (2001) promotes Travel Plans as a means of reducing car usage and increasing use of public transport, walking and cycling. Travel Plans should therefore seek to provide a range of measures and incentives to facilitate the use of alternative modes of transport. A Travel Plan should be submitted alongside planning applications which are likely to have significant transport implications and should be the first stage in managing the impacts of development. Further guidance can be found in Guidance on Transport Assessment, published by the Department for Transport (March 2007) and Circular 02/2007.

### **Tree Survey/Arboricultural Assessment**

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

To check if trees are subject to a Tree Preservation Order contact the District Council on (01473) 825858 or by email at [planningreception@babergh.gov.uk](mailto:planningreception@babergh.gov.uk) .

## **Ventilation/Extraction statement**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. restaurants and cafes – used for the sale of food and drink for consumption on the premises), A4 (i.e. drinking establishments – use as a public house, wine-bar or other drinking establishment), A5 (i.e. hot food takeaways – use for the sale of hot food for consumption off the premises), B1 (general business) and B2 (general industrial). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

## DESIGN AND ACCESS STATEMENTS

A Design and Access Statement should take the form of a short report which accompanies the planning application showing the process that has led to the proposal. A statement should not substitute drawings, but must identify how the proposals meet the requirements of the legislation and national, regional and local planning policies. It should also explain how the local physical, economic and social context has influenced the design and allow local communities and other stakeholders to become involved in the planning process. The legislation prohibits the District Council from entertaining an application unless it is accompanied by a Design and Access Statement. Design and Access Statements are required for both outline and full applications.

A Design and Access Statement will not be required for:

- A material change in the use of land or buildings (unless this involves operational development),
- Engineering or mining operations,
- Development of an existing dwelling house or development within the curtilage of a dwelling house (unless the dwelling is located within a National Park, an Area of Outstanding Natural Beauty, a Conservation Area, or a Site of Special Scientific Interest).

Equally statements are not required for advertisement control, tree preservation orders or storage of hazardous substances.

### CONTENT OF DESIGN AND ACCESS STATEMENTS

#### The Design Components

In detail, the statement should explain the design principles and concepts as follows:

- **Amount** of development is how much development is proposed. For residential development; this means the number of proposed units for residential use and for all other development, this means the proposed floor space for each proposed use.
- **Layout** is the way in which buildings, routes and open spaces (both private and public) are provided, places and orientated in relation to each other and buildings and spaces surrounding the development.
- **Scale** is the height, width and length of the building or buildings in relation to its surroundings.
- **Landscaping** is the treatment of private and public spaces to enhance or protect the amenities of the site and the area in which it is situated through hard and soft landscaping measures. Statements should also explain how landscaping will be maintained.
- **Appearance** is the aspect of a place or building that determines the visual impression it makes, including the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.

The statements must also demonstrate that steps have been taken to appraise the context of the proposed development.

This includes:

- **Assessment** of the sites immediate and wider context in terms of physical, social and economic characteristics and relevant planning policies. This may include both a desk survey and on site observations and access audit. The extent of the area to be surveyed will depend on the nature, scale and sensitivity of the development.
- **Involvement** of both community members and professionals undertaken or planned. This might include, for example, consultation with local community and access groups and planning, building control, conservation, design and access officers. The statement should indicate how the findings of any consultation have been taken into account for the proposed development and how it has affected the proposal.
- **Evaluation** of the information collected on the sites immediate and wider context, identifying opportunities/constraints and formulating design and access principles for the development. Evaluation may involve balancing any potentially conflicting issues that have been identified.
- **Design** of the scheme using the previous factors of assessment, involvement, and evaluation of the information collected. Understanding a development's context is vital to producing good design and inclusive access and applicants should avoid retrospectively, trying to justify a predetermined design through subsequent site assessment and evaluation.

### **The Access Components**

This element of the statement should explain how access arrangements would ensure that all users would have equal and convenient access to building and spaces and the public transport network. It will also need to demonstrate how flexible the development will be in adapting to changing needs. Particular reference should be made to the inclusion of people with disabilities and how sources of advice on design and accessibility and technical issues have been followed. In addition consideration will need to be given to access for emergency vehicles as well as circulation routes around a particular site or exits from buildings in the event of emergency evacuation.

### **STATEMENTS RELATING TO LISTED BUILDINGS**

Statements should provide the same level of information as described above but in addition outline the importance of the building including:

- Its intrinsic architectural and historic interest,
- The particular physical features of the building that justify its designation as a listed building, and
- The setting of the building.

## GUIDANCE FOR CERTAIN APPLICATION TYPES

It is important that applicants provide accurate details which clearly explain the proposed development when it is first submitted so that the proposal can be fully understood by everybody. This will help to ensure that the application can be processed speedily without the need to supply further information at a later stage.

The following guidance has been produced to assist applicants with the preparation of information to support certain types of application. It should however be noted that it will still be necessary to comply with the relevant national and local validation requirements.

- **AGRICULTURAL AND OTHER OCCUPANCY CONDITIONS**

In the case of applications to retain development without complying with agricultural occupancy conditions, a supporting statement should be provided which explains the consideration given to the agricultural needs issues with reference to the guidance contained in Planning Policy Statement 7 Annex A. The statement should explain the steps taken to investigate current agricultural or other occupancy needs within the locality. Evidence that the property has been independently valued and marketed at an appropriate discounted price for a period of not less than 12 months in appropriate publications together with other steps taken to market the property to the agricultural or horticultural community should be provided.

In the case of other occupancy conditions, evidence should be provided to explain that the needs safeguarded by the original occupancy condition are no longer relevant together with supporting commercial evidence and evidence of efforts to market the property within the relevant community. Evidence should be provided that the property has been independently valued and marketed at an appropriate price for a period of not less than 12 months.

- **AGRICULTURAL OR HORTICULTURAL BUILDINGS**

Applications for agricultural or horticultural buildings should include a description of the proposed use of the building within the application description and be accompanied by a full review of the activities which are to be expected to be undertaken within an accompanying statement. In the case of intensive livestock buildings it may be necessary to obtain a Screening Opinion under the provisions of the Environmental Impact Assessment Regulations.

Where a new building will be located away from the existing agricultural / horticultural enterprise buildings the application statement should indicate why the site has been selected in preference to a site adjacent to those existing buildings.

Materials and finishes of any buildings or structures together with proposed surface treatments for any hard standings and access ways should be described within the application statement.

- **DEVELOPMENT ON AGRICULTURAL LAND**

Applications which propose the development of more than 0.5 ha of agricultural land and which affect land which is identified as Grade 1, 2 or 3 should be accompanied by a statement from an appropriately qualified person describing the actual classification of the land and the reasons why it is considered that the development cannot be located on other land of lower classification and what the foreseeable loss of that land from agriculture would have to the agricultural economy.

- **AGRICULTURAL OR HORTICULTURAL WORKERS DWELLINGS**

Applications for permanent residential dwellings should not be supported by a statement setting out both the current “functional need” and financial viability of the enterprise. These statements should address the issues within Annex A to Planning Policy Statement 7. A current technical appraisal of the issues mentioned in Annex A undertaken by an agricultural or similar consultant must be provided with the application.

If the application is based upon a need for a new dwelling which is essential to support a new farming activity, whether on a newly created agricultural unit or on an established one, and the need is to be met by the provision of temporary accommodation, the application should be accompanied by a statement to address the reversibility of the development.

- **AMENITY GARDEN EXTENSIONS IN THE COUNTRYSIDE**

Applications to extend the amenity garden of an existing dwelling house into the countryside normally constitute a material change of use. Application plans should detail any associated landscaping or works related to the change of use (such as ponds / banks / boundary treatment). The application should be supported by a statement indicating the range of activities that are to take place on the land along with an indication as to whether any outbuildings are to be constructed.

Where the use would develop land used for agriculture including set-aside land, reference should be made to the requirements for development on agricultural land (see above).

The application should be accompanied by a photographic survey/photomontage showing the site from appropriate public viewpoints including public rights of way within the locality. The impact upon views from the public realm should be described within a statement accompanying the application.

- **ANNEXE ACCOMMODATION**

The application description must clearly identify the nature of the accommodation proposed and the family or other need it is intended to serve.

Where annexe living accommodation for a separate household is proposed within a new detached building within the curtilage of an existing dwelling, the District Council will normally expect a Section 106 planning obligation to be concluded which secures the occupation of the annexe solely to meet the need specified in the application before the application is validated.

In the event that the applicant does not propose to conclude a Section 106 Agreement then a statement should accompany the application to explain why this is inappropriate.

- **BARN CONVERSION TO RESIDENTIAL USE AND CHANGES OF USE OF OTHER TRADITIONAL BUILDINGS**

In the case of ALL applications for the conversion of buildings the application description must include clear reference to the full range of works and uses which are proposed.

Where an application proposes a non-employment use of an existing building the provisions of Policy EM24 of the Babergh Local Plan (2006) must also be satisfied.

Where an application proposes design revisions to a previously permitted scheme then the application description must detail the full range of works currently being proposed.

The application must be accompanied by a statement which describes in detail the extent of conversion works and the extent of any new works, including extensions and additions, by reference to a marked plan which must clearly show those areas of conversion or new work by distinct colouration or hatching.

In all cases a clear timetable for the phased implementation of the work should be provided together with a proposal for monitoring of the conversion work.

Where the proposal concerns the conversion of a traditional farm building a written statement explaining how the scheme has taken account of the advice of English Heritage contained in “The conversion of traditional farm buildings – a guide to good practice” should be provided.

The application statement should also explain how the scheme addresses the approach to conversion to residential use described within English Heritage advice “Living buildings in a living landscape: finding a future for traditional farm buildings”.

The application should be accompanied by a survey of the building and an engineers report detailing the suitability of the building for the conversion works proposed.

Biodiversity issues should also be evaluated in accordance and appropriate survey information should be submitted with the application as set out in Annex B to this document.

- **CARAVAN SITES – RESIDENTIAL (TEMPORARY AND PERMANENT)**

Any relevant circumstances giving rise to a need for residential caravan accommodation should be explained in a statement to accompany the application.

In the case of a caravan for an agricultural, horticultural or forestry worker, a statement should accompany the application to explain the current ‘functional need’ and financial viability of the enterprise. These statements should address the issues within Annex A to Planning Policy Statement 7. A current technical appraisal of the issues mentioned in Annex A undertaken by an agricultural or similar consultant must be provided with the application. If the application is based upon a need for a new dwelling which is essential to support a new farming activity, whether on a newly created agricultural unit or on an established one the application should address the reversibility of the development and how the need is to be met by the provision of temporary accommodation.

If the application is for a temporary period then the application description should clearly include the period for which the caravan is required. If the application is to meet a need, such as a

personal/family circumstance, then the application description should include reference to that need.

If the application is to meet a need for gypsy or traveller accommodation reference should be made to Circular 01/2006 'Planning for gypsy and traveller caravan sites'.

If the application will require the creation of new areas of hard standing/access way surfaces then the application description must expressly identify these and the access ways/surfaces and their materials will need to be detailed on plan. Any new drainage arrangements must be detailed in the description and depicted in the same manner.

Any other building or engineering works forming part of the application should be expressly detailed in the application description and appropriately detailed in a supporting statement and/or plan.

- **CHANGES OF USE – ALL APPLICATIONS**

In all cases applications should describe the existing use in full and the proposed change, including as necessary a description of any lawful mixed uses. When detailing the existing and proposed uses reference should be made where possible to the Town & Country Planning (Use Classes) Order 1987 as amended.

The application should include a clear statement of the core activities and foreseeable ancillary aspects which will make up the proposed use together with an appropriately detailed plan showing where activities will be undertaken within the site.

- **CHANGES OF USE - NEW BUILDINGS AND CHANGES FOR PURPOSES IN CLASS A2 (FINANCIAL & PROFESSIONAL SERVICES) USES**

Planning applications for such uses should include the following information:

- Floor plans indicating the internal arrangements.
- A block plan illustrating the external parking arrangements. If no car or cycle parking is proposed, a statement explaining why should be included.
- Details stating the service to be provided. If no occupier is known this should be made clear.
- Opening hours proposed.
- Numbers of staff proposed.
- Estimated number of vehicles per day expected to visit or attend the site broken down by type function and size.

- **CHANGES OF USE – NEW BUILDINGS AND CHANGES OF USE FOR PURPOSES WITHIN CLASSES A3 (RESTAURANTS & CAFES) A4 (DRINKING ESTABLISHMENTS) A5 HOT FOOD TAKE-AWAY**

Applications for proposals for uses in Classes A3, A4 and A5 should include details of the operational characteristics of the proposed use, to include the working hours, defining trading hours where appropriate, parking arrangements etc. The application should also be accompanied by details of the mitigation measures for the noise and odour (where applicable) that would be generated by the use. Proposals for new ventilation flues, extract systems, or air conditioning units should be included in the application if they are proposed to form part of the development.

Where the proposal relates to the change of use of existing premise the application documentation shall include existing and proposed floor plans. The proposed floor plans shall identify the location of equipment which would be needed i.e. cooking appliances, plant room etc.

Applications for public houses should include plans and details of any external lighting, smoking shelters or CCTV if proposed to form part of the development.

- **COMMERCIAL AND INDUSTRIAL DEVELOPMENTS (INCLUDING CHANGES OF USE) – CLASS B1, B2 AND B8 USES AND SUI GENERIS COMMERCIAL AND INDUSTRIAL TYPE USES**

Applications should be accompanied by a Block Plan which should detail the relevant uses expected within different areas of the site and relevant functions of any rooms within buildings. Any areas for outside working / processes should be identified and the heights above ground level for outside storage depicted. Areas of the site given over to parking of commercial vehicles should be identified by vehicle type.

A statement supporting the application should include a description of the industrial or commercial process to be undertaken and any related machinery, which may be expected to be used on the site. Where processes or activities will be subject to other licensing regimes or other forms of regulation then this should be clarified, and an indication given whether or not consent has been obtained under the relevant legislation.

All major developments should be accompanied by a photomontage of any proposed buildings within their landscape setting.

Employee numbers, both existing and proposed (with reference to a formal timescale) should be stated in the supporting documentation or within the application. Hours of operation should be clearly expressed and any unusual working hours or practices identified. Estimated number of vehicles per day expected to visit or attend the site should be provided broken down by type function and size.

The expected method and frequency of disposal of waste should be identified in a supporting statement together with any measures to undertake recycling on the site.

- **DEVELOPMENT OF LAND WITHOUT COMPLIANCE WITH CONDITIONS PREVIOUSLY ATTACHED**

The application description should be framed to expressly include the description of development, condition number and reference of the earlier permission together with the summary of the effect of not complying with the condition.

The application should be accompanied by an explanation of the reason for the request for the non-compliance with the condition. Where evidence of problems with the current wording of the condition will be relevant to the District Council's consideration then this should be fully detailed.

If the application is for retention based around a long-term period of non-compliance with the condition, then this should be detailed and evidence of that provided.

In the case of applications not to comply with a condition, the planning statement should address the reason for the condition and explain why those reasons are no longer relevant or in what way a

varied condition can meet the same objective. Where the variation gives rise to differing plan details to those originally provided then the changed information should be provided.

The proposed alternative wording that is requested should be detailed in a statement accompanying the application. The application description should address this in summary and be framed to expressly include the condition number and reference of the earlier permission together with the summary of the intended variation.

- **EQUESTRIAN DEVELOPMENTS**

Applications for equestrian developments should include a statement to confirm whether the intended use will be commercial or private and, if private, any association with existing dwellings in the locality.

In the case of commercial uses the expected numbers of horses normally accommodated on the site should be detailed in the statement. The application should be accompanied by a statement indicating any equestrian events that are likely to be held and which the public will be invited to attend. Where such events will be held the statement should explain the nature of the events, the expected public attendance, times of operation, parking and access areas and other facilities that will be provided. The use of public address systems and temporary lighting should also be clarified within the application statement.

If stabling is proposed then details of any external lighting should be provided together with details of waste disposal including a waste management plan providing details regarding the siting of any manure heap and foul drainage from the stables.

In the case of commercial equestrian developments the application statement should explain the type of operation (e.g. livery yard, eventing centre, riding school, stud etc). Where the proposal includes outdoor riding arenas details of any external lighting to be installed, fencing and a cross section drawing of the arena including drainage details should be provided. Information should also be provided regarding supervision and monitoring of the site by staff and any associated living accommodation.

If permanent jumps are to be installed (eg. cross country jumps) details of their proposed siting and design will be required.

Details of the expected links by riders to and use of local public or permissive or other rights of way should be included with the application.

- **ENGINEERING OPERATIONS – ACCESSES, EXCAVATIONS/DEPOSIT OF MATERIAL, DITCHES, BUNDS, BANKS AND OTHER SIMILAR WORKS**

A statement describing the relevant engineering operations should accompany applications.

Where access arrangements are proposed then these should be fully detailed together with appropriate visibility splay arrangements. Where an access gives onto a new internal road or way to be constructed within a site then the surfacing materials for the access and that road or way should be detailed together with a timetable for the provision of the final surface.

Where material is to be deposited on the land or excavated then the source / destination of that material must be detailed so as to establish whether or not the application would constitute a “county matter”.

Applications should include details of the volume of spoil / material to be removed or infilled and indicate where that will be stored within the site if not removed. The finished profile of any excavation, ditch, bund or bank should be detailed with cross sections along two axes

Where ground levels are to be changed, the application should be accompanied by a plan indicating existing and proposed levels, including references to contours and spot heights.

- **LIVESTOCK BUILDINGS AND SLURRY LAGOONS**

The application should include drawings to show the elevations as well as the roofing and facing materials to be used together with details of the colours and finishes of those materials.

Details of the types and numbers of livestock to be housed in the building(s), details of breeding/fattening schedules or other periods during which livestock are to be housed in the building(s) together with details of proposed arrangements for waste removal and disposal must be provided with the application. Where mechanical ventilation is to be incorporated in the building details (including noise output and attenuation measures) should be provided.

The application must be accompanied by a site location plan identifying by means of distinct colouration or highlighting all permanent buildings normally occupied by people, or which would be so occupied if used for the purpose for which it is apt, other than dwellings or buildings occupied in connection with agricultural enterprise making the application (‘protected buildings’).

The accompanying statement should clearly state whether there are any protected buildings within 400m of the application site. In the case of slurry or other lagoons the location of the protected buildings use shall be measured from the nearest point of the lagoon to each such building.

Applications for slurry or other lagoons must be accompanied by details including cross sectional profile drawings together with similar details of bunding and/or other measures to ensure sufficient capacity within the lagoon to prevent the spillage of contents onto surrounding land.

- **OUTSIDE/OPEN STORAGE**

Where an application includes outside storage of any goods, materials, products or waste whether as a use in its own right or as a core activity comprising part of a principal use this should be detailed on an application Block Plan and the relevant areas expressly delineated. The proposed or expected height, above ground level, of any outside storage should be clearly stated on the plan or within a statement accompanying the application.

- **CERTIFICATE OF LAWFUL EXISTING USE OR DEVELOPMENT**

In the case of applications that are reliant upon witness evidence it should be provided in the format of a sworn statutory declaration. Where applications include other written evidence, such as billing, accounts, or publications then the original documentation shall be provided with the application. Where the application refers to photographs the full provenance of the photograph and description shall be provided at the time of application together with a scale plan showing the

location/view point of each photograph. The original photographs shall be provided with the application.

- **CERTIFICATE OF PROPOSED LAWFUL USE OR DEVELOPMENT (CLOPUD)**

Applications for a CLOPUD in relation to “permitted development” rights must be accompanied by a statement clearly describing the way in which the development meets each of the relevant conditions or limitations which control that permitted development right. Applications relating to agricultural, forestry or industrial uses (as defined by the 1995 Order) must include a statement describing the use in being at the time of the application having regard to the interpretation provisions of the particular Part. In the case of a sui generis use then all of the principal activities and processes undertaken must be detailed.

A users guide to Lawful Development Certificates is available from the Department for Communities and Local Government.