

**APPLICATION FOR REMOVAL OR VARIATION OF A CONDITION  
FOLLOWING GRANT OF PLANNING PERMISSION (SECTION 73 OF THE TOWN  
AND COUNTRY PLANNING ACT 1990) CHECKLIST**

**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH EACH  
PLANNING APPLICATION (THE CHECKLIST SHOULD BE READ IN CONJUNCTION  
WITH THE ACCOMPANYING GUIDANCE NOTES).**

**NAME OF APPLICANT:** \_\_\_\_\_

**NAME OF AGENT:** \_\_\_\_\_

**ADDRESS OF DEVELOPMENT:** \_\_\_\_\_

WHEN WE RECEIVE YOUR APPLICATION IT WILL BE VETTED FOR ACCURACY AND FOR THE FULLNESS OF THE INFORMATION SUPPLIED. IN ORDER TO REDUCE DELAYS IN THE DETERMINATION OF YOUR APPLICATION YOUR APPLICATION **WILL NOT** BE REGISTERED IF ANY RELEVANT INFORMATION IS MISSING.

UNLESS SUBMITTED ELECTRONICALLY THREE COPIES OF ALL INFORMATION LISTED BELOW IS REQUIRED WITH EACH APPLICATION.

PLEASE TICK EACH BOX AS APPROPRIATE.

- Have you completed the planning application forms and signed and dated all copies? (Part one for residential development, parts one and two for all other applications).
- Have you completed, signed and dated the correct Certificate, including the Agricultural Holdings Certificate? (Remember if any part of the proposed development is not on land that you own you should complete section B of the certificate and Serve Notice on the owner).
- Have you enclosed the correct fee? If not, please explain why:-
- Have you provided a site location plan at a scale of 1:1250 or 1:2500 and edged the application site in red and any adjoining land in your ownership or control in blue (remember the application site should be centred on the plan and identify all roads and properties surrounding the site so that neighbour notifications can be easily undertaken).
- Have you provided drawings that show full information about site layout, internal arrangements and all elevations, both existing and proposed, and where appropriate, a contextual drawing, eg. the street scene? **Please note that all plans must have a reference number (and revision number if appropriate).**
- If there are existing changes in ground levels within the site or you propose to change the levels have you submitted full details of this at a scale of 1:100 to

include adjacent land? Details should also include sections through the site, and where appropriate these should show adjacent existing buildings.

- Have you provided a drawing to show all trees within and adjacent to the site and accompanying Tree Survey, Impact Study and Method Statement?
- Do your drawings show all new boundary treatments?  
Have you indicated clearly what materials are to be used and where?
- Have you identified any ecological features or wildlife habitats on your site and how your proposals intend to deal with them? You must also include any appropriate surveys (e.g. bat surveys). Please contact us if you are unsure what to submit.
- Have you included a full Design and Access Statement
- Existing and proposed access and car parking arrangements
- Details of existing and proposed refuse and recyclables storage arrangements

### **Additional Requirements**

Some or all of the additional information detailed below may be required. Please read the Guidance Notes carefully. If you are in any doubt please contact us before submitting your application. Additional information is more likely to be required if the application relates to the following:-

- If you are proposing a major development, that is, a development on a site area of 1Ha or more, or involving more than 1,000 sq m of industrial or commercial floorspace or involving the erection of 10 or more new dwellings (or if in outline residential development on a site of 0.5Ha or more),
  - Any new dwellings
  - Town centre development outside a town centre
  - Other development contrary to the Development Plan
  - New Food and Drink Uses
  - sites which are or where contaminated
  - Sites near a landfill or former landfill
  - Sites with significant levels changes
  - Developments involving a loss of existing site ecology
  - Sites containing protected habitats
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- A transport assessment
  - Noise assessment
  - A town centre uses impact study
  - Flood Risk Assessment/Sustainable Drainage Statement
  - Environmental Impact Statement

- Evidence to accompany applications for town centre uses
- Flood risk assessment
- Foul sewerage assessment
- Land Contamination assessment
- Noise impact assessment
- Open Space assessment
- Planning Statement
- Transport assessment
- (Draft) Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

(If any of these assessments/statements are required, please ensure that they are provided with the application)

## **GUIDANCE NOTES**

### **GENERAL**

All drawings and must contain a drawing title, drawing number and revision numbers. All documents must be referenced. Drawings must show previous extensions and calculations of volumes for applications if the site is within the green belt. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres

### **CERTIFICATES AND ENCROACHMENT ONTO ADJOINING PROPERTY**

You must be confirm whether or not any works, including guttering or foundations, will encroach onto an adjoining property. Should this be the case, Certificate B will be required in such instances.

Where some or all of the owners of the application site or adjoining properties cannot be identified, completion of Certificate C or Certificate D may be appropriate.

### **LOCATION PLAN**

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line. It should include all land necessary to carry out

the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

The plan should be marked with a north point and identify a minimum of two roads. We will also accept any location plans downloaded from Planning Portal

[www.planningportal.gov.uk](http://www.planningportal.gov.uk).

## **SITE PLAN**

Where appropriate, existing and proposed site plans must be provided. The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a) The direction of North.
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- d) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development.
- e) The extent and type of any hard surfacing to include indication of existing/proposed grassed areas/soft landscaping..
- f) Boundary treatment including walls or fencing where this is proposed.
- g) Details of existing and proposed parking provision and access arrangements
- h) Details of existing and proposed bin storage arrangements

## **EXISTING AND PROPOSED ELEVATIONS**

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors.

Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

Any areas to be demolished must be shown in a different colour or by dotted lines.

All proposed elevations will be required. Additionally, where an elevation adjoins another building, part of the adjoining elevation must also be provided.

## **EXISTING AND PROPOSED FLOOR PLANS**

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable) • Existing elevations will be required in all cases.

- Existing floor plans will be required for each floor if the proposed extension/alteration directly links to that floor, and for roof extensions a plan of the existing floor below will be required to demonstrate the means by which the converted roof is accessed.
- For roof extensions, an existing roof plan is required.

- For satellite dishes, a photograph of the elevation to which the dish will be attached will be considered acceptable.

## **EXISTING AND PROPOSED SITE SECTIONS AND FINISHED FLOOR AND SITE LEVELS**

Such plans must be drawn at a scale of 1:50 or 1:100 and should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should 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. 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.

## **STREET SCENE ELEVATIONS**

This is to enable an accurate appreciation of the new building relative to those neighbouring. A minimum two properties either side should be plotted though full elevational detail need not be provided. For corner sites a street scene should be provided for each street frontage.

## **DESIGN AND ACCESS STATEMENTS**

A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long. The statement should clearly set out how the proposals design out crime. Applicants are advised that when they are producing such a statement, they should outline how community involvement influenced their approach.

## **AIR QUALITY ASSESSMENT**

Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application. Further advice is available in ***Planning Policy Statement 23: Planning and Pollution Control***. (November 2004).

## **DAYLIGHT/SUNLIGHT ASSESSMENT**

In 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 also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, BRE guidelines on daylight assessments. Please note that 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.)

## **ENVIRONMENTAL IMPACT STATEMENT**

The Town and Country Planning (Environmental Impact Assessment) Regulations (1999) set out the circumstances in which an Environmental Impact Assessment (EIA) is required.

Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Where EIA is not required, the local planning authority may still require environmental information to be provided. An applicant may request a 'screening opinion' (i.e. to determine whether EIA is required) from the planning authority before submitting the application.

## **EVIDENCE TO ACCOMPANY APPLICATIONS FOR TOWN CENTRE USES**

An application should be accompanied by an assessment of the need for the proposal where this would be in an edge of centre or out of centre location, and where it is not in accordance with an up to date development plan document strategy. It is not necessary to demonstrate the need for retail proposals within the primary shopping area or for other main town centre uses located within the town centre. Evidence should be provided to show that there are no sequentially preferable sites. Policy advice on the policy tests for town centre uses is provided in ***Planning Policy Statement 6: Planning for Town Centres (March 2005)***.

## **FLOOD RISK ASSESSMENT**

At the planning application stage, an appropriate Flood Risk Assessment (FRA) will be required to demonstrate how flood risk from all sources of flooding to the development itself and flood risk to others will be managed now and taking climate change into account. Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA). This 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. For major developments in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding.

The FRA should be prepared by a developer in consultation with the local planning authority. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended.

***Planning Policy Statement 25: 'Development and Flood Risk (December 2006)*** provides comprehensive guidance for applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

## **FOUL SEWERAGE ASSESSMENT**

A foul sewerage assessment should include a description of the type, quantities and means of disposal of any trade waste or effluent. 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. The use of soakaways will require satisfactory percolation tests to have been undertaken. 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 on a public highway, then notice may need to be served on the owners of that land.

## **HERITAGE STATEMENT (INCLUDING HISTORICAL, ARCHAEOLOGICAL FEATURES AND SCHEDULED ANCIENT MONUMENTS)**

Supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic battlefields. A heritage statement will be required in respect of proposals involving the disturbance of ground within an Area of Archaeological Potential, or in other areas the subject of major development proposals or significant infrastructure works, where archaeological remains may survive. If an application affects such a site you may need to commission an assessment of existing information and submit the results as part of the application in accordance with policy advice in ***Planning Policy Guidance Note 15 'Planning and the Historic Environment'***, (September 1995) paragraphs 3.16 to 3.19. For archaeological remains, advice is provided in ***Planning Policy Guidance Note 16 'Archaeology and Planning'*** (November 1990) section B, paragraphs 18 to 26.

## **LAND CONTAMINATION ASSESSMENT**

Applications may also 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'*** (November 2004). Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

## **NOISE IMPACT 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*** (September 1994).

## **OPEN SPACE ASSESSMENT / REQUIREMENTS**

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. Government planning policy is set out in ***Planning Policy Guidance***

**note 17: Planning for open space, sport and recreation** (July 2002). The following forms of residential development will be required to make provision for public open spaces:

- New houses
- Flats and maisonettes
- Additional dwellings gained through the redevelopment of an existing housing area
- Conversions of existing buildings into residential use
- Conversion, or extension, of existing dwellings into a larger number of dwellings.
- Independent dwellings for students or the elderly
- Permanent permissions for mobile homes
- Mixed use schemes that include residential development

The Council's Guidelines for open space are set out in the Supplementary Planning Document "Greenspace Standards and New Development". The Developer / Applicant will normally be required to enter into a legal agreement under Section 106 of the Town and Country Planning Act(s) (or other appropriate legal mechanism) to meet the specific requirements of this SPD. In such cases a draft legal agreement or unilateral undertaking must accompany 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 with the local planning authority and wider community/statutory consultees undertaken prior to submission (unless covered in a separate Statement of Community Involvement).

### **TRANSPORT ASSESSMENT**

**Planning Policy Guidance 13 'Transport'** (March 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 will be found in **Guidance on Transport Assessment**, published by the Department for Transport (March 2007).

### **TREE SURVEY/ARBORICULTURAL IMPLICATIONS**

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 suitably qualified and experienced 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.

### **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 - use 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) and A5 (i.e. Hot food takeaways - use for the sale of hot food for consumption off the premises).

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.