

**APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED
AGRICULTURAL DEVELOPMENT – 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 application forms and signed and dated all copies?
- 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).

- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100 (new buildings only))
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100) (new buildings only)

- Existing and proposed floor plans (eg. at a scale of 1:50 or 1:100 (new buildings only))
- Photographs and photomontages
- Planning 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

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 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.

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.

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.

- Existing and proposed elevations will be required in all cases involving partial demolition of a building or other structure.
- Where appropriate existing and proposed floor plans will be required for each floor

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.

PHOTOGRAPHS AND PHOTOMONTAGES

These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs must be provided.

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).