

Planning Application Validity Requirements - Pack B

Please ensure that you include with your application all the items listed below. If you feel that you are unable to supply all the requested information or it isn't appropriate to the application, please contact us.

NATIONAL REQUIREMENTS

Completed form (3 copies to be supplied unless the application is submitted electronically)

A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 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 (3 copies to be supplied unless the application is submitted electronically) including:

Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries

Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)

Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)

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

Roof plans (e.g. 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

Flood risk assessment (e.g. for applications in Environment Agency Flood Zone relating to basements or ground floor extensions)

Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)

Parking and Access Arrangements

Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals

Structural Survey of the building

Tree survey/Arboricultural implications

Design Statement – See Page 11 of [county standards](#)