



Application for planning permission and Listed Building Consent for alterations, extension or demolition of a listed building.

NATIONAL REQUIREMENTS

- Completed form (original plus 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, identifies the proposed position of the advertisement and shows the direction of North (original plus 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 (original plus 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 all 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)
- 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.
- Design and Access statement

A Design and Access Statement will be required for all planning and listed building consent applications.

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. What is required in a design and access statement is set out in article 4C of the General Development Procedure Order 1995.

- 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

Additional Mandatory Documents	Photographs and photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
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Conditional Documents Required	Document Type	Circumstances when document should be submitted
	Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)	In all cases where new buildings are proposed or where a proposal involves a change in ground levels or is on a sloping site. All plans to clearly and consistently show existing and proposed works. All plans to have a scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building) original paper size and a north point .
	Roof plans Scale 1:100/ 1:50	Required for all planning applications involving significant extensions to roof forms and new buildings. All plans to clearly and consistently show existing and proposed works. All plans to have a scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building) original paper size and a north point. To show the shape of the roof, materials, vents and location
	Affordable Housing Statement	All applications where affordable housing is required. Please refer to the relevant policies within the Council's development plan.
	Biodiversity survey and report	Any development likely to affect a local or national designated nature conservation habitat or one which would have impact on a designated protected species. Additional guidance is available from the Local Planning Authority on the requirements for a Biodiversity Survey and Report.
	Economic Statement	Required in connection with any commercial development (new build or change of use to commercial), development on sites allocated for employment purposes in the Council's development plan,

		relocation of commercial uses or where development results in the loss of land/buildings used for employment purposes.
	Environmental Statement	Required for all Schedule 1 and some Schedule 2 projects as defined by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999. (Link) To be provided in the form set out in Schedule 4. If an EIA is not required the LPA may still require environmental information to be provided.
	Flood risk assessment	Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zone 2 and 3. see link http://www.environment-agency.gov.uk/aboutus/512398/908812/1351053/571633/?lang=e
	Foul sewage and utilities assessment	All applications involving 10 units of accommodation or more requiring connection to the drainage system or where development involves the disposal of trade waste or foul sewage effluent other than to the public sewer. Applications should also demonstrate how the development will connect to the existing utility infrastructure systems. In all cases where the proposal involves a connection to the existing sewer, regardless of the scale of development, the submission should provide a minimal level of information, including the method of discharge of foul sewage and surface water drainage and the point of connection on the existing system.
	Heritage Statement	Required for listed building consent applications and where an applications directly affecting or adjoining a Scheduled Ancient Monument, archaeological site or other historic feature.
	Land contamination assessment	Where contamination is known or suspected to exist or the proposed use is vulnerable and is included on the list of contaminated sites. Within 250 metres of a currently licensed or historic landfill site.

	Landscaping details	All applications to include details of landscaping proposals, long term maintenance and landscape management. For development where existing trees, hedges and other landscape features will be affected by the proposals and landscaping needs to be considered an integral part of the development. Existing trees and vegetation should, where practicable be retained in new developments and protected during the construction of the development.
	Lighting assessment	Required for proposals involving large areas of lighting for example golf driving ranges, lit car parks or proposals involving direct floodlighting of buildings and structures, of listed buildings or in Conservation Area.
	Noise assessment	Applications for development that raises issues of disturbance by noise to the occupants of existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise. Reports should be prepared by a suitably qualified acoustician. For example road traffic, railways, aircraft, military aerodromes, helicopters and heliports, industrial and commercial development, recreational and sporting activities, and landfill waste disposal sites as set out in Annex 3 to PPG 2.
	Open Space assessment	Any development involving loss of existing open space.
	Parking Provision	Required where development attracts need for non-operation parking provision in accordance with policies contained in the Development Plan. Parking provision statement should include details of existing and proposed parking provision.
	Photographs and photomontages	Strongly encouraged as part of Design and Access statement.
	Planning Obligations - Draft Head(s) of Terms	Where affordable housing or off site contributions are required and should be submitted with the planning application. Please refer to relevant policies in the Council's Development Plan and the Council's Supplementary Planning Guidance on Section 106 contributions.

	Planning Statement	The planning statement should provide an assessment of how the proposal accords with relevant national, regional and local planning policies and may also include details of pre-application discussions with the LPA, and wider community/statutory consultees.
	Statement of Community Involvement	Required for all major applications to show how the developer has complied with the requirements for pre-application consultation as set out in the adopted s Statement of Community Involvement http://www.iwight.com/living_here/planning/images/AdoptedversionNov2005.pdf
	Telecommunications Development – supplementary information	Required for all Telecommunications applications where the following is required - <ol style="list-style-type: none"> 1. A signed declaration that the equipment and installation fully complies with the ICNIRP requirements Site type (micro or macro) 2. Confirmation as to whether the Council’s mast register and/or the industry site database has been checked for suitable sites 3. Details of annual rollout and pre application discussions with the Council 4. Details of all consultations carried out and copies of all written comments 5. Details of any consultations carried out with a particular school or further education college if relevant 6. Details of any consultation carried out with the CAA/Secretary of State for Defence/Aerodrome operator if relevant 7. Area of search 8. Details of the proposed structure including the type of structure and its dimensions, height of existing building and details of the size of equipment housing and materials 9. A map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity 10. A statement explaining the reasons for the choice of the design 11. Technical information including

		<p>the frequency, modulation characteristics, power output and the height of the proposed antenna</p> <p>12. Technical justification — details about the purpose of the site and why the particular development is required</p> <p>13. Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area</p> <p>14. An explanation if no alternatives considered</p> <p>15. Visual impact assessment where relevant</p> <p>16. Acoustic report where relevant</p> <p>17. Any other relevant additional information</p>
	Town centre uses – evidence to accompany applications	<p>Where a retail proposal exceeds 2,500 square metres and for some smaller schemes may also be required to provide similar information as set out by current thresholds in PPS 6. Where proposal is located on the edge of the centre or out of centre and where it is not in accordance with the up to date development plan document strategy. Evidence should be provided to show that there are no sequentially preferential site.</p>
	Transport Assessment	<p>Required where proposal would lead to significant transport implications, as set out in Appendix B - D of DOT Guidance.</p> <p>See link www.communities.gov.uk or www.dft.gov.uk</p>
	Travel plan	<p>Required for food and non-food retail ,cinema and conference facilities, other leisure (D2) uses (excluding stadium) from and above 1000 sq. m gross floor space; B1 (including office, higher and further education establishments from and above 2500 sq. m gross floor space; stadia of 1500 + seats.</p> <p>Other service developments such as hospitals, smaller traffic attracting developments in rural areas.</p>

	Tree survey/ arboricultural implications	Required for all applications where trees or hedgerows within the site or on land adjacent to it that could influence or be affected by the development.
	Ventilation/ extraction statement	Required for applications for uses involving food preparation – restaurants, cafes, takeaways and pubs (A3, A4 and A5 of the Use Classes Order) or for proposals involving light industrial and general industrial uses (B1 and B2 of the use classes order).