

# VALIDATION CHECKLISTS FOR PLANNING AND ASSOCIATED APPLICATIONS

## Introduction to Validation Checklists

These notes provide the checklists for each development type and the kind of information required prior to the validation of an application. These can be used by applicants to determine what the Council requires to assist in the speedy processing of applications. Where the information required by us is not provided, the Authority will consider an application invalid.

The checklists are divided into three parts:

- **Part I** contains compulsory requirements for the submission of an application, including some matters that are required by law and other information that Vale of Glamorgan Council considers necessary in all cases;
- **Part II** contains suggested additional information that the Council deems to be important with certain application types; and
- **Part III** contains validation checklists outlining the requirements of different application types based on the information contained in Part II.

If the information that is required by these Parts is not included with any application, then the Vale of Glamorgan Council will be entitled to declare the application invalid and not register or process it. In this case, a letter will be sent to the applicant saying the application is invalid and stating what additional information is required. If an application is not accompanied by information outlined in these notes, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. It may also be that only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. ***It is important that applicants demonstrate why additional information is not supplied to avoid delay, failure to do so may delay consideration of your application.***

## Pre-application Advice

The Authority is able to provide pre-application advice for all types of applications (except householder) to guide applicants through the process and to ensure that applicants are aware of the information requirements. This is especially useful for larger and more complex schemes (such as those accompanied by a Statutory Environmental Impact Assessment) and those involving listed buildings and development in conservation areas. This can help minimise delays later in the determination process. It can also identify whether other permissions/consents may be required and the additional information required. When seeking advice, applicants should submit design proposals in writing for consideration by officers. Such initial or sketch plans should be submitted to ensure that real value is added by the process. Advice cannot be provided on the basis of phone only requests, when no proposals are submitted in writing or when a developer has no firm proposals. A written response will be provided as

the LPA's informal comments. A guidance note is available to explain this process fully. Some sites may require a meeting to discuss issues further.

## **The Vale of Glamorgan Unitary Development Plan**

The supporting information required reflects the requirements of relevant policies of the UDP, which is available to view on the website at: [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)  
Development proposals should accord with relevant policies and proposals of this document unless material circumstances indicate otherwise.

### **Government Advice**

Other material planning considerations include Planning Guidance provided by Central Government. Copies of Welsh Assembly Government, Technical Advice Notes and Circulars may be viewed on the Government website at [www.wales.gov.uk](http://www.wales.gov.uk) and [www.communities.gov.uk](http://www.communities.gov.uk).

## **Part I**

### **Compulsory Requirements**

Applications may be submitted as either a hard copy or as an on-line application. Application forms can be obtained from the Vale of Glamorgan Council Offices at Docks Office, Barry CF63 4RT or on line at [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk) and an online application can be made via the Planning Portal at [www.planningportal.gov.uk](http://www.planningportal.gov.uk). When an application refers to the need for more than one copy of a plan or document, it is referring to this requirement for a hard copy application. Where an electronic application is submitted, only one copy will be required.

All applications for full planning permission must include:

- **The Completed Application Form**

The Vale of Glamorgan Council requires 4 copies, which must each be signed and dated.

Applications for Listed Building Consent involving demolition of all or part of a Listed Building require 10 copies.

- **The Correct Fee (where necessary)**

Please see the current fee sheet.

Applications for Listed Building Consent, Conservation Area Consent and those submitted under the Article 4 procedures in the Penarth Conservation Area do not attract a fee.

- **Ownership Certificates**

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Section 5 of The General Development Procedure Order 1995 and Section 11 of the Planning (Listed Buildings and Conservation Areas) Act 1990, the Council must not entertain an application for planning permission, Listed Building or Conservation Area consent unless the relevant certificates concerning the ownership of the application site have been completed. All applications must include the appropriate certificate of ownership.

An ownership certificate must be completed stating the ownership of the property. Certificates A, B, C and D are listed. 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.

- **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 tree preservation orders, or express consent to display an advertisement.

- **Part 1 Notice**

A notice to owners of the application site must be used if Certificate B has been completed and may be required if Certificate C has been completed. A copy should be served on each of the individuals identified in the relevant certificate.

- **A Location Plan**

All applications must include copies of an accurate location plan based on an up-to-date Ordnance Survey map at a scale of 1:1250 (urban areas only) or 1:2500 (imperial scales will not be accepted). 4 copies of this plan should be submitted. The location plan should show, at a minimum, two named roads where possible and all surrounding buildings named and numbered. These plans can be purchased from the Vale of Glamorgan Council or any Ordnance Survey Mapping and Data Centre. Full details can be found at [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)

The application site should be edged clearly with a **red** line, including all land necessary to carry out the proposed development (for example land required for access to the site from a public highway, landscaping, car parking and visibility splays).

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

- **Block Plan**

4 copies of a block plan should be submitted at a recognised metric scale of at least 1:500 (imperial scales will not be accepted). This plan should show accurately:

- (i) the direction North;
- (ii) the layout of the proposed development in relation to the site boundaries and other existing buildings on the site, with annotated dimensions;
- (iii) all the buildings, roads and footpaths on land immediately adjoining the site including access arrangements;
- (iv) the species, trunk position and accurate crown spread of all trees within the boundaries of the site and any proposed building works. Trunk diameters measured in millimetres at 1.5 metres height (or immediately above the roof flare for multi-stemmed trees) must also be provided; and
- (v) the boundary treatments, including walls or fencing where this is proposed.

- **Drawings**

4 copies of all drawings should be submitted at a metric scale of either 1:100 or 1:50 (Imperial scales will not be accepted). These drawings must include proposed floor plans and elevations where alterations are proposed together with existing floor plans and elevations. Where existing buildings or walls are to be demolished these should be clearly shown.

- **Sectional Drawings**

Cross-sectional drawings at a metric scale of at least 1:50 through the proposal to the adjoining land and buildings must be submitted where a proposal involves a change in ground levels and on sloping sites. Full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed buildings. The drawings of the proposal should include spot levels, finished floor levels and access gradients as appropriate.

- **Design and Access Statement**

Further guidance on design and access statements is available on the council's website. Design and Access Statements are mandatory from 1st June 2009 on all but Householder Applications and those involving the interiors only of listed buildings and other developments as specified in the guidance.

## Part II

### Additional Information

The Vale of Glamorgan Council may also request additional information prior to the validation of the application depending on the nature and type of application or the nature of the character of the area within which the application site is situated. Applicants are advised to seek advice on the need for such additional information at the pre-submission stage and to study relevant policies within the Vale of Glamorgan Unitary Development Plan, Supplementary Planning Guidance and National guidance to see what kind of information may be required. Such information could include:

- **Arboricultural Statement**

An arboricultural statement must be submitted showing how the tree constraints on and adjacent to the site have been correctly incorporated into the design and how these trees are to be retained without damage during construction and future occupancy.

The statement must be produced in line with the guidelines set out within BS5837:2005 and the Council's Supplementary Planning Guidance "Trees and Development" and shall include:

- (i) *Tree Survey Drawing and Schedule* - The survey shall provide clear data regarding the species, size, age, condition and useful life expectancy of trees. It shall also categorize trees, groups of trees or woodlands in terms of their quality and value within their *existing context* and not within the context of the proposals.
- (ii) *Arboricultural Constraints Plan (ACP)* - An aid to layout design that shows tree Root Protection Areas (RPA) as well as representing the effect that the mature height and spread of retained trees will have on the development. The ACP shall incorporate the tree survey information as well as illustrate both the above-ground (shade patterns) and below-ground RPA constraints posed by the trees.
- (iii) *Tree Protection Plan* - Scale drawing produced by an arboriculturalist showing the finalised layout proposals, tree retention and tree and landscape protection measures detailed within the arboricultural method.

(iv) *Arboricultural Statement. Method Statement (AMS)* - sets out the information regarding the measures to be taken to protect the trees shown to be retained on the submitted drawings. I also details the methodology for the implementation of any aspect of the proposal that has the potential to result in loss or damage to a tree.

Further advice is available in the Vale of Glamorgan Council's Supplementary Planning Guidance "Trees & Development".

- **Affordable Housing Statement**

Affordable housing will be required in accordance with the requirements of the Vale of Glamorgan Council's Adopted Unitary Development Plan and Supplementary Planning Guidance. Further Guidance is available in the Council's Supplementary Planning Guidance "Affordable Housing".

- **Agricultural/Forestry Dwelling Justification**

Where an application is made for a dwelling in association with agricultural/forestry need it will be required to demonstrate a functional and financial justification in accordance with government guidance.

- **Air Quality Assessment**

Application proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary.

- **Archaeological Sites and Scheduled Ancient Monuments**

Where a proposal is in an archaeologically sensitive area (including where a Scheduled Ancient Monument is at the site or nearby) prospective applicants should as a first step contact the [Glamorgan Gwent Archaeological Trust](#), Heathfield House, Heath Avenue, Swansea SA1 6EL (Tel. 01792 655208) or [CADW](#), Welsh Assembly Government, Plas Carew, Unit 5/7, Cefn Coed Parc, Nantgarw, Cardiff CF15 7QQ (Tel. 01443 336000). Supporting information shall be provided that includes an assessment and, where appropriate, field evaluation of the impact of the development on existing features and proposals to mitigate against that impact.

- **Conservation Area Assessment**

For proposed development in conservation areas (including any demolition), a written statement will be required that demonstrates how the scheme will preserve or enhance the character or appearance of the locality. The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application. Further advice can also be found in TAN 12 Design and the Vale of Glamorgan Council's Conservation Area Appraisals.

- **Contaminated Land Assessment**

Some sites (especially those that have been previously developed) have the potential to be contaminated and therefore may pose a risk to current or future site occupiers, buildings on the site and to the environment. A contaminated land assessment may therefore be required. The level of information required as part of a land contamination assessment will vary depending on the known and/or suspected levels of contamination. For example:

- ◆ where contamination is suspected a desktop study will be required, involving an examination of available information, a walkover survey and assessment of the risks to human health and the environment. The need for further investigation may then be determined;
- ◆ where contamination is known to exist, in addition to a desktop study, a site investigation survey will be required incorporating a site-specific human health and environmental risk assessment with a written remediation scheme to manage identified risks. The developer shall submit a completion report validating the remediation carried out; and

- ◆ if the proposed development is situated within 250 metres of a former landfill site there will be a requirement for specific consideration of issues with ground gas.
- ◆ Comprehensive information and guidance on how to undertake a contaminated land assessment and the information that must be submitted is available in TAN 21 Waste.

- **Conversion Assessment for the Change of Use of Rural Buildings to Residential Use**

Where a proposal is submitted for the conversion of a rural building to a residential use (other than as an agricultural/forestry dwelling) a report should be submitted that demonstrates that it is not practical or viable to use the building for other purposes or there is an amenity or environmental reason why these purposes are not acceptable.

- **Details of any Lighting Scheme including a Light Pollution Assessment**

This should include technical specification designed to ensure nuisance from lighting is minimised/prevented.

- **Draft Travel Plan**

A draft travel plan is a requirement for larger applications and should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. Further advice is available in *'Using the planning process to secure travel plans: Best practice guidance'* - ODPM.

- **Energy Statement**

The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards.

- **Environmental Statement**

The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 require a developer to prepare an Environmental Statement for certain types of projects. The Regulations provide a checklist of matters to be considered for inclusion in the Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures.

Applicants may seek a 'Screening Opinion' from the Council to ascertain whether or not an Environmental Statement is required. Applicants are encouraged to do this for large-scale developments or those within sensitive areas at the pre-submission stage in order to avoid delay later in the application process.

- **Flood Risk Assessment/Drainage Strategy**

A flood risk assessment may be required if a development falls within an Indicative Flood Plain or 'Flood Zone' – these maps are available from the Environment Agency. TAN 15: 'Development and Flood Risk' 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.

- **Landscape Assessment**

A significant proportion of the Vale lies within designated areas including the Heritage Coast and Special Landscape Areas. The Council is obliged to assess whether or not proposals preserve or enhance the character or appearance of this landscape. Particularly where proposals are in open countryside, on the fringe of settlements or potentially visible from a wider area, a written statement will be required that assesses the impact of the proposal on the area and provides a written justification for the development. The scope and degree of detail necessary will depend on the particular circumstances of the case but the assessment should include photographs/photomontages of the site and its surroundings and other illustrations such as perspectives.

- **Listed Building Appraisal and Drawings**

Vale of Glamorgan Council is legally obliged to preserve the special character and setting of its many listed buildings. It is essential that the Council be provided with detailed information that allows for the proper assessment of any proposed additions or alterations. Detailed advice and guidance notes are available on the Council's website or by contacting the Conservation and Design Team (01446 704626/8).

- **Nature Conservation/ Ecological Assessment**

Development proposals that may impact upon important species, habitats or sites (in particular those protected under national or European legislation or that are Section 74 species or habitats of principal importance for the conservation of biological diversity) must be accompanied by an ecological assessment of the proposed development site. Certain types of development are particularly likely to require ecological assessments, for example barn conversions.

The type of assessment will depend on the scale and type of development. The assessment should be carried out by a suitably qualified and experienced person and should include :-

- ◆ The current status of the site;
- ◆ A general description of the site;
- ◆ Presentation and analysis of existing ecological data;
- ◆ Up-to-date survey information for the site (carried out at an appropriate time of year), including survey methods;
- ◆ Evaluation of the ecological importance of the site;
- ◆ Impact of the proposed development on the nature conservation interests;
- ◆ Mitigation/compensation proposals;
- ◆ Habitat management, enhancement and creation proposals; and
- ◆ Net impacts on nature conservation interests.

This information might be incorporated into an Environment Statement, if one is necessary, and surveys should be carried out at a time of year that allows the main features of wildlife interest to be identified.

For further information refer to "Think Wildlife - Think Protected Species", guidance produced by the Glamorgan Biodiversity Advisory Group and the Gwent Biodiversity Action Group.

- **Noise Impact Assessment**

Application proposals that raise issues of disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician.

- **Non-Mains Sewage Disposal Details**

Applications made in areas where there is no mains sewerage/sewage disposal must be accompanied by a statement that demonstrates that the proposed sewerage system is appropriate. Please note that a private sewage treatment plant generally needs consent to discharge from the Environment Agency.

- **Planning Obligations**

Where appropriate the submitted application should include a draft Section 106 legal agreement or unilateral undertaking. Applicants should clarify the Council's requirements in pre-application discussions and confirm any planning obligations that they agree to provide. Further advice is available in Circular 1/97: Planning Obligations.

- **Pollution Statement**

Applications that involve development that could pollute the environment should demonstrate that the specific pollution is controlled to acceptable levels. The Council has a planning responsibility

to determine the location of potentially polluting development as well as controlling other development in proximity to any sources of pollution.

- **Retail Impact Assessment**

When a development could harm the vitality and viability of existing shopping centres, a retail impact assessment should be undertaken.

The assessment should include the need for development, which demonstrates it is of an appropriate scale, that there are no sites close to a town centre for the development, that there are no unacceptable impacts on existing centres and that locations are accessible. The Assessment must include a sequential assessment in accordance with Government guidance.

- **Sound Insulation Requirements**

Advice should be sought from the Council's Environmental Health Service for individual Council requirements for sound insulation in residential and commercial developments and from Building Control about the need to submit either a 'Full Plans' application under the building regulations or a Building Notice for the erection of most types of buildings, material alterations to existing buildings. Works will need to be inspected on site during the construction process.

- **Street-scene Elevations**

New buildings should be shown in context with adjacent buildings (including property numbers where applicable). Proposals with altered elevations that adjoin or are in close proximity to another building should also highlight this relationship, detailing the positions of the openings on each property.

- **Structural Survey**

A structural survey of a property may be required, for example, when considering listed building applications or the demolition of unlisted buildings that make a positive contribution to the conservation area. Surveys must accompany applications for the proposed conversion of agricultural and other rural buildings to residential use and replacement dwellings in the countryside.

- **Sunlight / Daylighting Assessment**

Applicable for all applications where there is a potential adverse impact upon the current levels of sunlight / daylighting enjoyed by adjoining properties and building(s) – further guidance is provided in the Building Research Establishment's (BRE) guidelines on daylighting assessments.

- **Supporting Planning Statement**

Information will include how the proposed development accords with policies in the Unitary Development Plan, Regional Planning Guidance, Development Briefs, Supplementary Planning Guidance or Advice Notes. It should also include details of consultations with Vale of Glamorgan Council officers and wider community/statutory consultees undertaken prior to submission.

- **Sustainability Appraisal**

A sustainability appraisal should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications. (please note the relevant supplementary planning guidance including an easy to complete check list is available at [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)) and see 'Design and Access' statements.

- **Transport Assessment**

Information will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring,

servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.

- **Ventilation/Extraction details**

All applications for restaurants, hot food takeaways and bars/pubs, which sell hot food, should include details of measures for fume extraction where they are proposed next to residential property. Residential property includes flats above neighbouring shops. The measures for fume extraction should include details of the mechanical equipment proposed, the location of any external pipe work or flues and the means by which a chimney would be capped to prevent ingress by rain.

# PLANNING APPLICATION VALIDATION SUMMARY CHECKLIST

## IN GENERAL

### *Your application MUST include the following:*

- 1 original and 3 copies of the completed planning application forms, signed and dated
- 1 original copy of the Article 7 Certificate (Agricultural Holdings), signed and dated
- 1 original copy of the completed signed and dated Ownership Certificate (A, B, C or D)
- If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer
- 4 original copies of an up to date location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 to show at least two main roads and surrounding buildings and should show the direction of North
- The application site should be edged clearly with a red line and a blue line must be drawn around any adjoining land owned by the applicant
- 4 copies of any other drawings or documents required (see application specific checklist)
- Design and Access Statement (except for Household Applications) and other exceptions (see advice)
- The correct fee.

## HOUSEHOLDER APPLICATIONS

### *The following additional plans will be required:*

- 4 copies of the existing and proposed site layout at a scale of not less than 1:100 or 1:200. This should include all buildings and structures, gardens, open spaces and car parking in the context of adjacent buildings including the location of any window.
- 4 copies of the existing and proposed elevations to a scale of not less than 1:100
- 4 copies of existing and proposed floor plans at a scale of not less than 1:100

### *In addition to the information that MUST be submitted with your application, the following information may also be required:*

- 4 copies of existing and proposed sections (scale not less than 1:100)
- Supporting Planning Statement
- New or Altered Access to a Public Highway or a Public Right of Way
- Details on existing and proposed car parking arrangements
- Drainage Strategy or Flood Risk Assessment
- Tree Survey

## OTHER FULL PLANNING APPLICATIONS

***If you are submitting all the details of new buildings, engineering works or extensions, the following additional plans will be required:***

- 4 copies of the block plan of the site to a scale of not less than 1:500
- 4 copies of the existing and proposed elevations to a scale of not less than 1:100
- 4 copies of existing and proposed sections and finished floor levels at a scale of not less than 1:100
- 4 copies of existing and proposed floor plans at a scale of not less than 1:100
- 4 copies a site survey plan to a scale of not less than 1:200 showing existing features of the site e.g. walls, trees, buildings and other structures
- 4 copies of a site survey plan at scale of not less than 1:200 showing proposed features e.g. landscaping.
- Design and Access Statement

**In addition to the information that **MUST** be submitted with your application, the following information may also be required:**

- Transport Assessment
- Draft Travel Plan
- Environmental Statement
- Retail Assessment
- Design Statement
- Supporting Planning Statement
- Regeneration Assessment
- Air quality Assessment
- Noise Impact Assessment
- Sound Insulation Assessment
- Energy Statement
- Nature Conservation and Ecological Assessment
- Historical and Archaeological Assessment
- Listed building and Conservation Area appraisal
- Flood Impact Assessment
- Assessment for the treatment of foul sewage
- Utilities Statement
- Affordable housing statement
- Ventilation/extraction and refuse disposal details
- Structural Survey
- Tree Survey
- Lighting Assessment/Details of Lighting Scheme
- Sunlight/Day Lighting Assessment
- Planning Obligation(s)/Draft Heads of Terms

## FULL PLANNING APPLICATION FOR CHANGE OF USE WITHOUT EXTERNAL BUILDING WORKS

***For applications that involve changing the use of a building or land but are not proposing any external works to the building, the following additional plans will be required:***

- 4 copies of the block plan of the site to a scale of not less than 1:500
- 4 copies of existing and proposed floor plans at a scale of not less than 1:100
- Access Statement

## FULL PLANNING APPLICATION FOR CHANGE OF USE WITH EXTERNAL BUILDING WORKS

***If your proposal involves the change of use of a building or land and involves external alterations e.g. construction of a flue, insertion of new windows, additional plans will be required:***

- 4 copies of the block plan of the site to a scale of not less than 1:500
- 4 copies of the existing and proposed elevations to a scale of not less than 1:100
- 4 copies of existing and proposed sections at a scale of not less than 1:100
- 4 copies of existing and proposed floor plans at a scale of not less than 1:100
- 4 copies a site survey plan to a scale of not less than 1:200 showing existing features of the site e.g. walls, trees, buildings and other structures
- 4 copies of a site survey plan at scale of not less than 1:200 showing proposed features e.g. landscaping
- Design and Access Statement (as relevant - see advice)

***In addition to the above, the following information may also be required for all change of use applications:***

- Transport Assessment
- Draft Travel Plan
- Environmental Statement
- Regeneration Assessment
- Retail Assessment
- Sustainability Appraisal
- Supporting Planning Statement
- Air Quality Assessment
- Noise Impact Assessment
- Sound Insulation Assessment
- Energy Statement
- Assessment for the treatment of foul sewage
- Listed building and Conservation Area Appraisal
- Affordable Housing Statement
- Ventilation/extraction and refuse disposal details
- Structural Survey
- Lighting Assessment/Details of Lighting Scheme
- Sunlight/Day Lighting Assessment
- Planning Obligation(s) / Draft Heads of Terms

## OUTLINE PLANNING APPLICATION

***If you are proposing to erect buildings but do not wish to submit all the details at present, and would like to 'reserve' some or all of the details for future consideration, you will need to submit the following:***

- 4 copies of the maximum envelope of the proposed buildings (to show whether the proposed floor space can be adequately accommodated within the site).
- 4 copies of other plans/drawings or details, which you would like to be considered at this stage, e.g. access arrangements, external appearance.
- Design and Access Statement
- Sustainability Appraisal

***In addition to the information that MUST be submitted with your application, the following information may also be required:***

- Transport Assessment
- Environmental Statement
- Supporting Planning Statement
- Design Statement
- Flood Impact Assessment
- Utilities Statement
- Tree Survey
- Planning Obligation(s) / Draft Heads of Terms
- Regeneration Assessment
- Energy Statement

## PRIOR NOTIFICATION PROCEDURE

***In addition to the form, the following information may also be required:***

- Supporting Planning Statement
- Design Statement
- Access Statement
- Flood Impact Assessment
- Tree Survey

## TELECOMMUNICATIONS

***In addition to the information required to be submitted under Part 24 of Schedule 2 of the Town & Country Planning (General Permitted Development) Order 1995 (as amended) for a prior approval application and the requirements specified on the Council's application forms for planning permission it is recommended that the following information is also submitted in order to assist with the processing of the application:***

- A signed declaration that the equipment and installation fully complies with the ICNIRP requirements
- Site type (micro or macro)
- Confirmation as to whether the Council's mast register and/or the industry site database has been checked for suitable sites
- Details of annual rollout and pre application discussions with the Council
- Details of all consultations carried out and copies of all written comments
- Details of any consultations carried out with a particular school or further education college if relevant
- Details of any consultation carried out with the CAA/Secretary of State for Defence/Aerodrome operator if relevant
- Area of search
- 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
- A map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity
- A statement explaining the reasons for the choice of the design
- Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna
- Technical justification - details about the purpose of the site and why the particular development is required
- Details of alternative sites rejected with a justification for rejecting them:
- This should include existing masts, structures and other buildings within the search area
- An explanation if no alternatives considered
- Visual impact assessment where relevant
- Acoustic report where relevant
- Any other relevant additional information

### **LISTED BUILDING AND CONSERVATION AREA CONSENT APPLICATIONS**

***For specific information requirements, please refer to the Council's website or to the Conservation and Design Team (Tel. 01446 704626/8).***

## CERTIFICATES OF LAWFULNESS

***The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided. This may include the following:***

- Existing and Proposed floor plans (for all applications involving use of a building) to a scale not less than 1:100
- Existing and proposed extensions (for all proposed building works) to a scale not less than 1:100
- Sworn Affidavit(s) or Statutory Declarations from people with personal knowledge of the existing use or works carried out
- Description of all uses of land within the site (if relevant)
- Supporting Planning Statement (to include statement of grounds on which the Certificate is sought)
- Any other Evidence as may be necessary such as utility bills or Council Tax statements.

## TREE APPLICATIONS

***Information that MUST be submitted with your application:***

- 3 copies of dimensioned Plan showing the precise location of all tree(s).
- The trees should be numbered
- Tree Survey identifying the types of trees and full details of the proposed works e.g. thin crown by X%

***In addition to the information that MUST be submitted with your application, the following information may also be required:***

- Supporting Statement stating reasons for the proposed work
- Photographs

## ADVERTISEMENT CONSENT

***Information that MUST be submitted with your application:***

- 3 copies of all Advertisement Drawings (showing advertisement size, position on the land or building, materials to be used, colours, height above the ground and extent of projection - all details to be in metric)
- If the advertisement is to be illuminated, give full details of the method of illumination, including the colour
- Site Plan scale 1:1250 (urban areas) or 1:2500 identifying the location of the site

***In addition to the above, the following information may also be required:***

- Photomontages
- Supporting Statement
- 3 copies of existing and proposed sections at a scale of not less than 1:100
- 3 copies of the advertisements in the context with adjacent buildings