



To be completed by the applicant/agent and submitted alongside the application

Basic requirements (must be completed for all applications)		Please circle whichever of the following applies:		OFFICIAL USE ONLY
1	Completed application form	Yes	n/a	
2	Ownership certificate	Yes	n/a	
3	Location Plan (Scale of 1:1250 or 1:2500)	Yes	n/a	
4	Plans and Drawings; to include:	Yes	n/a	
	- Block Plan 1:200 or 1:500	Yes	n/a	
	- Existing and Proposed Elevation 1:50 or 1:100	Yes	n/a	
	- Floor plans 1:50 or 1:100	Yes	n/a	
	- Roof plan 1:50 or 1:100	Yes	n/a	
	- Spot levels	Yes	n/a	
	- Sections on sloping land and adjacent land	Yes	n/a	
	- Demolition plans (If LBC/ DCA)	Yes	n/a	
5	Design & Access Statement ¹	Yes	n/a	
6	Pre-application Community Consultation Report (Major applications only)	Yes	n/a	
7	Fee	Yes	n/a	

OFFICIAL USE ONLY		
Basic requirements met? (valid)	Yes	No
Other supporting information met?	Yes	No

¹ A Design & Access Statement is required for the following applications:

- Major development
- Listed Building Consent
- Proposals of ≥ 1 dwelling house or ≥ 100 sqm where the site falls within any of the following areas:
 - Conservation Area
 - Area of Outstanding Natural Beauty
 - World Heritage Site
 - Area of Townscape Character



Other supporting information (must be completed in all cases except Householder applications and applications for Advertisement Consent)		Please circle whichever of the following applies:	OFFICIAL USE ONLY
1	Air Quality Impact Assessment	Yes n/a	
2	Archaeological Assessment	Yes n/a	
3	Archaeological Field Evaluation	Yes n/a	
4	Biodiversity Checklist	Yes n/a	
5	Biodiversity Survey	Yes n/a	
6	Concept Statement or Concept Masterplan	Yes n/a	
7	Construction Environmental Management Plan	Yes n/a	
8	Contaminated Land Report	Yes n/a	
9	Contextual Design Information	Yes n/a	
10	Daylight, Sunlight and Overshadowing Assessment	Yes n/a	
11	Demolition Justification Report	Yes n/a	
12	Drainage Assessment	Yes n/a	
13	Economic Statement	Yes n/a	
14	Event Management Plan	Yes n/a	
15	Environmental Statement (EIA)	Yes n/a	
16	Flood Risk Assessment	Yes n/a	
17	Landscape and Visual Impact Assessment	Yes n/a	
18	Lighting Assessment	Yes n/a	
19	Market Testing Report	Yes n/a	
20	Noise and Vibration Impact Assessment	Yes n/a	
21	Odour Abatement System (flue and ventilation details)	Yes n/a	
22	Parking Survey	Yes n/a	
22	Phasing Plan	Yes n/a	
23	Planning Agreement (Heads of Terms)	Yes n/a	
24	Planning Statement	Yes n/a	
25	Retail Impact Assessment	Yes n/a	
26	Sequential Test (Main Town Centre Uses)	Yes n/a	
27	Structural Survey	Yes n/a	
28	Student Accommodation Need Statement	Yes n/a	
29	Transport Assessment	Yes n/a	
30	Transport Assessment Form	Yes n/a	
31	Travel Plan	Yes n/a	
33	Tree Survey	Yes n/a	
33	Viability Appraisal	Yes n/a	
34	Waste Management Plan	Yes n/a	