

Validation Checklist

Householder Application for Planning Permission for works or extension to a Dwelling.

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS and 3 copies of all forms, plans drawings to be supplied unless the application is submitted electronically	
Completed Form	
Site location plan (1:1250 or 1:2500) showing direction of north	
Block plan of the site (1:100 or 1:200) showing any site boundaries	
Existing and proposed elevations (1:50 or 1:100)	
Existing and proposed floor plans (1:50 or 1:100)	
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100)	
Roof plans (1:50 or 1:100)	
Ownership Certificates (A, B, C or D - as applicable)	
Agricultural Holdings Certificate	
Design and Access Statement, if required	
Appropriate fee	
Notice under Article 6 of the Town and Country Planning (General Development Procedure Order 1995) must be given and/or published, where Ownership Certificates B, C or D have been completed.	
B. LOCAL REQUIREMENTS	
Daylight/sunlight assessment	
Parking Provision	
Flood risk assessment	
Tree survey/Arboricultural implications	

South Cambridgeshire District Council

Validation Checklist

Householder Application for Planning Permission for works or extension to a dwelling and Conservation Area Consent for Demolition in a Conservation Area
Householder Application for Planning Permission for works or extension to a dwelling and Listed Building consent

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS and 3 copies of all forms, plans drawings to be supplied unless the application is submitted electronically	
Completed Form	
Site location plan (1:1250 or 1:2500) showing direction of north	
Block plan of the site (1:100 or 1:200) showing any site boundaries	
Existing and proposed elevations (1:50 or 1:100)	
Existing and proposed floor plans (1:50 or 1:100)	
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100)	
Roof plans (1:50 or 1:100)	
Ownership Certificates (A, B, C or D - as applicable)	
Agricultural Holdings Certificate	
Design and Access Statement	
Appropriate fee	
Notice under 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, where Ownership Certificates B, C or D have been completed.	
B. LOCAL REQUIREMENTS	
Biodiversity survey and report	
Daylight/sunlight assessment	
Parking Provision	
Flood risk assessment	
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	

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Document/Plan	Document File Name(s) – if supplying electronically
Photographs/photomontages	
Site Waste Management Plan	
Structural Survey	
Tree survey/Arboricultural implications	

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Validation Checklist

Application for full Planning Permission

Document/Plan	Document File Name(s) – if supplying electronically
A NATIONAL REQUIREMENTS and 3 copies of all forms, plans drawings to be supplied unless the application is submitted electronically	
Completed Form	
Site location plan (1:1250 or 1:2500) showing direction of north	
Block plan of the site (1:100 or 1:200) showing any site boundaries	
Existing and proposed elevations (1:50 or 1:100)	
Existing and proposed floor plans (1:50 or 1:100)	
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100)	
Roof plans (1:50 or 1:100)	
Ownership Certificates (A, B, C or D - as applicable)	
Agricultural Holdings Certificate	
Design and Access Statement, if required	
Appropriate fee	
Notice under Article 6 of the Town and Country Planning (General Development Procedure Order 1995 must be given and/or published, where Ownership Certificates B, C or D have been completed.	
B. LOCAL REQUIREMENTS	
Affordable housing statement	
Air quality assessment	
Biodiversity survey and report	
Daylight/sunlight assessment	
Environmental assessment	
Flood risk assessment	
Foul sewage and utilities assessment	

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Document/Plan	Document File Name(s) – if supplying electronically
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	
Land contamination assessment	
Landscaping details	
Lighting assessment	
Noise assessment	
Open space assessment	
Parking Provision	
Photographs/photomontages	
Planning obligations/draft Head(s) of Terms	
Planning Statement	
Site waste management plans (including relevant refuse disposal details)	
Structural Survey	
Telecommunication Development – supplementary information	
Town Centre Uses – Evidence to accompany applications	
Transport assessment	
Travel Plan	
Tree survey/Arboricultural implications	
Ventilation/extraction statement	
Sustainability statement and Health Impact Assessment	
Renewable Energy Statement	
Water Conservation Strategy	

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Validation Checklist

Application for Outline Planning Permission with some matters reserved
Application for Outline Planning Permission with all matters reserved

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS and 3 copies of all forms, plans drawings to be supplied unless the application is submitted electronically	
Completed Form	
Site location plan (1:1250 or 1:2500) showing direction of north	
Block plan of the site (1:100 or 1:200) showing any site boundaries	
Ownership Certificates (A, B, C or D - as applicable)	
Agricultural Holdings Certificate	
Design and Access Statement, if required	
Appropriate fee	
Notice under Article 6 of the Town and Country Planning (General Development Procedure Order 1995 must be given and/or published, where Ownership Certificates B, C or D have been completed.	
B. LOCAL REQUIREMENTS	
Affordable housing statement	
Air quality assessment	
Biodiversity survey and report	
Daylight/sunlight assessment	
Environmental Assessment	
Flood risk assessment	
Foul sewage and utilities assessment	
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	
Land contamination assessment	
Landscaping details	
Lighting assessment	

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Document/Plan	Document File Name(s) – if supplying electronically
Noise impact assessment	
Open space assessment	
Parking Provision	
Photographs/photomontages	
Planning obligations/draft Head(s) of Terms	
Planning Statement	
Site waste management plan (including relevant refuse disposal details)	
Structural Survey	
Telecommunication Development – supplementary information	
Town Centre Uses – Evidence to accompany applications	
Transport assessment	
Travel Plan	
Tree survey/Arboricultural implications	
Ventilation/extraction statement	
Sustainability statement and Health Impact Assessment	
Renewable Energy Statement	
Water Conservation Strategy	

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Validation Checklist

Application for Planning Permission and Conservation Area Consent for Demolition in a Conservation Area

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS and 3 copies of all forms, plans drawings to be supplied unless the application is submitted electronically	
Completed Form	
Site location plan (1:1250 or 1:2500) showing direction of north	
Block plan of the site (1:100 or 1:200) showing any site boundaries	
Existing and proposed elevations (1:50 or 1:100)	
Existing and proposed floor plans (1:50 or 1:100)	
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100)	
Roof plans (1:50 or 1:100)	
Ownership Certificates (A, B, C or D - as applicable)	
Agricultural Holdings Certificate	
Design and Access Statement	
Appropriate fee	
Notice under Article 6 of the Town and Country Planning (General Development Procedure Order 1995 and by Regulation 6 of the Planning [Listed Building and Conservation Area Regulations 1990 must be given and/or published, where Ownership Certificates B, C or D have been completed.	
B. LOCAL REQUIREMENTS	
Affordable housing statement	
Air quality	
Biodiversity survey and report	
Daylight/sunlight assessment	
Environmental Assessment	
Flood risk assessment	
Foul sewage and utilities assessment	

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Document/Plan	Document File Name(s) – if supplying electronically
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	
Land contamination assessment	
Lighting assessment	
Landscaping details	
Noise impact assessment	
Open space assessment	
Parking Provision	
Photographs/photomontages	
Planning obligations/draft Head(s) of Terms	
Planning Statement	
Site waste management plan (including relevant refuse disposal details)	
Structural Survey	
Telecommunication Development – supplementary information	
Town Centre Uses – Evidence to accompany applications	
Transport assessment	
Travel Plan	
Tree survey/Arboricultural implications	
Ventilation/extraction statement	
Sustainability Statement and Health Impact Assessment	
Renewable Energy Statement	
Water Conservation Strategy	

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Validation Checklist

Application for Planning Permission and Advertisement Consent

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS and 3 copies of all forms, plans drawings to be supplied unless the application is submitted electronically	
Completed Form	
Site location plan (1:1250 or 1:2500) showing direction of north and identifies the proposed position of the advertisement.	
Block plan of the site (1:100 or 1:200) showing any site boundaries	
Existing and proposed elevations (1:50 or 1:100)	
Existing and proposed floor plans (1:50 or 1:100)	
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100)	
Roof plans (1:50 or 1:100).	
Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour of illumination (if applicable).	
Ownership Certificates (A, B, C or D - as applicable)	
Agricultural Holdings Certificate	
Design and Access Statement, if required	
Appropriate fee	
Notice under Article 6 of the Town and Country Planning (General Development Procedure Order 1995 must be given and/or published, where Ownership Certificates B, C or D have been completed.	
B. LOCAL REQUIREMENTS	
Affordable housing statement	
Air quality	
Biodiversity survey and report	
Daylight/sunlight assessment	

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Document/Plan	Document File Name(s) – if supplying electronically
Environmental Assessment	
Flood risk assessment	
Foul sewage and utilities assessment	
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	
Land contamination assessment	
Landscaping details	
Lighting assessment	
Noise impact assessment	
Open space assessment	
Parking Provision	
Photographs/photomontages	
Planning obligations/draft Head(s) of Terms	
Planning Statement	
Site waste management plan (including relevant refuse disposal details)	
Structural Survey	
Town Centre Uses – Evidence to accompany applications	
Transport assessment	
Travel Plan	
Tree survey/Arboricultural implications	
Ventilation/extraction statement	
Sustainability statement and Health Impact Assessment	
Renewable Energy Statement	
Water Conservation Strategy	

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Validation Checklist

Application for Conservation Area Consent for Demolition in a Conservation Area.

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS and 3 copies of all forms, plans drawings to be supplied unless the application is submitted electronically	
Completed Form	
Site location plan (1:1250 or 1:2500) showing direction of north	
Block plan of the site (1:100 or 1:200) showing any site boundaries	
Existing and proposed elevations (1:50 or 1:100)	
Ownership Certificates (A, B, C or D - as applicable)	
Notice under Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published, where Ownership Certificates B, C or D have been completed.	
B. LOCAL REQUIREMENTS	
Biodiversity survey and report	
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	
Photographs/photomontages	
Site Waste Management Plan	
Structural Survey	
Tree survey/Arboricultural implications	

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Validation Checklist

Application for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS and 3 copies of all forms, plans drawings to be supplied unless the application is submitted electronically	
Completed Form	
Site location plan (1:1250 or 1:2500) showing direction of north	
Block plan of the site (1:100 or 1:200) showing any site boundaries	
Existing and proposed elevations (1:50 or 1:100)	
Existing and proposed floor plans (1:50 or 1:100)	
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100)	
Plans to scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details	
Roof plans (1:50 or 1:100)	
Ownership Certificates (A, B, C or D - as applicable)	
Design and Access Statement	
Notice under Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published, where Ownership Certificates B, C or D have been completed.	
B. LOCAL REQUIREMENTS	
Biodiversity survey and report	
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	
Photographs/photomontages	
Site Waste Management Plan	
Structural Survey	
Tree survey/Arboricultural implications	

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Validation Checklist

Applications for Advertisement Consent

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS and 3 copies of all forms, plans drawings to be supplied unless the application is submitted electronically	
Completed Form	
Site location plan (1:1250 or 1:2500) showing direction of north, identifies the location of the site by reference to at least two named roads and identifies the proposed position of the advertisement.	
Existing and proposed elevations (1:50 or 1:100)	
Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination (if applicable).	
Appropriate fee	
B. LOCAL REQUIREMENTS	
Lighting assessment (where illuminated advertisements are proposed)	
Photographs/photomontages	

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Validation Checklist

Application for Lawful Development Certificate

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS and 3 copies of all forms, plans drawings to be supplied unless the application is submitted electronically	
Completed Form	
Site location plan (1:1250 or 1:2500) showing direction of north	
Such evidence verifying the information included in the application as can be provided.	
Such other information as is considered to be relevant to the application.	
Appropriate fee	
B. LOCAL REQUIREMENTS <i>For an existing use or operation or activity including those in breach of a planning condition.</i>	
Existing elevations (1:50 or 1:100)	
Existing floor plans (1:50 or 1:100)	
Existing site survey plan (1:50 or 1:100)	
Supporting information [e.g. sworn affidavit(s)] from people with personal knowledge of the existing use.	
Photographs/Photomontages	
Planning Statement	
Or C. LOCAL REQUIREMENTS <i>For a proposed use or development</i>	
Existing and proposed elevations (1:50 or 1:100)	
Existing and proposed floor plans (1:50 or 1:100)	
Site survey plan (1:50 or 1:100)	
Planning Statement	

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Validation Checklist

Application for Prior Notification of Proposed Agricultural Development

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS	
Completed Form or written description of the proposed development and the materials to be used.	
A plan indicating the site.	
Appropriate fee	
B. LOCAL REQUIREMENTS and 3 copies of all forms, plans drawings to be supplied unless the application is submitted electronically	
Landscaping Details (not required for proposed fish tank)	
Existing and proposed elevations (1:50 or 1:100) Proposed building only	
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100) Proposed building only	
Existing and proposed floor plans (1:50 or 1:100) Proposed building only	
Photographs/photomontages- Proposed building only	
Planning Statement	

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Validation Checklist

Application for Prior Notification of Proposed Development by Telecommunications Code System Operators

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS	
A completed form or written description of the proposed development.	
A plan indicating the proposed location.	
The appropriate fee.	
Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.	
Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome, evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.	
B. LOCAL REQUIREMENTS	
Acoustic report where relevant	
Supplementary information template (as set out in Annex F of the Code of Practice on Mobile Phone Network Development)	

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Validation Checklist

Application for Hedgerow Removal Notice

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS	
A completed form or the form set out in Schedule 4 to Hedgerow Regulations 1997	
A plan which clearly shows the location and length of the hedgerow(s) to be removed (if possible, please provide a plan to a scale of 1:2500. A different scale can be used so long as it shows clearly the location and length of the hedgerow or hedgerows that you wish to remove).	
Evidence of the date of planting.	
B. LOCAL REQUIREMENTS	
Arboricultural implications	
Biodiversity survey and report	
Landscaping details	

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Application for Prior Notification of Proposed Demolition

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS	
A completed form or written description of the proposed development.	
A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995.	
The appropriate fee	
B. LOCAL REQUIREMENTS	
Biodiversity Survey and Report	
Photographs/photomontages	
Planning Statement	
Structural survey	
Tree survey/Arboricultural implications	

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Validation Checklist

Application for Approval of Reserved Matters following Outline Approval

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS	
Completed Form or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made.	
Such particulars, plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including:	
Block plan of the site (1:100 or 1:200) showing any site boundaries	
Existing and proposed elevations (1:50 or 1:100)	
Existing and proposed floor plans (1:50 or 1:100)	
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100)	
Three copies of the application and three copies of the plans and drawings submitted with it (unless the application is submitted electronically)	
Roof plans (1:50 or 1:100)	
Appropriate fee	
B. LOCAL REQUIREMENTS	
Affordable housing statement	
Air quality assessment	
Biodiversity survey and report	
Daylight/sunlight assessment	
Environmental Assessment	
Flood risk assessment	
Foul sewage and utilities assessment	
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	
Land contamination assessment	
Landscaping details	

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Document/Plan	Document File Name(s) – if supplying electronically
Lighting assessment	
Noise impact assessment	
Open space assessment	
Photographs/photomontages	
Planning obligations/draft Head(s) of Terms	
Planning Statement	
Site waste management plan (including relevant refuse disposal details)	
Structural Survey	
Town Centre Uses – Evidence to accompany applications	
Transport assessment	
Travel Plan	
Tree survey/Arboricultural implications	
Ventilation/extraction statement	
Sustainability statement and Health Impact Assessment	
Renewable Energy Statement	
Water Conservation Strategy	

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Validation Checklist

Application for Removal or Variation of a Condition following Grant of a Planning Permission (Section 73 of the Town and Country Planning Act 1990)

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS	
Completed Form	
Ownership Certificates (A, B, C or D - as applicable)	
Agricultural Holdings Certificate	
Design and Access Statement, if required	
Appropriate fee	
Notice under Article 6 of the Town and Country Planning (General Development Procedure Order 1995 must be given and/or published, where Ownership Certificates B, C or D have been completed.	
B. LOCAL REQUIREMENTS	
Plans (3 copies to be supplied unless the application is submitted electronically):	
Block plan of the site (1:100 or 1:200) showing any site boundaries	
Existing and proposed elevations (1:50 or 1:100)	
Existing and proposed floor plans (1:50 or 1:100)	
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100)	
Affordable housing statement	
Air quality assessment	
Biodiversity survey and report	
Daylight/sunlight assessment	
Environmental Assessment	
Flood risk assessment	
Foul sewage and utilities assessment	
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	

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Document/Plan	Document File Name(s) – if supplying electronically
Land contamination assessment	
Landscaping details	
Lighting assessment	
Noise impact assessment	
Open space assessment	
Parking Provision	
Photographs/photomontages	
Planning obligations/draft Head(s) of Terms	
Planning Statement	
Site waste management plan (including relevant refuse disposal details)	
Transport assessment	
Travel Plan	
Tree survey/Arboricultural implications	
Ventilation/extraction statement	
Sustainability statement and Health Impact Assessment	
Renewable Energy Statement	
Water Conservation Strategy	

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Validation Checklist

Application for Approval of Details Reserved by Condition.

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS - There are none except that they should be made in writing. The following may be submitted and 3 copies of all forms, plans drawings to be supplied unless the application is submitted electronically	
Completed Form	
Site location plan (1:1250 or 1:2500) showing direction of north	
A copy of other plans and drawings necessary to describe the subject of the application.	
B. LOCAL REQUIREMENTS – may include the following in order to illustrate the details, which are the subject of the application	
Photographs/photomontages	
Planning Statement	

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Validation Checklist

Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) and Notification of Proposed Works to Trees in Conservation Areas (CA)

Please use this checklist to ensure that the form has been completed correctly and that all relevant information is submitted.

For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you **MUST** provide the following:

Document/Plan	Document File Name(s) – if supplying electronically
Completed and dated application form, with all (mandatory) questions answered	
Sketch plan showing the location of all tree(s)	
A full and clear specification of the works to be carried out	
Statement of reasons for the proposed work	
Evidence in support of statement of reasons, where required by the standard application form	
<p>For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:</p> <ul style="list-style-type: none">• completed and dated form, with all questions answered:• sketch plan showing the precise location of all tree(s); and• a full and clear specification of the works to be carried out	
<p>Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:</p> <ul style="list-style-type: none">• photographs• report by a tree professional (arboriculturist) or other• details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form	

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Validation Checklist

Listed Building Consent for Alterations, Extension or Demolition of a Listed Building And Advertisement Consent

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS and 3 copies of all forms, plans drawings to be supplied unless the application is submitted electronically	
Completed Form	
Site location plan (1:1250 or 1:2500) showing direction of north	
Block plan of the site (1:100 or 1:200) showing any site boundaries	
Existing and proposed elevations (1:50 or 1:100)	
Existing and proposed floor plans (1:50 or 1:100)	
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100)	
Plans to scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details	
Roof plans (1:50 or 1:100)	
Advertisement drawing(s) (e.g at a scale of 1:50 or 1:100) showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination (if applicable).	
Ownership Certificates (A, B, C or D - as applicable)	
Design and Access Statement	
Appropriate fee	
Notice under Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published, where Ownership Certificates B, C or D have been completed.	
B. LOCAL REQUIREMENTS	
Biodiversity survey and report	
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	

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Document/Plan	Document File Name(s) – if supplying electronically
Lighting assessment (where illuminated advertisements are proposed)	
Photographs/photomontages	
Site Waste Management Plan	
Structural Survey	
Tree survey/Arboricultural implications	

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Validation Checklist

Applications for Planning Permission and Listed Building Consent

Document/Plan	Document File Name(s) – if supplying electronically
A. NATIONAL REQUIREMENTS and 3 copies of all forms, plans drawings to be supplied unless the application is submitted electronically	
Completed Form	
Site location plan (1:1250 or 1:2500) showing direction of north	
Block plan of the site (1:100 or 1:200) showing any site boundaries	
Existing and proposed elevations (1:50 or 1:100)	
Existing and proposed floor plans (1:50 or 1:100)	
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100)	
Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details.	
Roof plans (1:50 or 1:100)	
Ownership Certificates (A, B, C or D - as applicable)	
Agricultural Holdings Certificate	
Design and Access Statement	
Appropriate fee	
Notice under 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, where Ownership Certificates B, C or D have been completed.	
B. LOCAL REQUIREMENTS	
Affordable housing statement	
Air quality	
Biodiversity survey and report	
Daylight/sunlight assessment	

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Document/Plan	Document File Name(s) – if supplying electronically
Environmental Assessment	
Flood risk assessment	
Foul sewage and utilities assessment	
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	
Land contamination assessment	
Lighting assessment	
Landscaping details	
Noise impact assessment	
Open space assessment	
Parking Provision	
Photographs/photomontages	
Planning obligations/draft Head(s) of Terms	
Planning Statement	
Site waste management plan (including relevant refuse disposal details)	
Structural Survey	
Telecommunication Development – supplementary information	
Town Centre Uses – Evidence to accompany applications	
Transport assessment	
Travel plan	
Tree survey/Arboricultural implications	
Ventilation/extraction statement	

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Document/Plan	Document File Name(s) – if supplying electronically
Sustainability Statement and Health Impact Assessment	
Renewable Energy Statement	
Water Conservation Strategy	