

Planning Application Requirements (PAR) Checklist for:

Application for Planning Permission and Listed Building consent

Your application **MUST** include the items listed under National Requirements. It must also include those under Local Requirements where relevant. Any missing requirement could delay the validation of your application.

For a more detailed explanation of and guidance on each local requirement, please refer to the PAR descriptions list.

NATIONAL REQUIREMENTS

Details required	Yes
Completed form	
A plan which identifies the land to which the application relates and showing the direction of North, drawn to a scale of 1:1250 or 1:2500 with the application site outlined in red.	
Block plan of the site at a scale of 1:200 or 1:500 showing any site boundaries.	
Existing and proposed elevations at a scale of 1:50 or 1:100.	
Existing and proposed floor plans at a scale of 1:50 or 1:100.	
Roof plans at a scale of 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.	
The completed Ownership Certificate and Agricultural Land Declaration (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.	
Design and Access Statement (see separate explanation).	
The appropriate fee (see Fees list).	
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

Details required	Yes	No	If No, please explain why not
Affordable Housing statement (Where additional dwellings are proposed).			
Biodiversity Checklist and Biodiversity survey and report where Biodiversity Checklist identifies the need for one.			
Environmental statement (Where one is deemed necessary through EIA Screening).			
Flood risk assessment (see separate note).			
Heritage Statement.			

Parking Plan.			
Planning Statement.			
Tree Survey/Arboricultural implications (British Standard 5837:2012).			
CIL Form.			