

Planning Application Requirements (PAR) Checklist for:

Application for Planning Permission and for relevant demolition of an unlisted building in a conservation area

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 (original plus three copies to be supplied unless the application is submitted electronically)	
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 (original plus three 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 three copies to be supplied unless the application is submitted electronically) including:	
<ul style="list-style-type: none"> • Block plan of the site at a scale of 1:200 or 1:500 showing any site boundaries 	
<ul style="list-style-type: none"> • Existing and proposed elevations at a scale of 1:50 or 1:100 	
<ul style="list-style-type: none"> • Existing and proposed floor plans at a scale of 1:50 or 1:100 	
<ul style="list-style-type: none"> • Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100 	
<ul style="list-style-type: none"> • Roof plans at a scale of 1:50 or 1:100 	
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			
Biodiversity survey and report (a separate self help list is available)			
Community Infrastructure Levy Additional Information Requirements Form			
Environmental statement			
Flood risk assessment			
Foul sewage and utilities assessment (Circular 03/99)			
Heritage Statement (including historical, archaeological features and scheduled ancient monuments)			
Landscaping details			
Parking provision			
Planning Statement			
Transport assessment			
Tree Survey/Arboricultural implications (British Standard 5837:2012)			