

CHECKLIST OF INFORMATION REQUIRED FOR A FULL PLANNING PERMISSION APPLICATION

Please note: All plans should be scaled to an appropriate **metric** scale (the scale must be shown on each of the plans), include the north point, date, drawing number and ensure that amendments or revisions are clearly marked. (Typical examples of the plans and drawings we require are attached).

Location Plans

- ☐ Must be Ordnance Survey based.
- ☐ Scale: 1:1250 or 1:2500.
- ☐ Outline the application site in **red**, indicating any adjoining land owned or controlled by the applicant in **blue**.
- ☐ Show all adjoining properties and the immediate surrounding area, including roads, with street names and property numbers.
- ☐ An extract of an OS map can be purchased from us for this purpose. Please contact us on 01437 764551 for further information.

Existing Site Layout

- ☐ Scale: 1:200.
- ☐ Show the whole site including all buildings, trees, hedges, gardens, open spaces and car parking.
- ☐ Show nature conservation, bio-diversity, drainage and other natural features where appropriate.
- ☐ Show existing services.

Proposed Site Layout

- ☐ Scale: 1:200.
- ☐ Show the siting of any new building or extension.
- ☐ Show changes in levels, landscape proposals, including trees and hedgerows to be removed, new planting or new hard-surfaced open spaces and boundary treatments.
- ☐ Show full details of new or altered site boundaries, such as walls, fences or hedgerows.
- ☐ Show proposals in the context of adjacent buildings.
- ☐ Show vehicular access to the highway, including parking and turning areas.

Elevations

- ☐ Scale: 1:50 or 1:100.
- ☐ Show proposed works in relation to what is already there.
- ☐ Show all sides of building affected by proposed works and provide details of the proposed building materials and style and the material and finish of windows and doors.
- ☐ Must be accurate, and provide sufficient detail of the width of windows and overhang of eaves etc.
- ☐ If proposed elevation adjoins another property, both elevations should be shown.

Floor Plans

- ☐ Scale: 1:50 or 1:100.
- ☐ In the case of an extension, show the floor layout of the existing building to indicate the relationship between the two, clearly indicating new work.
- ☐ Show floor plans in the context of adjacent buildings, where appropriate.

Cross Sections

- ☐ Scale: 1:50 or 1:100 (consistent with floor plans), indicating levels.

Design Statement

- ☐ State the design principles and concept, explaining how these are reflected in the development.
- ☐ A contextual appraisal of how the design relates to the site and surrounding area.
- ☐ State how the development reflects policy in the Development Plan and Supplementary Planning Guidance (SPG).

Miscellaneous (to be included where appropriate)

- ☐ Energy use and efficiency aspects.
- ☐ On-site waste management.
- ☐ Future maintenance implications and commitments.
- ☐ 3D drawings and perspectives, particularly useful for large scale or complex development proposals.

For further information on the design information required, please contact us on 01437 764551.

To carry out building operations, two types of consent can be required:

- Planning permission and/or listed building consent
- Building regulation approval

These consents are often confused as being one, but this is not the case. If your application is approved, and your proposal involves constructing a building, then it is probable that before you start you will need to obtain consent under the building regulations as well as planning permission. Please contact the Building Control team on 01437 764551.