

**Table 1 – Application Types**

<b>Application Type</b>	<b>Guidance</b>	<b>National Requirements (Table 2)</b>	<b>Local Requirements (Table 3)</b>
Full Planning Application (Involving any building work or engineering operations)	All national requirements and relevant local requirements apply to full applications.	All	Check 1-17
Full Planning Application (Change of Use with no building work or engineering operations)	If no external alterations are proposed to the building, elevations and a design and access statement are not required. A location plan is always required and existing and proposed floor plans will usually be required, unless the change of use is small scale and relates to a single room.	Design & Access Statement (DAS) not required	Check 1, 2, 6, 11, 12, 13, 14, 15, 16
Outline Planning Application	<p>Applications for outline planning permission generally need not give details of any proposed reserved matters (Article 4E(3) of the GDPO) unless the matters include layout, scale or access. However if the Council receives an application for outline planning permission, but decides that the application ought not to be considered separately from all or any of the reserved matters, it will usually advise the applicant to withdraw their application. This can be avoided by obtaining formal pre-application advice prior to submission of an application.</p> <p>Department of Communities Circular 01/2006 sets out the scope of information to be submitted with an outline application. Even if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, applications must always include information on: Use (the use or uses proposed for the development and any distinct development zones within the site identified), amount of development – the amount of development proposed for each use, indicative layout – an indicative layout with separate development zones proposed within the site boundary where appropriate, scale parameters – an indication of the upper and lower limits for height, width and length of each building within the site boundary, indicative access points – an area or areas in which the access point or points to the site will be situated.</p>	All	Check 1-17
Approval of Reserved Matters	Approval of reserved matters must be sought within 3 years of the date of outline planning permission being granted. Applications can be made to seek approval for any of the outstanding reserved matters but it is preferable if applicants apply for approval of all the outstanding reserved matters.	All	Check 1-17 but may not be required if provided with outline

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	The majority of documents required in the list of local requirements will usually have been provided at the outline stage but it is advised to obtain formal pre-application advice prior to the submission of an application. If such advice has not been obtained, applicants should at the very least recheck the list of local requirements and refer back to the outline application to see which documents are outstanding.		application.
Householder Planning Application	The majority of householder applications would only have to include the details identified in the national requirements (excluding a DAS) but there may be occasions where additional information is required.	DAS not required	Check 7, 11, 17
Advertisement Consent	The drawing of the proposed advertisement must be at a scale of 1:20 or 1:50, show the size of the advertisement and its position on the land or the building in question, indicate the materials and colours to be used, the height above ground and, where it would project from a building, the extent of projection and details of the method and colour(s) of illumination, if applicable. Photographs and photomontages will also be required.	DAS not required	N/A
Listed Building Consent	Listed building consent is required for any alterations or extensions that "affect the character" of listed building(s). This includes internal works as well as external. It also includes buildings, objects and structures, attached to the building and /or within the curtilage, including boundary walls and gates.  Detailed drawings, which may include plans, elevations, and vertical and horizontal sections, must be to a scale of 1:20 or 1:50, show small units of construction or detail, (e.g. all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details) indicate the relationship of the proposed works to adjacent existing structures/details.	All	11 always required, also check 7.
Application for Tree Works	For works to trees protected by a Tree Preservation Order, the following information must be provided for Tree Works.  A Completed and dated application form, with all mandatory questions answered, a 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; and evidence in support of statement of reasons, where required by the standard application form.  For works to trees in Conservation Areas, it is important to supply precise and detailed information	DAS not required	N/A

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	<p>on the proposal. Please therefore provide a 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> <p>N.B. - Comprehensive guidance notes accompany the statutory form.</p>		
Conservation Area Consent	<p>Applications should include all national requirements and a Heritage Statement. In the case of applications for Conservation Area Consent this should include:</p> <ul style="list-style-type: none"> <li>• Reasons for the proposed demolition and where these relate to the structural condition, they should be supported by an independent structural survey of the building/structure.</li> <li>• Photographs will be of help in deciding the application and should be numbered/referenced clearly.</li> <li>• Written detailed description of the property with a full and accurate drawn survey of it. This must include information on the history of the building or structure, and dates of construction and any later changes.</li> <li>• Method of demolition and proposed site restoration. Describe the method of demolition to be used and how you will to clear the site of debris and any site restoration works to take place.</li> </ul>	DAS not required.	11 always required. Also check 7.
Certificate of lawfulness	<p>For existing development, as much information and evidence as possible must be supplied to verify the information included in the application. It will be necessary to supply such other information as is considered to be relevant to the application. For example: Statutory Declaration from person/persons with knowledge of the existing use/works carried out, plans and drawings, sworn affidavits from previous employees, suppliers, contractors etc. who have had dealings with a business in the past, receipts and invoices for goods &amp; services, vehicle registration documents, VAT receipts for commercial businesses, previous rates, council tax and community charge bills. If there is insufficient information presented, a certificate will not be issued. The onus lies with the applicant to supply enough evidence to enable the Council to determine the application. For proposed development the application should include existing and proposed elevations, block plan of the site, existing and proposed floor plans, site survey plan and a planning statement.</p>	DAS not required.	N/A
Variation/removal of condition attached to previous permission	<p>The level of information required for such applications will depend on the nature of the condition that is proposed to be varied/removed. At the very least, the application form, location plan and a brief statement/covering letter explaining the proposed variation/removal should be provided. It is</p>	DAS not required	Depends on type of condition being

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	advised that any proposals to vary or remove conditions are discussed with the Planning Service prior to the submission of an application.		varied/removed. Check 1-17.
Minor Material Amendment	This is an application to vary the condition which required the development to be carried out in accordance with the approved plans.	DAS not required	N/A
Non Material Amendment	Section 96A of the Town & Country Planning Act was brought into force on 1st October 2009 and allows a non-material amendment to be made to an existing planning permission via a simple application procedure with a quick decision time.	DAS not required	N/A
Extension of time limit	This procedure allows applicants to apply for a new planning permission to replace an existing permission which is in danger of lapsing, in order to obtain a longer period in which to begin the development. This measure is temporary and only applies to permissions which were granted on or before 1 October 2009. Decisions are based on development plan policies and other material considerations (including national policies on matters such as climate change) which may have changed significantly since the original grant of permission.	Application form and location plan only.	Depends whether any relevant changes to policy or other material planning considerations. If so, Check 1-17.
Application for prior notification – agricultural	The application shall be accompanied by a written description of the proposed development and of the materials to be used and a plan indicating the site, the proposed layout and the elevations of any building/extension. A standard application form is available and it is strongly advised that this is utilised.	DAS not required	N/A
Telecommunications (full planning applications and application for prior notification) –	The application shall be accompanied by a written description of the proposed development and a site plan and proposed elevations. A standard application form is available and it is advised that this is utilised. Applicant are also required to provide 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 the applicant should provide evidence that the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator have been notified in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order	DAS not required	N/A

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	<p>1995.</p> <p>Supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development should also be provided as well as a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on information required is set out in the Code of Practice on Mobile Network Development (2002).</p>		
<p>Application or prior notification – proposed demolition</p>	<p>This only usually applies to demolition of a dwellinghouse or buildings attached to a dwellinghouse. Applications should include a completed form or written description of the proposed development. It is also advised that a location plan is provided identifying the dwelling. 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 is also required.</p>	<p>Application form.</p>	<p>N/A</p>