

PART 2 - LOCAL LIST OF INFORMATION REQUIREMENTS

a) STANDARD PLANNING APPLICATION CHECKLIST (please use it)

National Requirement List	Must be provided to be valid	
Completed standard application form	Y	
Location Plan (scale of 1:1250 or 1:2500)	Y	
Site Plan/Block plan (scale of 1:100 or 1:200)	Y	
Completed Ownership (Article 13) Certificate	Y	
Design and Access Statement if a Major Planning Application or in designated area	Y	
CIL information form	Y	
SUDS details if a Major application	N/A	
The appropriate planning application fee	Y	
Local Requirement List	Included ? Y or N	If not included - Why? Explain in Planning Statement if reason is more than "not relevant".
☐ Affordable Housing Statement	Y	
☐ Air Quality Assessment	N	NOT RELEVANT
☐ Archaeological Assessment	N	— " —
☐ Contaminated Land Survey	N	— " —
☐ Daylight/Sunlight assessment	N	— " —
☐ Ecological survey & reports	N	— " —
☐ Energy and Sustainability Statement	Y	
☐ Environmental Impact Statement	N	NOT RELEVANT
☐ External Lighting	N	— " —
☐ Flood Risk Assessment	N	— " —
☐ Heads of Terms proposals	N	— " —
☐ Heritage Statement	N	— " —
☐ Landscape principles	Y	
☐ Levels survey information	Y	
☐ Materials details	Y	
☐ Noise & Vibration Impact Assessment	N	NOT RELEVANT
☐ Existing & Proposed plans	Y	
☐ Planning Statement	Y	
☐ Town Centre/Retail/Leisure Uses Impact Assessment	N	NOT RELEVANT
☐ Transport Assessment	N	— " —
☐ Travel Plan	N	— " —
☐ Tree Survey	N	— " —
☐ Utilities Surveys and proposals	N	— " —
☐ Vehicle Parking & Waste collection details	Y	
☐ Ventilation/Extraction details	N	— " —
☐ Viability Assessment & Report	N	— " —

Guidance on these information requirements follow in Part 3.

b) HOUSEHOLDER PLANNING APPLICATION CHECKLIST (please use it)

National Requirement List	Must be provided to be valid	
Completed householder application form (help is provided on the planning portal website)		
Location Plan showing where the site is by outlining the site in red (scale of 1:1250 or 1:2500)		
Existing and Proposed Block Plan (scale 1:500); Existing and Proposed Floor Plans & Elevations (normally to scale of 1:50 or 1:100).		
Completed Ownership/Agricultural Holdings Certificate to confirm who owns land affected by the proposal.		
The appropriate fee (help is on the planning portal website).		
Local List We will no longer invalidate an application if items on the list below are not provided. However, should the information prove to be relevant to making a decision (see the following advice) the application may be refused planning permission if the additional information cannot be provided and comments made within the statutory time limit of 8 weeks.	Included ✓	If not included - Why? Explain in Planning Statement if reason is more than "not relevant".
☐ Biodiversity survey & ecological reports	N	NOT RELEVANT
☐ Daylight/Sunlight assessment	N	_____ " _____
☐ Heritage Statement	N	_____ " _____
☐ Tree surveys	N	_____ " _____
☐ Levels survey information	Y	
☐ Materials details	Y	
☐ Planning Policy Statement	Y	
☐ Vehicle Parking	Y	