

Information Checklist

To be completed by the applicant/agent and submitted alongside the application

Basic requirements (must be completed for all applications)		Please circle whichever of the following applies:		OFFICIAL USE ONLY
1	Completed Application Form	Yes	N/A	
2	Ownership Certificate	Yes	N/A	
3	Location Plan (Scale of 1:1250 or 1:2500)	Yes	N/A	
4	Plans and Drawings – to include:	Yes	N/A	
	- Block Plan 1:200 or 1:500	Yes	N/A	
	- Existing and Proposed Elevation 1:50 or 1:100	Yes	N/A	
	- Floor plan 1:50 or 1:100	Yes	N/A	
	- Roof plan 1:50 or 1:100	Yes	N/A	
	- Spot levels	Yes	N/A	
	- Section on sloping land and adjacent land	Yes	N/A	
	- Demolition plan (if LBC/DCA)	Yes	N/A	
5	Design & Access Statement*	Yes	N/A	
6	Pre-application Community Consultation Report (major development applications only)	Yes	N/A	
7	Fee	Yes	N/A	

OFFICIAL USE ONLY		
Basic requirements met? (Valid)	Yes	No
Other supporting information met?	Yes	No

*A Design & Access Statement is required for the following applications:

- Major development
- Listed Building Consent
- Proposals of ≥ 1 dwelling house or ≥ 100 sqm where the site falls within any of the following areas:
 - Conservation Area
 - Area of Outstanding Natural Beauty
 - Areas of Townscape/Village Character

Other supporting information (must be completed in all cases except Householder applications and applications for Advertising Consent)		Please circle whichever of the following applies:		OFFICIAL USE ONLY
1	Air Quality Impact Assessment	Yes	N/A	
2	Archaeological Assessment	Yes	N/A	
3	Archaeological Field Evaluation	Yes	N/A	
4	Biodiversity Checklist	Yes	N/A	
5	Biodiversity Survey	Yes	N/A	
6	Concept Statement or Concept Masterplan	Yes	N/A	
7	Construction Environmental Management Plan	Yes	N/A	
8	Contaminated Land Report	Yes	N/A	
9	Contextual Design Information	Yes	N/A	
10	Daylight, Sunlight & Overshadowing Assessment	Yes	N/A	
11	Demolition Justification Report	Yes	N/A	
12	Drainage Assessment	Yes	N/A	
13	Economic Statement	Yes	N/A	
14	Event Management Plan	Yes	N/A	
15	Environmental Statement (ES)	Yes	N/A	
16	Flood Risk Assessment	Yes	N/A	
17	Landscape and Visual Impact Assessment	Yes	N/A	
18	Lighting Assessment	Yes	N/A	
19	Market Testing Report	Yes	N/A	
20	Noise & Vibration Impact Assessment	Yes	N/A	
21	Odour Abatement System (flue and ventilation details)	Yes	N/A	
22	Parking Survey	Yes	N/A	
23	Phasing Plan	Yes	N/A	
24	Planning Agreement (Head of Terms)	Yes	N/A	
25	Planning Statement	Yes	N/A	
26	Retail Impact Assessment (RIA)	Yes	N/A	
27	Sequential Test (Main Town Centre Uses)	Yes	N/A	
28	Structural Survey	Yes	N/A	
29	Transport Assessment (TA)	Yes	N/A	
30	Transport Assessment Form (TAF)	Yes	N/A	
31	Travel Plan	Yes	N/A	
32	Tree Survey	Yes	N/A	
33	Viability Appraisal	Yes	N/A	
34	Waste Management Plan	Yes	N/A	