

National and Local Planning Application Requirements

Application for planning permission

Check List

<input type="checkbox"/>	Completed form (3 copies to be supplied unless the application is submitted electronically) {Charnwood BC require only 2 copies in Parishes and 1 copy in Loughborough}
<input type="checkbox"/>	A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically) {Charnwood BC require only 2 copies in Parishes and 1 copy in Loughborough}
A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) {Charnwood BC require only 2 copies in Parishes and 1 copy in Loughborough} including:	
<input type="checkbox"/>	Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
<input type="checkbox"/>	Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
<input type="checkbox"/>	Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
<input type="checkbox"/>	Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
<input type="checkbox"/>	Roof plans (e.g. at a scale of 1:50 or 1:100)
<input type="checkbox"/>	The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
<input type="checkbox"/>	Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
<input type="checkbox"/>	Design and Access Statement, if required
<input type="checkbox"/>	The appropriate fee
<input type="checkbox"/>	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

Note:

Design and Access Statement may include: Highway Statement/Assessment, Environmental Statement, Supporting Planning Statement and Sustainability Appraisal.

The Design and Access Statement should include evidence of sustainable design consideration, Energy efficiency/Renewable Energy statement, Policy and Conservation Area assessment.

	Requirement	Threshold
<input type="checkbox"/>	Affordable housing statement	If development meets Local Planning Authority threshold. A Housing Market Assessment is also required where specified in LPA's DPD's
<input type="checkbox"/>	Air quality assessment	Where the development is proposed inside, or adjacent to an air quality management area (AQMA),
<input type="checkbox"/>	Biodiversity survey and report (Ecology Report)	All applications where the proposed development may have possible impacts on protected species, designated sites and important habitats or the works are proposed within 500m of a pond or development affects a river, stream, ditch, canal or lake. Applications which include – any demolition, works to a roof, cellar, bridge, tunnel, cave, mine or culvert Any conversion of a Barn, stable or outbuilding Any development which has an affect on mature trees, trees in a conservation area or subject to a TPO
<input type="checkbox"/>	Economic statement	This may be included to justify a proposal where appropriate in the Design and Access Statement
<input type="checkbox"/>	Environmental statement	Major developments - this may be included where appropriate in the Design and Access Statement Environmental Impact Assessment is required for schedule 1 developments and maybe required for schedule 2 developments as specified by the Environmental Impact Regulations 1990
<input type="checkbox"/>	Town Centre Uses – Evidence to accompany applications	Retail Assessment Evidence to accompany all applications for retail development over 250 sqm including extensions in accordance with the advice in PPS6
		<i>List Cont'd</i>

	Requirement	Threshold
<input type="checkbox"/>	Flood risk assessment	Where the development is proposed within Main river bye-law distance or where the development is within floodzones 2 & 3 or the site is greater than 1 hectare within Flood Zone 1. (see Environment Agency's Flood Risk Standing Advice website (www.pipernetworking.com) for further advice on Flood Risk assessments) In accordance with PPS25
<input type="checkbox"/>	Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All Major applications and any site with an entry in the Leicestershire and Rutland Historic Environment Record. This may be included in the Design and Access Statement
<input type="checkbox"/>	Land Contamination assessment	Where contamination is known or suspected
<input type="checkbox"/>	Landfill statement	Only required in respect of a County Matter Application
<input type="checkbox"/>	Landscaping details	Existing and proposed
<input type="checkbox"/>	Lighting assessment	Where proposal includes floodlighting or where excessive illumination is proposed (e.g. illumination of carparks)
<input type="checkbox"/>	Noise impact assessment	Where developments are close to existing sources of noise or proposal will generate significant noise levels.
<input type="checkbox"/>	Open Space assessment	This may be included where appropriate in the Design and Access Statement
<input type="checkbox"/>	Parking Provision	Existing and proposed parking arrangement to be shown on site layout plans
<input type="checkbox"/>	Planning obligations – Draft Head(s) of Terms	If development triggers contributions within Development Plan Documents and/or the developer wishes to either: <ul style="list-style-type: none"> • Voluntarily propose contributions • Present a case for an exception from a triggered requirement
<input type="checkbox"/>	Planning Statement	This may be included where appropriate within the Design and Access Statement
<input type="checkbox"/>	Site Waste Management Plan	This may be included where appropriate within the Design and Access Statement
<input type="checkbox"/>	Statement of Community Involvement	This may be included where appropriate within the Design and Access Statement
<input type="checkbox"/>	Structural Survey	Barn conversions or demolition and rebuild
<input type="checkbox"/>	Telecommunications Development – supplementary information	All developments proposing telecommunications development
<input type="checkbox"/>	Transport assessment	Leicestershire County Council Highways define the different types of transport statement needed depending on the size of development - see their web site http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm which contains a table indicating which type of statement is required
<input type="checkbox"/>	Travel Plan	Leicestershire County Council Highways define when a Travel Plan is required depending on the size of development - see their web site http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm
<input type="checkbox"/>	Tree survey/Arboricultural implications.	Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).
<input type="checkbox"/>	Ventilation/Extraction statement	This may be included where appropriate within the Design and Access Statement

For clarification

- the block plan shall include both existing and proposed development.
- All plans shall include critical dimensions