

Full Planning Permission and Outline Planning Permission with some or all matters reserved

Checklist of National Requirements

	Tick
1 Application Form (Original and three copies unless submitted electronically)	<input type="checkbox"/>
2 Certificates (Original and three copies unless submitted electronically)	
Ownership Certificate completed and signed	<input type="checkbox"/>
<ul style="list-style-type: none">• Correct certificate – A, B, C or D as required.• In addition, the required notice where Ownership Certificates B, C or D have been completed	
Agricultural Holdings Certificate completed and signed	<input type="checkbox"/>
<ul style="list-style-type: none">• Required whether or not the site includes an agricultural holding	
3 Plans (Original and three copies unless submitted electronically)	
Location Plan (1:1250 or 1:2500):	<input type="checkbox"/>
<ul style="list-style-type: none">• The direction of North• Application site edged red/other land owned by the applicant edged blue• Wherever possible, at least 2 named roads and surrounding buildings	
Block Plan/Site Plan (1:100 or 1:200):	<input type="checkbox"/>
<ul style="list-style-type: none">• The direction of North• The development in relation to site boundaries and existing buildings on the site with written dimensions• All buildings, roads and footpaths on land adjoining the site, including access arrangements• All public rights of way crossing or adjoining the site• The position of all trees on the site and those on adjacent land which could be affected by the development• The extent of any hard surfacing• Boundary treatment where proposed• New buildings in context with adjacent buildings	
Existing and Proposed Elevations (1:50 or 1:100):	<input type="checkbox"/>
<ul style="list-style-type: none">• The works in relation to what is already there• All sides of the proposal (blank elevations should also be included)• The proposed building materials and the style, materials and finish of the windows and doors	
Existing and Proposed Floor Plans (1:50 or 1:100):	<input type="checkbox"/>
<ul style="list-style-type: none">• Existing walls or buildings to be demolished. These should be clearly shown• Details of the existing building(s) as well as the proposed development	
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100):	<input type="checkbox"/>
<ul style="list-style-type: none">• Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves• For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development	

- In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified

Roof plans (1:50 or 1:100):

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- Where appropriate, simple line drawing of the ridges and slopes and showing details such as the roofing material and their location

4 Design and Access Statement

Required for all full and outline applications

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unless they relate to one of the following:

- A material change of use of land and buildings, (unless it also involves operational development)
- Engineering or mining operations
- Householder developments (unless within a designated area*)
- Flats (unless within a designated area*)
- Extensions to the time limit for implementing existing planning permissions
- Extensions of non-domestic buildings up to 100 square metres floorspace (unless within a designated area*)
- Walls, gates, fences and other means of enclosure up to 2m in height or the height of the existing means of enclosure (unless within a designated area*)
- Erection of buildings or structures on operational land up to 100 cubic metres in volume and 15m in height (unless within a designated area*)
- Alterations to existing buildings where there is no increase in the size of the building (unless within a designated area*)
- Erection, alteration, or replacement of plant or machinery where height would not exceed 15m above ground level, or former height, whichever is the greater (unless within a designated area*)
- Removal or variation of condition(s) applications

*In this context, 'designated area' means a Conservation Area or World Heritage Site.

Design and access statements are also **not** required for applications relating to:

- Advertisements
- Tree preservation orders
- Storage of hazardous substances

Neither are they required for applications for:

- Reserved matters
- Certificates of lawfulness
- Prior approval for proposed development
- Prior notifications
- Conservation area consents
- Non-material amendments to existing planning permissions

5 Fee

- [Appropriate fee](#)

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Checklist of Local Requirements

These may include some or all of the following:

	Tick
Access statement	<input type="checkbox"/>
Affordable housing statement.....	<input type="checkbox"/>
Air quality assessment	<input type="checkbox"/>
Biodiversity survey and report	<input type="checkbox"/>
Crime impact statement.....	<input type="checkbox"/>
Cycling provision	<input type="checkbox"/>
Design and access statement	<input type="checkbox"/>
Economic statement and development	<input type="checkbox"/>
of employment land	<input type="checkbox"/>
Education statement on change of use	<input type="checkbox"/>
from education and/or community facility	<input type="checkbox"/>
and/or Community Facility	<input type="checkbox"/>
Education statement on contributions to	<input type="checkbox"/>
new teaching facilities	<input type="checkbox"/>
Energy statement	<input type="checkbox"/>
Environmental impact assessment.....	<input type="checkbox"/>
Flood risk assessment.....	<input type="checkbox"/>
Ground contamination/landfill gas	
Investigation	<input type="checkbox"/>
Heritage statement	<input type="checkbox"/>
Indoor sport	
and recreation facilities assessment	<input type="checkbox"/>
Landscaping scheme	<input type="checkbox"/>
Land stability and coal mining risk	
assessment	<input type="checkbox"/>
Lighting assessment.....	<input type="checkbox"/>
Minerals developments statement.....	<input type="checkbox"/>
Noise impact assessment.....	<input type="checkbox"/>
Open space assessment	<input type="checkbox"/>

	Tick
Open space in residential developments	<input type="checkbox"/>
Planning statement	<input type="checkbox"/>
Planning statement	<input type="checkbox"/>
Planning obligations	<input type="checkbox"/>
Playing fields assessment.....	<input type="checkbox"/>
Prominent development sites assessment	
for land adjoining main transport corridors	
and in gateway locations.....	<input type="checkbox"/>
Public rights of way	<input type="checkbox"/>
Refuse disposal scheme	<input type="checkbox"/>
Regeneration statement.....	<input type="checkbox"/>
Residential development and tall buildings	
in Oldham town centre	<input type="checkbox"/>
Retail and leisure impact assessment.....	<input type="checkbox"/>
Site levels	<input type="checkbox"/>
Statement of community involvement	<input type="checkbox"/>
Structural survey	<input type="checkbox"/>
Sunlight/daylight assessment	<input type="checkbox"/>
Sustainability statement	<input type="checkbox"/>
Telecommunications assessment and	
certificate of compliance (ICNIRP).....	<input type="checkbox"/>
Transport assessment, transport statement	
and travel plan	<input type="checkbox"/>
Tree survey	<input type="checkbox"/>
Ventilation and extraction equipment.....	<input type="checkbox"/>
Waste management plan	<input type="checkbox"/>
Utilities and foul sewage statement	<input type="checkbox"/>
Photographs and photomontages	<input type="checkbox"/>
Other supporting information and plans	<input type="checkbox"/>