

SOUTH KESTEVEN DISTRICT COUNCIL / BOSTON BOROUGH COUNCIL

Planning Applications Requirements

IMPORTANT: You are strongly advised to read the guidance attached to the **part one** and **part 2** checklists before completing the **Validation Checklist** relevant to your application type

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1.0 Introduction

- 1.1 There is a growing expectation for the development control service to consider a wider range of issues and consult with an increasingly interested community with more efficiency and effectiveness. Similarly planning authorities should be able to offer greater certainty to developers about what might be expected of them when they submit applications and be able to deliver decisions on time.
- 1.2 The purpose of this checklist is to provide potential applicants for planning permission with clear guidance on the form and content of information required for the submission of different types of planning applications. By providing checklists on the scope and extent of the information required applicants should have greater certainty of their responsibilities and the public and decision makers will be better informed about the development proposals leading to a more open, transparent, accessible and efficient service.
- 1.3 In 2006 Design and Access statements were required to accompany certain types of applications for planning permission. This requirement along with other mandatory information is included in the **Part One Checklist** below.
- 1.4 The **Part Two Checklist** attached sets out the additional information the Local Planning Authority may require from some applicants. This document is set out by the type of information required.
- 1.5 Where text is given in **blue** there is a link to a web based document or facility.

2 Pre-Application Discussion

- 2.1 For all but the most straightforward developments it is strongly recommended that contact be made with the Development Control Team before submitting an application. In the first instance this should be with a planning case officer who deals with the area where the site is located. Pre-application discussion will enable the information requirements of individual development applications to be assessed.

3 Information Requirements

- 3.1 All applications for planning permission must include the information indicated in the **Part One Checklist**. For information beyond this the **Part Two Checklist** describes what may be required.
- 3.2 Where an application is received that does not contain the information listed in the **Part One Checklist**, then the application will not be registered and the applicant informed in writing with a list of the requirements necessary to make the application valid.

3.3 Where an application does not include information listed in the **Part Two** Checklist but where the Council considers it should be provided then the application will not be registered. The applicant will be informed accordingly in writing and an explanation given as to what is required to ensure that the application is valid. In these circumstances applicants are able to submit to the Council a written justification why the requested information listed is not appropriate in a particular case. The Council will take account of any written justification and only **not** register applications where it can demonstrate that the additional information is necessary to determine the application.

Part One Checklist

Compulsory Information required to be submitted for Planning Applications

All applications for planning permission **must** include the following. Where this information is necessary for an outline application only or for a full application only this is indicated. It is often helpful to receive a copy of an application on a CD-rom when an application is being submitted, particularly for major* applications when an Environmental Impact Statement forms part of the submission. **NOTE: In order to ensure accurate scaling when dealing with electronic document ALL drawings MUST contain an accurate scale bar and an indication of the paper size.**

1. Application Forms

You are advised to submit your application online via the [Planning Portal](#). If you use the Portal, then this includes a fee calculator, location plan facility and ownership declaration.

Even if you don't want to submit your application online, it is best to complete the online form via the Planning Portal because you can type your information over several days (saving it in the process) and print it off at home for sending off to your local Council.

You can download "pdf" application forms from each of the Council web sites given below but unless you have special software you will not be able to type text into forms, they will have to be completed by hand (note that the only difference between the forms from one Council to another is the logo).

If you are submitting a 'hard copy' application form to the Council then four copies of the application form and three copies of each plan being submitted must be supplied.

Links to Application Forms

[Boston Borough Council](#)

South Kesteven District Council
<http://www.southkesteven.gov.uk/Planning>

2. Application Fee

The correct fee will be determined using the Town and Country Planning [Fees for Planning Applications] Regulations where a fee is necessary. Fee information can be obtained from each of the following web sites (all Councils charge the same fees):

[Boston Borough Council](#)

3. Location Plan

3 copies of a location plan based on an up to date Ordnance Survey Map at a scale of 1:1250 or 1:2500 must be provided.

The plans should wherever possible show at least two named roads and all surrounding buildings and have a clearly marked north point. The properties shown must be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line [make sure this is a thick line and the application site is labelled if making an on line application – this is so the site can be clearly seen on black and white plans] and include all land necessary to carry out the proposed development [e.g. land required for access to the site from a public highway, visibility splays, landscape treatment, car parking and open areas around the buildings].

A thick blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.

4. Site Plan/Block Plan

This is mandatory for full applications for development involving new buildings, engineering works or extensions and changes of use. In an outline application a site plan or something similar would form a useful part of the Design and Access Statement. Three copies of the site plan are required and to a scale of 1:500 or 1:200 showing:

The direction of North;

The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;

All the buildings, roads and footpaths on land adjoining the site including access arrangements;

The position and spread of all trees within 15 metres of building works;

The extent and type of any hard surfacing; and

The boundary treatment including walls or fencing where this is proposed. Where applicants consider this requirement to be unnecessary they should include with their application a reasoned justification for its absence from the application details. In some cases a 1:100 scale site plan might be appropriate.

6. Floor Plans

For development involving new buildings, engineering works, alterations or extensions three copies of all drawings must be submitted drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. For large agricultural sheds, warehouses and industrial buildings where there is little detail to be shown 1:200 scale plans may be acceptable. Drawings must clearly show existing floor plans and proposed. Where existing buildings and or walls are to be demolished these should be clearly shown. In an outline application this information is also mandatory if any reserved matters are to be considered as part of the application.

7. Elevations

For development involving new buildings, engineering works or extensions three copies of all elevations must be submitted drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to those existing, if any.

Drawings must clearly show existing elevations, if any, and proposed and these should indicate the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins or is close to another building, the drawings must clearly show the relationship between the buildings, and detail the positions of windows and doors on each property.

In an outline application this information is also mandatory if any reserved matters are to be considered as part of the application. This information will be expected to be included in the Design and Access Statement referred to below. You are advised to check closely that the plans and elevations present the same development.

8. Design and Access Statement

A design and access statement is required for all planning applications (including outline applications) other than those for changes of use (where no alterations to the look of the building or land is involved), domestic extensions and engineering and mineral operations.

The statement is required to explain:-

- i. The design principles and concepts that have been applied to aspects of the development including the amount, layout and scale of the development, its landscaping and its appearance.
- ii. The steps taken to appraise the context of the development and how the design takes that context into account in terms of the amount of development, its layout, scale, landscaping and appearance.
- iii. How local development plan policies and documents have been taken into account.

- iv. State what consultation has been undertaken on access and design issues and what account has been taken of the outcomes
- v. How specific issues which might affect access to the development have been addressed
- vi. How prospective users will be able to gain access to the development from the existing transport network
- vii. Why the main points of access to the site and the layout of access routes within the site have been chosen, and
- viii. How features which ensure good access to the development will be maintained.

All outline applications whether they propose any matters of detail or not will require a design and access statement. Where no matters of detail are proposed the statement should explain how the principle of the development proposal accords with the above criteria and how future detailed proposals could be arranged to comply with them. Where some matters of detail are proposed, in addition, the statement should explain how the details take account of these principles and how the remaining reserved matters shall be guided by them.

Government advice on design issues includes that in Planning Policy Guidance Note 1 "General Policy and Principles." The CABE document "Design and Access Statements: how to write, read and use them" can be found at www.cabe.org.uk

9. Environmental Statement

The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 apply to certain categories of development as defined in its Schedule 1 and Schedule 2. The Regulations require developers to prepare an Environmental Statement for Schedule 1 projects and some Schedule 2 projects to enable the local planning authority to give proper consideration to the likely environmental effects of a proposed development. The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of the development on the environment and to set out the proposed mitigation measures. For most major developments screening opinions and scopings for an Environmental Statement should ideally have taken place long before an application is submitted but will in any event need to be carried out before validation can be carried out.

* **Definition of a major application:** Major developments (and larger scale and/or significant applications) are defined as proposals for developing housing of 10 or more units or on sites of 0.5 hectare or more and in the case of non-residential developments, proposals involving 1000m² or more of floorspace or sites of 1 hectare or more.

Part Two Checklist

Additional Information Required to Address Specific Issues

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Part Two Checklist

Additional Information Required to Address Specific Issues

1. Background

The Part Two Checklist provides guidance on the information that may need to be provided with planning applications in addition to that required by relevant legislation and referred to in the Part One Checklist.

The Development Control Service endeavours to determine applications within 8 weeks of submission. For applications for Major Development it endeavours to determine them within 13 weeks. To ensure a full assessment is made of your application it is essential that all relevant information is provided, otherwise a decision may be delayed or even refused.

The need for information stems from a combination of the proposed development, site characteristics, the requirements of the Development Plan and Government guidance. It may be necessary to consult two different lists in the Appendices if joint applications are required, for example if a house is to be extended is a Listed Building then it will be necessary to include information required for a Listed Building Application and a Householder Application.

2. Development Plan Policies

The supporting information required should reflect the requirements of relevant policies of the Development Plan

Boston Borough Council

- [Adopted Borough Local Plan 1999](#) (please note that only some of the policies contained within this Plan have been 'saved')
- [Interim Plan 2006](#)

South Kesteven District Council

- [Adopted South Kesteven Local Plan 1995](#) (please note that only some of the policies contained within this Plan have been 'saved')
- [Interim Housing Policy 2006](#)
- [Backland Development SPG](#)
- [Garden Extensions SPG](#)
- [Bourne Core Area SPG](#)
- [Shop Front Guide for Grantham SPG](#)
- [Shop front Guide for Stamford SPG](#)

- Shop Front Design Guide for Bourne SPG
- Lincolnshire Design Guide for Residential Areas
- Rippingale Village Design Statement SPG
- Folkingham Village Design Statement SPG
- Harlaxton Village Design Guide (Adopted Position Statement)

3. Government Advice

Other material planning considerations include Planning Guidance provided by Central Government. Copies of Government Planning Policy Statements (PPS) notes and Circulars may be viewed at the Government web site www.communities.gov.uk

4. Additional Information Requirements

4.1 Supporting Planning Statement

All applications must include a statement that describes the issues raised by the development on the site and the surrounding area and refer to all relevant planning considerations including which policies from the Local Plan, government guidance, circulars or policy statements support the development.

4.2 Levels

Applications for any new build developments (excluding minor extensions) must provide information on the existing (including land immediately adjacent the application site) and proposed ground level (Ordnance Datum) and the proposed (ground) floor level. The drawings may take the form of contours or spot levels in addition to cross sections. In an outline application this information is also mandatory if any matters of detail are to be considered as part of the application. This information is likely to be important for the Design and Access Statement below.

If ground levels are proposed to be altered, then you must supply mitigation details to prevent surface water flooding of adjacent land.

4.3 Tree Survey

This must be submitted for all new built development (including extensions) where:

- semi mature / mature trees are present on or immediately adjacent to the site
- the trees on or immediately adjacent the site are protected by way of being with the Conservation Area or by way of being Tree Preservation Order Trees

A survey plotted at 1:200 scale over the proposed layout and should indicate any trees to be retained, felled or have surgery in order to facilitate development. It should specify the location, species size and crown spread of each tree on the site and on adjacent land.

For trees subject to protection by way of a tree preservation order or by virtue of being within a Conservation Area a full arboricultural assessment will be required. Survey information should be provided using BS5837: 2005, A Guide for Trees in Relation to Construction.

4.4 Landscape Proposals

Applications for full planning permission should include a landscape scheme where landscaping is proposed. Landscaping of a site is likely to be required where there are prominent road frontages on main roads, redevelopment sites and in areas of high townscape or landscape quality. This may include Conservation Areas or sites close to listed buildings. In these areas either a detailed landscape scheme should be submitted with the application, or a scheme that describes the landscape strategy and identifies the main areas and types of planting and hard surfaces on a site plan to 1:200 scale. Where the latter is submitted and accepted it will be necessary to submit and seek agreement to a detailed scheme at a later date. The scheme should also state how it is intended that the landscaping will be managed in the future.

Additional Landscape Guidance Note

Details of both hard and soft landscape proposals are required unless otherwise stated. Plans indicating the proposals should include the following, as appropriate:

- proposed finished ground levels or contours
- means of enclosure, eg fencing, boundary walls or hedging
- car parking layouts
- vehicle and pedestrian access routes and circulation areas
- hard surfacing materials

Soft landscaping details should include:

- plans showing location of existing and proposed shrubs and trees indicating which are to be kept and which will be removed
- schedule of plants showing:
 - species
 - size at time of planting
 - planting density
 - seed mixtures and sowing density
- implementation programme - this is the time and stage of the development when the planting/landscaping will be carried out

4.5 Flood Risk Assessment

A Flood Risk Assessment should be submitted where the development site or building may:

- be at risk of flooding;
- increase flooding elsewhere;
- hinder future access to water courses for maintenance purposes;
- cause loss of the natural flood plain;
- result in extensive culverting;
- affect the integrity of existing flood defences; or
- result in an increase in surface water run-off.

Further details can be found in the Government's Planning Policy Guidance Note 25 'Development and Flood Risk'. The Central Government web site www.communities.gov.uk will have details of all Planning Policy Guidance Notes.

An integral part of your flood risk assessment should be a scheme of mitigation and this must include where appropriate specific 'flood proofing' proposals. For advice on 'flood proofing' measures please see the Environment Agencies '[Preparing for Floods](#)' document.

Boston Borough Council

Please go to the [flood risk matrix](#) on the web site. This will inform you if your application needs to be accompanied by a flood risk assessment. It also contains a guide to the PPS 25 Sequential & Exception Tests.

South Kesteven District Council

Please go to the [flood risk matrix](#) on the web site. This will inform you if your application needs to be accompanied by a flood risk assessment. It also contains a guide to the PPS 25 Sequential & Exception Tests.

4.6 Land Stability Report

Where development is proposed on unstable or potentially unstable land a land stability report will be required. The report should establish the nature and extent of the instability [N.B. responsibility for safe development of land rests with the developer]. Further details can be found in the Government's Planning Policy Guidance Note 14 'Development on Unstable Land,' [PPG14]. The Central Government web site www.environment-agency.gov.uk will have details of all Planning Policy Guidance Notes.

4.7 Heritage Assessment

Boston Borough Council

A desk top archaeological assessment is required for:

- all major applications involving new buildings / extensions

- applications involving new buildings or extensions on or adjacent to scheduled ancient monuments.

Please note that desk top results may then lead on to a request for trial trenching to be undertaken.

Please contact Jenny Young at Heritage Lincolnshire, Cameron Street, Heckington, Sleaford LINCS Tel 01529 461499 email jenny@LINCSDERITAGE.ORG.

South Kesteven District Council

All major applications, or applications that impact known archaeological sites, should include evidence that pre-application advice has been sought regarding the archaeological significance of the development site, in accordance with PPG 16 *Archaeology and Planning* paragraphs 12 and 19.

Where the potential for archaeological remains has been identified, an applicant may need to commission an assessment of the archaeological significance of the site, and submit the results prior to the determination of the planning application, in accordance with PPG 16 *Archaeology and Planning* paragraphs 20 - 23.

For pre-application advice contact the Districts Planning Archaeologist at Heritage Lincolnshire, Cameron Street, Heckington, Sleaford, NG34 0RG. Tel: 01529 461499. Email: jenny.young@lincsheritage.org

4.8 Materials of external construction

Details of proposed external facing materials should be clearly indicated by annotation on the elevation drawings or on the application forms and chosen to respect existing buildings, the site and its surroundings. When deciding whether to specify the exact brick, tile etc, you should consider that there is a specific application to obtain written confirmation of the discharge or partial discharge of conditions and that a fee is payable. Balanced against this the advantage of specifying as this is often best left to be dealt with by way of condition.

4.9 External Lighting Schemes

Where it is intended to install external floodlighting (other than street lighting) full details should be included with the application. This should include the type of light fixing [e.g. wall mounted or free-standing columns] and the level of illumination and light spill (including vertically) in lux. The times of operation must also be clearly stated. A lighting impact statement is required where the site to be floodlit is adjacent to residential buildings in the countryside or on the edge of the countryside.

4.10 Assessment for the Treatment of Sewage and Surface Water Drainage

Boston Borough Council

Surface Water

All applications involving new buildings , extensions or the creation of hardstandings

- a) shall state the means of surface water disposal e.g. soakaways, direct connection to a watercourse or piped system, other SUD system (please specify the SUD type)
- b) shall (where the connection is to an existing system) state if the system owner / responsible authority has agreed to the connection.

For all Major developments involving new buildings or extensions a drainage strategy should be provided that takes into account climate change and sustainable drainage principles and explains the long term maintenance arrangements for the adoption of any proposed sustainable drainage infrastructure.

Foul Water

- Developments of less than 10 dwellings – The means of foul and surface water must be clearly stated. Foul schemes involving private treatment plants must state why connection to the mains system is not possible, where the plant is to be installed, the type of plant to be installed and where the effluent is to be discharged to (and whether this has been agreed with the owner of the watercourse).
- Major development – A statement indicating a) any foul water surcharging incidents in the local network in the last 2 years b) that the organisation adopting / receiving the foul water has agreed to the principle of the proposal

South Kesteven District Council

Surface Water

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- a) shall state the means of surface water disposal e.g. soakaways, direct connection to a watercourse or piped system, other SUD system (please specify the SUD type)
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For all Major developments involving new buildings or extensions a drainage strategy should be provided that takes into account climate change and sustainable drainage principles and explains the long term maintenance arrangements for the adoption of any proposed sustainable drainage infrastructure.

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connection to the mains system is not possible, where the plant is to be installed, the type of plant to be installed and where the effluent is to be discharged to (and whether this has been agreed with the owner of the watercourse).

- Major development – A statement indicating a) any foul water surcharging incidents in the local network in the last 2 years b) that the organisation adopting / receiving the foul water has agreed to the principle of the proposal

4.11 Structural Survey (Barn Conversions)

In most cases, before an application for barn conversion can be progressed it will be necessary for a full structural survey to be carried out to confirm that the proposed conversion work can be carried out without the need for demolition or substantial rebuilding. This survey should clearly set out the existing condition of the foundations, external walls and roof structure together with any conclusions and recommendations as to justified and appropriate repairs. The areas of the building that are to be rebuilt must be clearly shown on the submitted drawings. Furthermore detailed working drawings will be required to show both existing and proposed elevations, floor plans and materials to be used.

4.12 Economic Regeneration Statements

A supporting statement of any regeneration benefits from the proposal including details of any new jobs that would be created or supported; the relative floor-space totals for each use where known, any community benefits; and reference to any relevant regeneration strategies. The use of regeneration statements will be particularly beneficial for larger schemes for the development of previously used land. However there will be cases for the inclusion of a regeneration statement for smaller schemes where it can be demonstrated that significant benefits to the community will result. The regeneration benefits of a development may help to counterbalance some of the negative aspects of a proposal.

4.13 Wildlife Surveys / Ecology Assessments

A protected / BAP priority species survey is required for:

- a) Application sites (that are not comprehensively covered with existing buildings) of 0.5 hectare or more or for 10 or more dwellings.
- b) Application sites where protected animals are known to exist or use the site as a feeding ground
- c) Application sites on or adjacent to wildlife sites identified in development plans.
- d) Applications involving the conversion of rural buildings.

Surveys should explain how works will affect the species found and, ways of reducing this (mitigation). You may need a license for survey and mitigation work from Natural England or DEFRA.

Even if your new build development site does not currently accommodate protected or BAP priority species, you should submit a proposals that would be beneficial to protected / priority species.

Please see the [Lincolnshire Biodiversity Action Plan](#) for more information regarding the priority species/ habitat.

4.14 Justification for Development in a Conservation Area

The case that offers support and justification for carrying out development in a conservation area will be requested before an application is registered. This will be expected as part of the Design Statement referred to in the Part One Checklist. Applicants should include in the justification statement how the proposal accords with the Governments PPG15 “Planning and the Historic Environment” paragraphs 4.17 to 4.19 and 4.25 to 4.27 and the relevant development plan policies. Some Conservation Areas have appraisals that identify the essential characteristics of the area. Where an appraisal has been prepared, the statement must show how the appraisal has been used to inform the design of the scheme. Planning applications that involve substantial or complete demolition of unlisted buildings in a Conservation Area should be accompanied by an application for Conservation Area Consent.

4.15 Development Affecting the Setting of Listed Buildings

Where a development will affect the setting of a Listed Building the Design Statement required in the Part One Checklist should explain how the setting of the listed building is taken into account by the design. Assessment of the proposal under paragraphs 2.16 and 2.17 of PPG15 should be made in the statement.

Part Two Checklist requires that a Heritage Assessment is submitted with the application. An evidence based statement of significance of the features affected in the context of the proposed works and the remainder of the building shall be included in the accompanying document.

4.16 Statement of Community Involvement (SCI)

All major applications should be accompanied by a statement indicating if you have undertaken any pre-application (public consultation), what the results were from the consultation and how your scheme has been shaped by the comments received.

4.17 Pollution Statement

Applications involving development that could pollute the environment should demonstrate that the specific pollution is controlled to acceptable levels. The Council has a responsibility to ensure the appropriate siting of potentially polluting development as well as controlling other development in proximity to any sources of pollution.

4.18 Fume Extraction Equipment

All applications for restaurants, hot food takeaways and bars/pubs which sell hot food should include details of measures for fume extraction where they are in proximity to residential property. Residential property includes flats above neighbouring shops. The measures for fume extraction should include details of the mechanical equipment proposed, the location of any external pipework or flues.

4.19 Noise and Noise Sensitive Development.

The impact of noise can be a material consideration in the determination of planning applications. Wherever practicable noise sensitive developments [e.g. housing, hospitals or schools] should be separated from major sources of noise [e.g. general industry, road, rail and air transport]. It is equally important that new development involving noisy activities should wherever possible be sited away from noise sensitive uses. Where a proposal raises the issue of noise, early consultation with the Planning Case Officer or the Council's Environmental Health Officers should be undertaken to explore the measures that could be taken to control the source of or limit the exposure to noise. Planning Policy Guidance Note 24 'Planning and Noise' prepared by the Government contains guidance on this matter.

4.20 Air Quality Assessment

An Air Quality Assessment should be submitted where the proposal would result in an adverse impact in the declared Air Quality Management Area. In addition an assessment should also be made when sensitive development [e.g. residential use] is proposed close to land uses that may be a source of air pollution(eg, highly trafficked roads or some industrial uses). Air Quality Management Areas are located as follows.

Boston Borough Council

Haven Bridge
Bargate Bridge

South Kesteven District Council

Wharf Road, Grantham

4.21 Land Contamination

When considering planning applications local planning authorities are under a duty to take account of whether a site may be contaminated. Where relevant, developers are required to deal with contamination in a manner appropriate to the intended after use of the land. You should refer to the [Developing Contaminated Land Within Lincolnshire](#) document.

1. Where development is proposed on land that is or may be affected by contamination, an assessment of the risk should be carried out before the application is determined (PPS 23 Annex 2, Para 2.33).
2. Where development is proposed on land that is or may be affected by contamination, an assessment of the risk should be carried out before the application is determined (PPS 23 Annex 2, Para 2.33).
3. The possibility of contamination should be assumed when considering applications in relation to all land subject to or adjacent to previous industrial/commercial use (as outlined in Table 2.1 of PPS 23 Annex 2).
4. Where the proposed use would be particularly vulnerable (such as housing with gardens, schools, hospitals, children's play areas, nurseries or allotments), the LPA should require the applicant to provide with the application such information as is necessary to determine whether the proposed development can proceed. However, a balanced approach should be adopted, as it would be disproportionate to require every applicant to carry out a detailed and expensive site investigation. As such, it is considered that the minimum requirement that should be provided by an applicant is the report of a desk study and site walkover (known as a Phase I Environmental Assessment or Desk Study) (PPS 23 Annex 2, Para 2.42).

In the above situations, we also recommend that developers arrange pre-application discussions with the LPA, Environmental Health, Environment Agency & Building Control to help identify the likelihood, possible extent and nature of contamination, and its implications for the development being considered.

4.22 Affordable Housing Provision

Policies contained in the various plans that make up the development plan for the county require that a development of dwellings of a certain number or more or on a site in excess of a number of hectares be assessed for its suitability for affordable housing. Such development proposals must be supported by information about how the affordable housing generated by the proposed development will be secured. You are strongly advised to contact the Registered Social Landlords (RSLs) that operate in the local area. You should refer to the specific documents below for details on what is required:

Boston Borough Council

[Affordable Housing Policy 2007](#)

Locally operating RSLs include:

Eastern Shires (Andrew.Sweeney@eshagroup.co.uk Tel No. 01507 355224 or Andy.Parker@eshagroup.co.uk Tel: 01507 355225)

Flagship Housing (Anna-Maria.Shrubsall@flagship-housing.co.uk Tel 01205 318578)

Longhurst (nick.worboys@longhurst-group.org.uk Tel 01205 319710)

South Kesteven District Council

Saved Policies H8 & H9 in the South Kesteven Local Plan

<http://www.southkesteven.gov.uk/Planning>

The following RSL's are South Kesteven District Council's preferred partners.

Longhurst Housing Group, Leverett House, Gilbert Drive, Endeavour Park, Boston, Lincs PE21 7TQ

Mrs N Worboys - 01205 319710 (nick.worboys@longhurst-group.org.uk)

Accent Nene Ltd, Manor House, 57 Lincoln Road, Peterborough PE1 2RR

Mr A Redmond - 01733 295400 (a.redmond@nenehousing.org)

Muir Group Housing Association Ltd, Old Government House, Dee Hills Park, Chester CH3 5AR

Mr C Moorhouse - 01244 313613 (chris.moorhouse@muir.org.uk)

Nottingham Community Housing Association, 12/14 Pelham Road, Sherwood Rise, Nottingham, NG5 1AP

Mrs J Wilson - 01159 104444 (jayne.wilson@ncha.org.uk)

Minster Housing Association, Jubilee House, 92 Lincoln Road, Peterborough PE1 2SN

Steve Wilson - 01733 349800 (steve.wilson@minsterha.co.uk)

Circle Anglia Housing, Norwich

Mr G Norman – 01223 202710 (gary.norman@circleanglia.org)

Flagship Housing, Keswick Hall, Keswick, Norwich, Norfolk NRR 6TJ

Anna-Marie Shrubsall – 01205 318578 (Anna-Marie. Shrubsall@flagship-housing.co.uk)

Lincolnshire Rural Housing Association Ltd, Markime House, Poole's Lane, Spilsby PE23 5EY

Mr J Howes - 01790 754219 (john@lrha.co.uk)

LACE Housing Association Ltd, LACE House, 2 Olsen Rise, Lincoln, LN2 4UZ

Mr N Chambers - 01522 5144444 (nchambers@lacehousing.org)

4.23 Recreational and Amenity Open Space Provision in Residential Development

Policies contained in the development plans in the county require that a development of dwellings of a certain number or more or on a site in excess of a number of hectares provide public open space and sometimes play equipment. Early discussion with planning officers is encouraged to establish what this requirement will be.

Boston Borough Council

[Adopted Local Plan 1999](#).

South Kesteven District Council

Saved Policies REC3, REC4 & REC5 in the South Kesteven Local Plan

<http://www.southkesteven.gov.uk/Planning>

4.24 Evidence to Support Town Centre Uses

Where the gross floorspace of a retail and leisure application is in excess of 2,500 square metres an impact assessment would have to be undertaken even if the proposed site is located in an existing centre. Retail assessments are required for any planning application for a retail use in an edge or out-of-centre location. In accordance with the requirements set out in Planning Policy Statement (PPS) 6: 'Planning for Town Centres,' the assessment should demonstrate:

- The need for development;
- That the development is of an appropriate scale;
- That there are no more central sites for the development;
- That there are no unacceptable impacts on existing centres;
- That locations are accessible.

Where specified the policy tests above should be applied to the main town centre uses referred to in PPS6. These are as follows (see Paragraph 1.8 of PPS6):

- Retail (including warehouse clubs and factory outlet centres);
- Leisure, entertainment facilities, and the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night clubs, casinos, health and fitness centres, indoor bowling centres and bingo halls);
- Offices, both commercial and those of public bodies; and
- Arts, culture and tourism (theatres, museums, galleries and concert halls, hotels, and conference facilities)

Both quantitative and qualitative information relating to the need should be included and take into account recently completed development and outstanding permissions as part of the assessment. The level and nature of information required will be determined at pre-application stage, through pre-application advice and discussion.

4.25 Transport Assessment

To find out if you need to submit a Transport Assessment with your application please go to the [Transport and New Development Issues in Lincolnshire document](#).

A Transport Assessment will be required for all large developments including:

- 100 or more dwellings.
- 1000 sq.m. and above gross retail floor space.
- 2,500 sq.m. and above gross office floor space.
- 5,000 sq.m. and above gross industrial floor space, and
- 10,000 sq.m and above gross warehousing floor space.
- Leisure use developments.

The Council also reserves the right to request a Transport Assessment in other instances, for example where the location and/or nature of the development is of a particularly sensitive nature.

4.26 Parking Provision in New Developments

Most developments will lead to users having a need to park vehicles. A statement about how parking is to be accommodated may be required. Each area of housing or industrial development should be self sufficient in parking provision in order to minimise the impact of parked vehicles on the existing highway network. The statement should explain how the design ensures that parking is located in places well related to the property to which they are allocated and be designed to ensure that vehicles can be overlooked to enhance the security. Careful design of parking should minimise the potential for existing roads to be used as additional parking space, which could be detrimental to highway safety. The statement should say how the provisions of the adopted County Council's [policy](#) and general guidance in PPG 3 and PPG 13 are accommodated particularly to encourage more sustainable means of transport and reduce single occupancy car usage.

4.27 Draft Travel Plan

A Draft Travel Plan (TP) must be submitted in the following circumstances:

- All major developments comprising jobs, leisure and services

- Smaller developments comprising jobs, shopping, leisure and services which would generate significant amounts of travel in, or near to, air quality management areas, and in other locations where there are local initiatives or targets set out in the development plan or local transport plan for the reduction of road traffic, or the promotion of public transport, walking and cycling
- New and expanded school facilities which should be accompanied by a school TP which promotes safe cycle and walking routes, restricts parking and car access at and around schools, and includes on-site changing and cycle storage facilities
- Where a TP would help address a particular local traffic problem associated with a planning application, which might otherwise have to be refused on local traffic grounds.(However, unacceptable development should never be permitted because of the existence of a TP).

Source: [Transport and New Development Issues in Lincolnshire](#).

4.28 Planning Obligations

Where a development proposal is making provision for affordable housing, open space / play equipment, transport improvements, education / health facilities etc the application must include draft heads of terms for a Section 106 Agreement or unilateral undertaking. This should clearly set out what is being provided, on what terms and the trigger for the provision of the 'benefit'. Further advice is available in Circular 5/05 - Planning Obligations (see <http://www.communities.gov.uk/index.asp?id=1500145>)

4.29 Sustainability Statement

All 'major' developments (site of 0.5 hectare or more, 10 or more dwellings or creation of 1000 sq m of non domestic floorspace) should be accompanied by a Sustainability Statement. This should identify how the development will deliver the Government's Climate Change Programme and energy policies (and in doing so contribute to global sustainability) in respect of :

- securing the highest viable resource and energy efficiency and reduction in emissions;
- delivering sustainable transport for moving freight, public transport,
- cycling and walking; and, which overall, reduce the need to travel, especially by car;
- resilient to climate change in a way that are consistent with social cohesion and inclusion;
- conserving and enhance biodiversity, recognising that the distribution of habitats and species will be affected by climate change;

4.30 Sunlight/Daylight Assessment

These are required for all applications where there is a potential adverse impact upon the current level of sunlight/daylight enjoyed by adjoining properties and buildings. Further guidance is provided in the Building Research Establishments Guidelines on Lighting Assessments. www.bre.co.uk.

4.31 Photographs and Photo Montages

These should be provided for major developments and those new build developments within Conservation Areas. These provide useful background information and can help to show how large developments can be satisfactorily integrated into the street scene. Such information could form an integral part of the Design and Access Statement.

Validation Checklist

Outline Planning Application

(Note: **Conservation Areas** - In view of the sensitive nature of development within conservation areas it is essential that the full impact of a proposal is able to be fully evaluated at the outset. Accordingly outline applications may not be appropriate within such areas. *'Applicants for planning permission, should, as a minimum, provide a short written statement setting out the design principles adopted as well as illustrative material in plan and elevation.'* (Para. A4 of Annex A to PPG1)

Your application **MUST** include the following:
(Please refer to the Part 1 Checklists for more detailed information)

DOCUMENT	Yes/No
4 copies of the completed planning application forms, signed and dated. See Electronic Submission Requirements.	
1 copy of the Article 7 Certificate (Agricultural Holdings), signed and dated	
1 copy of the Article 7 Certificate (A,B,C,D) signed and dated	
3 copies of a site location plan	
3 copies of a block plan to a scale of not less than 1:200 (preferably 1:500)	
3 Copies of other plans necessary to describe the subject of the application	
A design and access statement	
Where you would like any reserved matter (access, appearance, landscaping, layout or scale) considered at this stage, 3 copies of relevant scaled plans/drawings or details	
The correct fee	

Additional details listed below which **may** be required are explained in more detail in the **Part 2 Checklist**.

PART 2 CHECKLIST		
Document	Req'd? Y / N	Rec'd? Y / N
Where applicable, details of any assistance or advice sought from a planning officer prior to submitting your application - please indicate dates of any correspondence or discussion, reference number and name of officer		
Supporting planning statement		
Levels		
Tree Survey		
Landscape proposals		
Flood Risk Assessment		
Land Stability Report		
Heritage Assessment		
Materials of External Construction		
External Lighting Schemes		
Assessment for the treatment of foul sewage		
Structural Survey (barn conversions)		
Economic Regeneration Statements		
Wildlife Surveys		
Ecological Assessment		
Justification for development in a conservation area		
Development affecting the setting of listed buildings		
Statement of Community Involvement		

Document	Req'd? Y/ N	Rec'd Y / N
Pollution Statement		
Fume Extraction		
Noise and noise sensitive development		
Air quality assessment		
Land contamination report		
Affordable Housing Provision		
Recreational and amenity open space provision in residential development		
Evidence to accompany applications for Town Centre Uses		
Transport assessment		
Parking provision in new developments		
Draft Travel Plan		
Planning Obligations - Where it is known that Planning Gain will be an expectation of the application, enclose a copy of the draft unilateral undertaking to cover the matters concerned		
Affordable Housing Statement		
Sunlight/daylight Assessment		
Photographs and photo montages		

Validation Checklist

Application For Approval of Reserved Matters

It is expected that an application will include sufficient details to deal with the matter reserved in the Outline application and **MUST** therefore include the following:

DOCUMENT	Yes / No
3 Copies of a completed planning application form, signed and dated or letter containing sufficient information to enable the outline permission in respect of which it is made. See Electronic Submission Requirements	
3 copies of a site location plan	
3 copies of a block plan to a scale of not less than 1:200 (preferably 1:500)	
3 copies of existing floor plans at a scale of not less than 1:100	
3 copies of proposed floor plans at a scale of not less than 1:100	
3 copies of existing elevations to a scale of not less than 1:100	
3 copies of existing proposed elevations to a scale of not less than 1:100	
The correct planning fee	
Additional details listed below which may be required are explained in more detail in the Part 2 Checklist .	

PART 2 CHECKLIST

DOCUMENT	Req'd? Y / N	Rec'd Y / N
Where applicable, details of any assistance or advice sought from a planning officer prior to submitting your application - please indicate dates of any correspondence or discussion, reference number and name of office		
Design and Access Statement		
Planning Statement		
Levels		
Tree Survey		
Landscape proposals		
Flood risk assessment		
Land Stability Report		
Heritage Assessment		
Materials of External Construction		
External Lighting Schemes		
Assessment for the treatment of foul sewage and surface water drainage		
Structural Survey (barn conversions)		
Economic Regeneration Statements		
Wildlife Surveys		
Ecological Assessment		
Justification for development in a conservation area		
Development affecting the setting of listed buildings		

DOCUMENT	Req'd? Y / N	Rec'd? Y / N
Statement of Community Involvement		
Pollution Statement		
Fume Extraction		
Noise and noise sensitive development		
Air quality assessment		
Land contamination		
Affordable Housing Provision		
Recreational and amenity open space provision in residential development		
Evidence to accompany applications for Town Centre Uses		
Transport assessment		
Parking provision in new developments		
Draft Travel Plan		
Affordable Housing Statement		
Sustainability Statement		
Sunlight/daylight Assessment		
Photographs and photo montages		

Validation Checklist

Full Planning Application

It is expected that a full application will include all the details of new buildings, engineering works or extensions and your application **MUST** therefore include the following:

DOCUMENT	Yes / No
4 copies of the completed planning application forms, signed and dated. See Electronic Submission Requirements	
1 copy of the Article 7 Certificate (Agricultural Holdings), signed and dated	
1 copy of the Article 7 Certificate (A,B,C,D) signed and dated	
3 copies of a site location plan	
3 copies of a block plan to a scale of not less than 1:200 (preferably 1:500)	
3 copies of existing floor plans at a scale of not less than 1:100	
3 copies of proposed floor plans at a scale of not less than 1:100	
3 copies of existing elevations to a scale of not less than 1:100	
3 copies of existing proposed elevations to a scale of not less than 1:100	
A Design and Access Statement	
The correct planning fee	
Additional details listed below which may be required are explained in more detail in the Part 2 Checklist .	

PART 2 CHECKLIST

DOCUMENT	Req'd? Y / N	Rec'd Y / N
Where applicable, details of any assistance or advice sought from a planning officer prior to submitting your application - please indicate dates of any correspondence or discussion, reference number and name of office		
Supporting planning statement		
Levels		
Tree Survey		
Landscape proposals		
Flood risk assessment		
Land Stability Report		
Heritage Assessment		
Materials of External Construction		
External Lighting Schemes		
Assessment for the treatment of foul sewage and surface water drainage		
Structural Survey (barn conversions)		
Economic Regeneration Statements		
Wildlife Surveys		
Ecological Assessment		
Justification for development in a conservation area		
Development affecting the setting of listed buildings		
Statement of Community Involvement		
Pollution Statement		

DOCUMENT	Req'd? Y / N	Rec'd? Y / N
Fume Extraction		
Noise and noise sensitive development		
Air quality assessment		
Land contamination		
Affordable Housing Provision		
Recreational and amenity open space provision in residential development		
Evidence to accompany applications for Town Centre Uses		
Transport assessment		
Parking provision in new developments		
Draft Travel Plan		
Planning Obligations - Where it is known that Planning Gain will be an expectation of the application, enclose a copy of the draft unilateral undertaking to cover the matters concerned		
Affordable Housing Statement		
Sustainability Statement		
Sunlight/daylight Assessment		
Photographs and photo montages		

Validation Checklist

Full Planning Application for Change of Use With External Building Works

Applications for the change of use of a building or land which also involves external alterations (eg. construction of a flue, insertion of new windows) **MUST** therefore include the following:

DOCUMENT	YES/NO
4 copies of the completed planning application forms, signed and dated. See Electronic Submission Requirements.	
1 copy of the Article 7 Certificate (Agricultural Holdings), signed and dated	
1 copy of the Article 7 Certificate (A,B,C,D) signed and dated	
3 copies of a site location plan	
3 copies of a block plan to a scale of not less than 1:200 (preferably 1:500)	
3 copies of existing floor plans at a scale of not less than 1:100	
3 copies of proposed floor plans at a scale of not less than 1:100	
3 copies of existing elevations to a scale of not less than 1:100	
3 copies of proposed elevations to a scale of not less than 1:100	
A Design and Access Statement	
The correct planning fee	
Additional details listed below which may be required are explained in more detail in the Part 2 Checklist .	

PART 2 CHECKLIST

DOCUMENT	Req'd Y / N	Rec'd Y / N
Where applicable, details of any assistance or advice sought from a planning officer prior to submitting your application - please indicate dates of any correspondence or discussion, reference number and name of office		
Supporting planning statement		
Levels		
Tree Survey		
Landscape proposals		
Flood risk assessment		
Land Stability Report		
Heritage Assessment		
Materials of External Construction		
External Lighting Schemes		
Assessment for the treatment of foul sewage and surface water drainage		
Structural Survey (barn conversions)		
Economic Regeneration Statements		
Wildlife Surveys		
Ecological Assessment		
Justification for development in a conservation area		
Development affecting the setting of listed buildings		
Statement of Community Involvement		
Pollution Statement		

DOCUMENT	Req'd? Y / N	Rec'd? Y / N
Fume Extraction		
Noise and noise sensitive development		
Air quality assessment		
Land contamination		
Affordable Housing Provision		
Recreational and amenity open space provision in residential development		
Evidence to accompany applications for Town Centre Uses		
Transport assessment		
Parking provision in new developments		
Draft Travel Plan		
Planning Obligations - Where it is known that Planning Gain will be an expectation of the application, enclose a copy of the draft unilateral undertaking to cover the matters concerned		
Affordable Housing Statement		
Sustainability Statement		
Sunlight/daylight Assessment		
Photographs and photo montages		

Validation Checklist

Full Planning Application for Change of Use Without External Building Works

Your application **MUST** include the following:

DOCUMENT	YES/NO
4 copies of the completed planning application forms, signed and dated. See Electronic Submission Requirements.	
1 copy of the Article 7 Certificate (Agricultural Holdings), signed and dated	
1 copy of the Article 7 Certificate (A,B,C,D) signed and dated	
3 copies of a site location plan	
3 copies of a block plan of the site to a scale of not less than 1:500	
3 copies of existing floor plans to a scale not less than 1:100	
3 copies of proposed floor plans to a scale not less than 1:100	
The correct planning fee	
Additional details listed below which may be required are explained in more detail in the Part 2 Checklist .	

PART 2 CHECKLIST

DOCUMENT	Req'd? Y / N	Rec'd? Y / N
Where applicable, details of any assistance or advice sought from a planning officer prior to submitting your application - please indicate dates of any correspondence or discussion, reference number and name of office		
Evidence to accompany applications for Town Centre Uses		
Supporting planning statement		
Levels		
Tree Survey		
Landscape proposals		
Flood risk assessment		
Land Stability Report		
Heritage Assessment		
External Lighting Schemes		
Assessment for the treatment of foul sewage and surface water drainage		
Structural Survey		
Economic Regeneration Statements		
Justification for development in a conservation area		
Development affecting the setting of listed buildings		
Statement of Community Involvement		
Pollution Statement		
Fume Extraction		

DOCUMENT	Req'd? Y / N	Rec'd? Y / N
Noise and noise sensitive development		
Air quality assessment		
Land contamination		
Affordable Housing Provision		
Recreational and amenity open space provision in residential development		
Transport assessment		
Parking provision in new developments		
Draft Travel Plan		
Planning Obligations - Where it is known that Planning Gain will be an expectation of the application, enclose a copy of the draft unilateral undertaking to cover the matters concerned		
Affordable Housing Statement		
Sustainability Statement		
Photographs and photo montages		

Validation Checklist

Full Planning Application - Householder

Your application **MUST** include the following:

DOCUMENT	YES/NO
4 copies of the completed planning application forms, signed and dated. See Electronic Submission Requirements.	
1 copy of the Article 7 Certificate (Agricultural Holdings), signed and dated	
1 copy of the Article 7 Certificate (A,B,C,D) signed and dated	
3 copies of a site location plan	
3 copies of a block plan to a scale of not less than 1:200 (preferably 1:500)	
3 copies of existing floor plans at a scale of not less than 1:100	
3 copies of proposed floor plans at a scale of not less than 1:100	
3 copies of existing elevations to a scale of not less than 1:100	
3 copies of proposed elevations to a scale of not less than 1:100	
The correct planning fee	
Additional details listed below which may be required are explained in more detail in the Part 2 Checklist .	

PART 2 CHECKLIST

DOCUMENT	Req'd? Y / N	Rec'd? Y / N
Where applicable, details of any assistance or advice sought from a planning officer prior to submitting your application - please indicate dates of any correspondence or discussion, reference number and name of office		
Supporting planning statement		
Levels		
Tree Survey		
Landscape proposals		
Flood risk assessment		
Land Stability Report		
Heritage Assessment		
Materials of External Construction		
External Lighting Schemes		
Assessment for the treatment of foul sewage and surface water drainage		
Ecological Assessment		
Justification for development in a conservation area		
Noise and noise sensitive development		
Land contamination		
Parking provision in new developments		
Sunlight/daylight Assessment		
Photographs and photo montages		

DOCUMENT	Req'd? Y / N	Rec'd? Y / N
Development affecting the setting of listed buildings		

Validation Checklist

Listed Building and Conservation Area Consent Applications

Your application **MUST** include the following:

DOCUMENT	YES/NO
4 copies of the completed listed building/conservation area application forms, signed and dated. See Electronic Submission Requirements.	
1 copy of the completed Ownership Certificate (A, B, C or D), signed and dated	
3 copies of a site location plan	
3 copies of a block plan to a scale of not less than 1:200 (preferably 1:500)	
3 copies of existing elevations to a scale of not less than 1:100	
3 copies of proposed elevations to a scale of not less than 1:100	
3 copies of existing floor plans at a scale of not less than 1:100	
3 copies of proposed floor plans at a scale of not less than 1:100	
3 copies of sections through the building	
3 copies of detailed plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details.	
Supporting Planning Statement including reasoned justification for the proposed works which may include the submission of a structural survey or other analysis of the character or appearance of the conservation area	
A Design and Access Statement (unless the application only relates to interior works)	
Depending on the works proposed to be carried out, the following additional details listed below which may be required are explained in more detail in the Part 2 Checklist .:	

PART 2 CHECKLIST

DOCUMENT	Req'd? Y / N	Rec'd? Y / N
Where applicable, details of any assistance or advice sought from a planning officer prior to submitting your application - please indicate dates of any correspondence or discussion, reference number and name of officer		
Supporting planning statement		
Heritage Assessment		
Structural Survey of the building(s)		
Tree Survey		
3 sets of photographs - up to date photographs showing the whole building, the setting and/or the particular section of the building affected by the proposals		
All joinery and fine moulding detail sections to be at 1:1 scale		

Validation Checklist

Advertisement Consent

Your application **MUST** include the following:

DOCUMENT	YES/NO
4 copies of the completed application forms, signed and dated. See Electronic Submission Requirements.	
3 copies of a site location plan indicating at least two named roads, identifies the proposed position of the advertisements and shows the direction of north.	
3 copies of detailed drawings at a scale of not less than 1:100 to include for each advertisement: design including size, style and colour of lettering and symbols overall dimension of sign position on the land or building materials to be used including colour height above ground level extent of projection (where applicable) method of illumination including colour and luminosity (candelas) (where applicable)	
The correct planning fee	

Additional details listed below which **may** be required are explained in more detail in the **Part 2 Checklist**.

PART 2 CHECKLIST

DOCUMENT	Req'd? Y / N	Rec'd? Y / N
Where applicable, details of any assistance or advice sought from a planning officer prior to submitting your application - please indicate dates of any correspondence or discussion, reference number and name of officer		
Where an advertisement is free standing, 6 copies of a block plan to a scale of not less than 1:200		
Photomontages		
Supporting Statement		
Lighting Assessment		
3 copies of an elevational drawing showing the advertisement(s) in context with adjacent buildings		

Validation Checklist

Lawful Development Certificates

The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided. This must include the following:

DOCUMENT	Req'd Y / N
4 copies of the completed application forms, signed and dated	
The correct planning fee (this depend on whether the development is existing or proposed)	
3 copies of a site location plan	
Supporting Evidence (to include statement of gorunds on which the Certificate is sought)	
The correct planning fee	

Additional details listed below which **may** be required are explained in more detail in the **Part 2 Checklist**.

PART 2 CHECKLIST		
DOCUMENT	Req'd Y / N	Rec'd Y / N
Where applicable, details of any assistance or advice sought from a planning officer prior to submitting your application - please indicate dates of any correspondence or discussion, reference number and name of officer		
3 Copies of existing and proposed floor plans (for all applications involving the use of a building) to a scale not less than 1:100		
3 Copies of existing and proposed extensions (for all proposed building works) to a scale not less than 1:100		
Supporting Statement		
Photomontages		
Sworn affidavit(s) from people with personal knowledge of the existing use or works carried out		

Validation Checklist

Agricultural Prior Notification Procedure

Your application **MUST** include the following:

DOCUMENT	Req'd Y / N
1 copy of the completed notification forms, signed and dated	
1 copy of a site location plan	
4 copies of a block plan of the site so a scale of not less than 1:200	
The correct planning fee	

In addition to the information which must be submitted with your application, the following information will also be required where applicable:

PART 2 CHECKLIST		
DOCUMENT	Req'd? Y / N	Rec'd? Y / N
Where applicable, details of any assistance or advice sought from a planning officer prior to submitting your application - please indicate dates of any correspondence or discussion, reference number and name of officer		
3 copies of proposed elevations plans at a scale of not less an 1:100		
3 copies of existing elevations to a scale not less than 1:100		
3 copies of proposed floor plans at a scale of not less an 1:100		
3 copies of existing floor plans at a scale of not less an 1:100		
3 Copies of Proposed Site sections and finished floor / site levels		
3 Copies of Existing Site sections and finished floor / site levels		

Validation Checklist

Telecommunication Prior Notification Procedure

Your application **MUST** include the following:

DOCUMENT	Req'd Y / N
1 copy of the completed notification forms, signed and dated	
1 copy of a site location plan	
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	
Evidence that the developer has notified the CAA, The Secretary of State for Defence and the Aerodrome operator if within 3 Km of an aerodrome in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995	
The correct planning fee	
In addition to the requirements specified above, it is recommended that the following information is also submitted in order to assist with the processing of the application.	

PART 2 CHECKLIST

DOCUMENT	Req'd? Y / N	Rec'd? Y / N
A signed declaration that the equipment and installation fully complies with the ICNIRP requirements		
Site Type (micro or macro)		
Details of all relationships with a particular school or further education college if relevant		
Details of the proposed structure including the type of structure and its dimensions, height of existing building and details of the size of equipment housing and materials		
A statement explaining the reasons for the choice of the design		
Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna		
Technical justification - details about the purpose of the site and why the particular development is required		
Details of alternative sites rejected with a justification for rejecting them; This should include existing masts, structures and other buildings within the search area		
An explanation if no alternatives considered		
Visual Impact assessment where relevant		
Acoustic report where relevant		
Any other relevant additional information		

Validation Checklist

Applications for works to trees subject of a TPO

Your application **MUST** include the following:

DOCUMENT	YES/NO
A completed tree applicaton form, signed and dated (Note: All mandatory questions to be answered)	
For Works to TPO Trees: Sketch plan showing the location of all trees Full and clear specification of the works to be carried out Statement of reasons for the proposed works and shall include: Report by a tree professional if the reasons relate to health and/or safety Report by an engineer or surveyor, together with one from a tree professional if subsidence damage is alledged	
For proposed works to trees in a Conservation Area Sketch plan showing the location of all trees Full and clear specification of the works to be carried out	

In addition to the information which must be submitted with your application, the following information may also be required where applicable:

PART 2 CHECKLIST

DOCUMENT	Req'd? Y / N	Rec'd? Y / N
Where applicable, details of any assistance or advice sought from a planning officer prior to submitting your application - please indicate dates of any correspondence or discussion, reference number and name of officer		
Where the diagram at question 5 is not considered sufficient for the purpose, 4 copies of a plan (Ordnance Survey based at a scale of 1:1250 or 1:2500) sufficiently detailed to locate the property and accurately identify the trees within it. The precise location of all tree(s) should be shown and they should be numbered.		
A schedule of the trees, referenced to the plan, identifying the types of tree and an accurate and precise description of the intended works to each tree		
Supporting Statement stating reasons for the proposed works		
Colour photographs suitably referenced to a site plan		