

VALIDATION OF PLANNING APPLICATIONS

In order for the Council to deal properly and efficiently with the planning applications it receives it is essential that the correct information is submitted prior to validation.

This guidance note sets out what "minimum" requirements applicants need to submit to enable the proper validation and determination of applications. This will ensure that applications are "fit for purpose" and minimise requests for the submission of additional information at a later stage. This in turn will enable the Council to provide a quicker, more predictable and efficient planning service.

Applications for planning permission must now be made using standardised national planning application forms. Copies of these forms are available at the following locations:

- Via the planning portal www.planningportal.gov.uk
- www.cherwell.gov.uk
- Cherwell District Council
Bodicote House
Bodicote Banbury
Oxfordshire OX15
4AA
Telephone No: 01295 227006

Dependant on the type of application to be submitted there will be different requirements for validation. There are a total of 29 different types of applications forms to cover potential application scenarios.

The checklists set out in this document are divided into two parts as follows:

Section 1 – This section sets out the national and local requirements for validation for each different type of application submitted to the Local Planning Authority.

Section 2 - This section provides explanatory notes for each document that may be requested by the authority, together with links to useful sources of information.

Please note that any application submitted without the relevant documentation identified in the checklists will not be validated and will result in the delay in determination of your application. The 8 or 13 week period for determination will only commence once all relevant documentation has been submitted to accompany the application and the application has been registered as valid.

Pre-Application Advice

The Council encourages applicants and their agents to have pre-application discussions regarding major development proposals. This is particularly relevant for larger and more complex or controversial proposals and should help applicants to identify the information that needs to be submitted with their application. Please contact the Development Management Team on 01295 227006.

Design and Access Statements

The Local Planning Authority will require the submission of a design and access statement in accordance with The Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended).

SECTION 1 – VALIDATION REQUIREMENTS

This section sets out the requirements of validation for each type of application, which may be submitted to the authority. Each application form has a defined checklist. The full lists of applications are as follows:

1. Householder application for planning permission for works or extension to a dwelling.
2. Householder application for planning permission for works of extension to a dwelling in a Conservation Area and for Conservation Area Consent for demolition.
3. Householder application for planning permission for works or extension to a dwelling and listed building consent.
4. Application for planning permission.
5. Application for OUTLINE planning permission with some matters reserved.
6. Application for OUTLINE planning permission with all matters reserved.
7. Application for planning permission and conservation area consent for demolition.
8. Application for planning permission and listed building consent.
9. Application for planning permission and advertisement consent.
10. Conservation area consent for demolition in a conservation area.
11. Listed building consent.
12. Application for advertisement consent.
13. Listed building consent and advertisement consent.
14. Application for lawful development certificate for existing use.
15. Application for lawful development certificate for a proposed use.
16. Application for prior notification of proposed agricultural or forestry development – proposed building.
17. Application for prior notification of proposed agricultural or forestry development – proposed road.
18. Application for prior notification of proposed agricultural or forestry development – excavation/waste material.
19. Application for prior notification of proposed agricultural or forestry development – proposed fish tank (cage).
20. Application for prior notification of proposed development by electronic code operators
21. Application for hedgerow removal notice.
22. Application for prior notification – proposed demolition.
23. Application for approval of reserved matters following outline approval.
24. Application for removal or variation of condition (Section 73 of the TCPA 1990).
25. Application for approval of details reserved by condition.
26. Application for tree works.

27. Non-material amendments
28. Application for prior notification of proposed change of use of a building and any land within its cartilage to use as a state funded school
29. Application for prior notification of proposed change of use from an agricultural building to a flexible use.

1. HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING

National Requirements

Your application MUST include the following:

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500) and showing the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically). The application site should be edged clearly with a red line. It should 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, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100).
 - Roof plans (e.g. at a scale 1:50 or 1:100).
 - The completed ownership certificated (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
 - Agricultural holdings certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 if appropriate.
 - The appropriate fee.
 - 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.

Local Requirements

In addition to the listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to read the attached guidance note and contact Development Management to determine which of the following is required for validation purposes.

- Biodiversity survey and report (especially if involving works to the roof of an existing building).
- Daylight/Sunlight assessment (in the case of two storey extensions on the south side of an adjoining property).
- Flood risk assessment – see Environment Agency Flood Risk Standing Advice (FRSA) for applicability.
- Parking provision.
- Tree survey/arboricultural implications – if development in close proximity to an existing tree.
- Public right of Way Statement - if development affects an existing right of way

2. HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING IN A CONSERVATION AREA AND CONSERVATION AREAS CONSENT FOR DEMOLITION

National Requirements

Your application MUST include the following:

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500) and showing the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically). The application site should be edged clearly with a red line. It should 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, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100).
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100).
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 to 1:100).
 - Roof plans (e.g. at a scale 1:50 or 1:100).
- The completed ownership certificated (A, B, C or D – as applicable) as required by Article 7 of The Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- Agricultural holdings certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- The appropriate fee
- 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 and must be given and/or published in accordance with this Article and this regulation.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to read the attached guidance note and contact Development Management to determine which of the following is required for validation purposes.

- Biodiversity survey and report (especially if involving works to the roof of an existing building).
- Daylight/Sunlight assessment (in the case of two storey extensions on the south side of an adjoining property).
- Flood risk assessment – see Environment Agency Floor Risk Standing Advice (FRSA) for applicability.
- Heritage impact statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Structural Survey.
- Tree survey/arboricultural implications – if development in close proximity to an existing tree.
- Public right of Way Statement - if development affects an existing right of way

3. HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING AND LISTED BUILDING CONSENT

National Requirements

Your application MUST include the following:

- Completed Form (The original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500) and showing the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically). The application site should be edged clearly with a red line. It should 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, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100).
 - Roof plans (e.g. at a scale 1:50 or 1:100).
- The completed Ownership Certificated (A, B, C or D as applicable) as required by Article 7 of The Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- The appropriate fee.
- In addition, where Ownership Certificates B, C or D have been complete, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulations 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

Local Requirements

In addition to the listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to read the attached guidance note and contact Development Management to determine which of the following is required for validation purposes.

- Biodiversity survey and report (especially if involving works to the roof of an existing building).
- Daylight/Sunlight assessment (in the case of two storey extensions on the south side of an adjoining property).
- Flood risk assessment – see Environment Agency Flood Risk Standing Advice (FRSA) for applicability.
- Heritage impact statement (including historical, archaeological features and Scheduled Ancient Monuments).
- Structural Survey.
- Tree survey/arboricultural implications – if development in close proximity to an existing tree.
- Public right of Way Statement - if development affects an existing right of way

4. APPLICATION FOR PLANNING PERMISSION

National Requirements

Your application MUST include the following:

- Completed Form (The original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500) and showing the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically). The application site should be edged clearly with a red line. It should 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, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100).
 - Roof plans (e.g. at a scale 1:50 or 1:100).
- The completed Ownership Certificated (A, B, C or D - as applicable) as required by Article 7 of The Town and Country Planning (General Development Procedure) Order 1995.
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- The appropriate fee.
- In addition, where Ownership Certificates B, C or D have been complete, 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.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to read the attached guidance note and contact Development Management to determine which of the following is required for validation purposes.

- Air Quality Assessment – see guidance notes
- Affordable Housing Statement – required for schemes proposing 10 houses or more in Banbury and Bicester and 3 or more elsewhere.
- Biodiversity survey and report
- Daylight/sunlight assessment
- Economic statement
- Retail impact assessment
- Flood risk assessment
- Ventilation/extraction assessment
- Drainage assessment
- Heritage impact statement
- Land contamination assessment
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Photographs/photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Statement of community involvement
- Structural survey
- Transport assessment/Travel plan
- Tree survey/arboricultural report
- Agricultural assessment (in the case of agricultural worker's dwellings or significant agricultural buildings)
- Public right of Way Statement -if development affects an existing right of way

5. APPLICATION FOR OUTLINE PLANNING PERMISSION WITH SOME MATTERS RESERVED

National Requirements

Your application MUST include the following:

- Completed Form (The original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500) and showing the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically). The application site should be edged clearly with a red line. It should 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, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
- The completed Ownership Certificated (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- The appropriate fee.
- 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.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to read the attached guidance note and contact Development Management to determine which of the following is required for validation purposes.

- Air Quality Assessment – see guidance notes
- Affordable Housing Statement – required for schemes proposing 15 houses or more in Banbury and Bicester and 6 or more elsewhere.
- Biodiversity survey and report
- Daylight/sunlight assessment

- Economic statement
- Retail impact assessment
- Flood risk assessment
- Ventilation/extraction assessment
- Drainage assessment
- Heritage impact statement
- Land contamination assessment
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Photographs/photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Statement of community involvement
- Structural survey
- Transport assessment/Travel plan
- Tree survey/arboricultural report
- Agricultural assessment (in the case of agricultural worker's dwellings or significant agricultural buildings)
- Public right of Way Statement - if development affects an existing right of way

6. APPLICATION FOR OUTLINE PLANNING PERMISSION WITH ALL MATTERS RESERVED

National Requirements

Your application MUST include the following:

- Completed Form (The original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500) and showing the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically). The application site should be edged clearly with a red line. It should 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, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
- The completed Ownership Certificated (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- The appropriate fee.
- 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.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to read the attached guidance note and contact Development Management to determine which of the following is required for validation purposes.

- Air Quality Assessment – see guidance notes
- Affordable Housing Statement – required for schemes proposing 15 houses or more in Banbury and Bicester and 6 or more elsewhere
- Biodiversity survey and report
- Daylight/sunlight assessment

- Economic statement
- Retail impact assessment
- Flood risk assessment
- Ventilation/extraction assessment
- Drainage assessment
- Heritage impact statement
- Land contamination assessment
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Photographs/photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Statement of community involvement
- Structural survey
- Transport assessment/Travel plan
- Tree survey/arboricultural report
- Agricultural assessment (in the case of agricultural worker's dwellings or significant agricultural buildings)
- Public right of Way Statement - if development affects an existing right of way

7. APPLICATION FOR OUTLINE PLANNING PERMISSION AND CONSERVATION AREA CONSENT FOR DEMOLITION

National Requirements

Your application MUST include the following:

- Completed Form (The original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500) and showing the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically). The application site should be edged clearly with a red line. It should 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, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale 1:50 or 1:100)
- The completed Ownership Certificated (A, B, C or D – as applicable) as required by Article 7 of The Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- The appropriate fee.
- 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 and by Regulations 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to read the attached guidance note and contact Development Management to determine which of the following is required for validation purposes.

- Biodiversity survey and report
- Drainage assessment
- Heritage impact statement
- Land contamination assessment
- Photographs/photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Structural survey
- Tree survey/arboricultural report
- Agricultural assessment (in the case of agricultural worker’s dwellings or significant agricultural buildings)
- Public right of Way Statement - if development affects an existing right of way

8. APPLICATION FOR PLANNING PERMISSION AND LISTED BUILDING CONSENT

National Requirements

Your application MUST include the following:

- Completed Form (The original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500) and showing the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically). The application site should be edged clearly with a red line. It should 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, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Plans to a scale of no less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details
 - Roof plans (e.g. at a scale 1:50 or 1:100)
- The completed Ownership Certificated (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- The appropriate fee.
- 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 and by Regulations 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to read the attached guidance note and contact Development Management to determine which of the following is required for validation purposes.

- Air Quality Assessment – see guidance notes
- Affordable Housing Statement – required for schemes proposing 10 houses or more in Banbury and Bicester and 3 or more elsewhere.
- Biodiversity survey and report
- Daylight/sunlight assessment
- Economic statement
- Retail impact assessment
- Flood risk assessment
- Ventilation/extraction assessment
- Drainage assessment
- Heritage impact statement
- Land contamination assessment
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Photographs/photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Statement of community involvement
- Structural survey
- Transport assessment/Travel plan
- Tree survey/arboricultural report
- Public right of Way Statement - if development affects an existing right of way
- Method of demolition

9. APPLICATION FOR PLANNING PERMISSION AND ADVERTISEMENT CONSENT

National Requirements

Your application MUST include the following:

- Completed Form (The original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500) and showing the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically). The application site should be edged clearly with a red line. It should 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, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale 1:50 or 1:100)
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (Showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of method and colour(s) of illumination (if applicable).
- The completed Ownership Certificated (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- The appropriate fee.
- 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.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to read the attached guidance note and contact Development Management to determine which of the following is required for validation purposes.

- Air Quality Assessment – see guidance notes
- Affordable Housing Statement – required for schemes proposing 15 or more houses in Banbury and Bicester and 6 or more elsewhere.
- Biodiversity survey and report
- Daylight/sunlight assessment
- Economic statement
- Retail impact assessment
- Flood risk assessment
- Ventilation/extraction assessment
- Drainage assessment
- Heritage impact statement
- Land contamination assessment
- Landscaping details
- Lighting assessment – where illuminated advertisements are proposed
- Noise impact assessment
- Open space assessment
- Photographs/photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Statement of community involvement
- Structural survey
- Transport assessment/Travel plan
- Tree survey/arboricultural report
- Public right of Way Statement - if development affects an existing right of way

10. CONSERVATION AREA CONSENT FOR DEMOLITION IN A CONSERVATION AREA

National Requirements

Your application MUST include the following:

- Completed Form (The original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500) and showing the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically). The application site should be edged clearly with a red line. It should 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, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificated (A, B, C or D – as applicable) as required by Regulation 6 of the planning (Listed Building and Conservation Areas) Regulation 1990.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

Local Requirements

In addition to the information listed above the following information is likely to be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to contact Development Management to determine which of the following is required for validation purposes.

- Heritage statement (including historical, archaeological features and scheduled ancient monuments)
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning statement (explaining the reason why demolition is essential)
- Structural survey
- Method of demolition

11. LISTED BUILDING CONSENT FOR ALTERATIONS, EXTENSION OR DEMOLITION OF A LISTED BUILDING

National Requirements

Your application MUST include the following:

- Completed Form (The original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500) and showing the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically). The application site should be edged clearly with a red line. It should 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, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Plans to a scale of no less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details
 - Roof plans (e.g. at a scale 1:50 or 1:100)
- The completed Ownership Certificated (A, B, C or D – as applicable) as required by Regulation 6 of the planning (Listed Building and Conservation Areas) Regulation 1990.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

Local Requirements

In addition to the information listed above the following information is likely to be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to contact Development Management to determine which of the following is required for validation purposes.

- Biodiversity survey and report
- Heritage impact statement (including historical, archaeological features and scheduled ancient monuments)
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning statement
- Structural survey
- Tree survey/arboricultural report
- Method of demolition

12. APPLICATION FOR ADVERTISEMENT CONSENT

National Requirements

Your application MUST include the following:

- Completed Form (The original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500), identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (Showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of method and colour(s) of illumination (if applicable)).
 - The appropriate fee.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to contact Development Management to determine which of the following is required for validation purposes.

- Lighting assessment (where illuminated advertisements are proposed)
- Photographs and photomontages
- Planning statement

13. LISTED BUILDING CONSENT FOR ALTERATIONS, EXTENSION OR DEMOLITION OF A LISTED BUILDING AND ADVERTISEMENT CONSENT

National Requirements

Your application MUST include the following:

- Completed Form (The original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500), identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Plans to a scale of no less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details
 - Roof plans (e.g. at a scale 1:50 or 1:100)
 - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (Showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of method and colour(s) of illumination (if applicable))
- The completed Ownership Certificated (A, B, C or D – as applicable) as required by Regulation 6 of the planning (Listed Building and Conservation Areas) Regulation 1990.
- Appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to contact Development Management to determine which of the following is required for validation purposes.

- Heritage Impact Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Lighting assessment (where illuminated advertisements are proposed)
- Photographs and photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning statement
- Structural survey
- Tree survey/arboricultural implications
- Method of demolition

14. APPLICATION FOR LAWFUL DEVELOPMENT CERTIFICATE FOR EXISTING USE OR OPERATION OR ACTIVITY INCLUDING THOSE IN BREACH OF A PLANNING CONDITION

National Requirements

Your application MUST include the following:

- Completed Form (The original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500) and showing the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically). The application site should be edged clearly with a red line. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- Such evidence verifying the information included in the application as can be provided.
- Such other information as is considered to be relevant to the application.
- The appropriate fee.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to contact Development Management to determine which of the following is required for validation purposes.

- Photographs and photomontages
- Planning statement

15. APPLICATION FOR LAWFUL DEVELOPMENT CERTIFICATE FOR PROPOSED USE FOR DEVELOPMENT

National Requirements

Your application MUST include the following:

- Completed Form (The original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500) and showing the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically). The application site should be edged clearly with a red line. It should 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, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- Such evidence verifying the information included in the application as can be provided.
- Such other information as is considered to be relevant to the application.
- The appropriate fee.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to contact Development Management to determine which of the following is required for validation purposes.

- Plans (the original plus 3 copies to be supplied unless the application is submitted electronically).
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing site survey plan (e.g. at a scale of 1:50 or 1:100)

16. APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT – PROPOSED BUILDING

National Requirements

Your application MUST include the following:

- A completed form or written description of the proposed development and the materials to be used.
- A plan indicating the site.
- The appropriate fee.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to contact Development Management to determine which of the following is required for validation purposes.

- Plans (the original plus 3 copies to be supplied unless the application is submitted electronically).
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Block plan indicating location of development
 - Photographs/photomontages
 - Planning statement

17. APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT – PROPOSED ROAD

National Requirements

Your application MUST include the following:

- A completed form or written description of the proposed development and the materials to be used.
- A plan indicating the site.
- The appropriate fee.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to contact Development Management to determine which of the following is required for validation purposes.

- Planning statement
- Block plan indicating alignment of road

18. APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT – EXCAVATION/DEPOSIT OF WASTE MATERIALS FROM THE FARM

National Requirements

Your application MUST include the following:

- A completed form or written description of the proposed development and the materials to be used.
- A plan indicating the site.
- The appropriate fee.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to contact Development Management to determine which of the following is required for validation purposes.

- Planning statement

19. APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT – PROPOSED FISH TANK (CAGE)

National Requirements

Your application MUST include the following:

- A completed form or written description of the proposed development and the materials to be used.
- A plan indicating the site.
- The appropriate fee.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to contact Development Management to determine which of the following is required for validation purposes.

- Planning statement

20. APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED DEVELOPMENT BY ELECTRONIC CODE OPERATORS

National Requirements

Your application MUST include the following:

- A completed form or written description of the proposed development
- A plan indicating the proposed location.
- The appropriate fee.
 - 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.
 - Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of part 24 of Schedule 2 to the General Permitted Development Order 1995.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to contact Development Management to determine which of the following is required for validation purposes.

- Supplementary Information Template (as set out in Annex F of the code Best Practice on Mobile Phone Network Development)
- Telecommunications Development supplementary information– see guidance notes at annex F of the Code of Best Practice on Mobile Phone Network Development.

21. APPLICATION FOR HEDGEROW REMOVAL NOTICE

National Requirements

Your application MUST include the following:

- A completed form or the form set out in Schedule 4 to the Hedgerow Regulations 1997.
- A plan which clearly shows the location and length of the hedgerow(s) to be removed (if possible, please provide a plan to a scale of 1:2500. A different scale can be used so long as it shows clearly the location and length of the hedgerow or hedgerow that you wish to remove).
- Evidence of the date of planting (if known).

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to contact Development Management to determine which of the following is required for validation purposes.

- Arboricultural Report
- Biodiversity survey and report
- Replacement Landscaping details – if proposed

22. APPLICATION FOR PRIOR NOTIFICATION – PROPOSED DEMOLITION

National Requirements

Your application MUST include the following:

- A completed form or written description of the proposed development.
- A statement that the application has displayed a site notice in accordance with A.2(b) (iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995.
- The appropriate fee.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to contact Development Management to determine which of the following is required for validation purposes.

- Photographs/photomontages
- Planning statement
- Structural survey (if demolition is said to be required due to condition of building)
- Method of demolition
- Details of reinstatement of land

23. APPLICATION FOR APPROVAL OF RESERVED MATTERS FOLLOWING OUTLINE APPROVAL

National Requirements

Your application MUST include the following:

- Completed Form (The original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500) and showing the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically). The application site should be edged clearly with a red line. It should 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, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- Such particulars as are necessary to deal with the matters reserved in the outline planning permission
- Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale 1:50 or 1:100)
 - The appropriate fee

Local Requirements

In addition to the information listed above the following information may also be required if the matter has not been considered at the outline stage. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to read the attached guidance note and contact Development Management to determine which of the following is required for validation purposes.

- Air Quality Assessment – see guidance notes
- Affordable Housing Statement – required for schemes proposing 10 houses or more in Banbury and Bicester and 3 or more elsewhere.
- Biodiversity survey and report
- Daylight/sunlight assessment

- Economic statement
- Retail impact assessment
- Flood risk assessment
- Ventilation/extraction assessment
- Drainage assessment
- Heritage impact statement
- Land contamination assessment
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open space assessment
- Photographs/photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Statement of community involvement
- Structural survey
- Transport assessment/Travel plan
- Tree survey/arboricultural report
- Agricultural assessment (in the case of agricultural worker's dwellings or significant agricultural buildings)
- Public right of Way Statement - if development affects an existing right of way

24. APPLICATION FOR REMOVAL OR VARIATION OF CONDITION FOLLOWING GRANT OF PLANNING PERMISSION (SECTION 73 OF THE TCPA 1990)

National Requirements

Your application MUST include the following:

- Completed form
- The completed Ownership Certificates (A, B, C or D – as applicable) as required under Article of The Town and Country Planning (General Development Procedure) Order 1995.
- 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.
- Agricultural Holdings Certificate as required by Article 77 of the Town and Country Planning (General Development Procedure) Order 1995.
- The appropriate fee.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the condition to be amended and/or the scale and nature of your development proposals and you are advised to read the attached guidance note and contact Development Management to determine which of the following is required for validation purposes.

- Air Quality Assessment – see guidance notes
- Affordable Housing Statement – required for schemes proposing more than 10 houses in Banbury and Bicester and 3 elsewhere.
- Biodiversity survey and report
- Daylight/sunlight assessment
- Economic statement
- Retail impact assessment
- Flood risk assessment
- Ventilation/extraction assessment
- Drainage assessment
- Heritage impact statement
- Land contamination assessment
- Landscaping details
- Lighting assessment

- Noise impact assessment
- Open space assessment
- Photographs/photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Statement of community involvement
- Structural survey
- Transport assessment/Travel plan
- Tree survey/arboricultural report
- Agricultural assessment (in the case of agricultural worker's dwellings or significant agricultural buildings)

25. APPLICATION FOR APPROVAL OF DETAILS RESERVED BY CONDITION

There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by conditions except that they should be made in writing. However, you may submit the following:

- Completed form (the original plus 3 copies to be supplied unless the application is submitted electronically) or letter setting out the same basic information.
- A plan which identifies the land to which the application relates drawn to an identified scale (an appropriate scale would be 1:1250 or 1:2500) and showing the directional of north (the original plus 3 copies to be supplied unless the application is submitted electronically). The application site should be edged clearly with a red line. It should 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, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus 3 copies to be supplied unless the application is submitted electronically).

26. APPLICATION FOR TREE WORKS: WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER (TPO) OR NOTIFICATION OF PROPOSED WORKS TO TREES IN A CONSERVATION AREA (TCA)

Please use this checklist to ensure that the form has been completed correctly and that all relevant information is submitted.

For works to **trees protected by a Tree Preservation Order**, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you **MUST** provide the following:

- Completed and dated application form, with all (mandatory) questions answered.
- Plan showing the precise location of tree(s).
- A full and clear specification of the works to be carried out.
- Statement of reasons for the proposed work; and
- Evidence in support of statement of reasons, where required by the standard application form.

For works to **trees in Conservation Areas**, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

- Completed and dated form with all questions answered or letter supplying similar information.
- Plan showing the precise location of tree(s); and
- A full and clear specification of the works to be carried out.

Whether the trees are protected by a TPO or in a Conservation Area, please indicate which of the following types of additional information you are submitting:

- Photographs
- Report by a tree professional (arboriculturist) or other.
- Details of any assistance or advice sought from a local planning authority officer prior to submitting this form.

National Requirements

- Completed form
- The completed Ownership Certificates (A, B, C or D – as applicable) as required under Article of the Town and Country Planning (General Development Procedure) Order 1995.
- 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.
- Agricultural Holdings Certificate as required by Article 77 of the Town and Country Planning (General Development Procedure) Order 1995.
- The appropriate fee. (Initially there is no fee payable, but in late 2009 it is anticipated that the Government will require the payment of a fee for such applications

Further advice is available in Communities and Local Government document, 'Greater Flexibility for Planning Permissions: Guidance October 2010'.

28. APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED CHANGE OF USE OF A BUILDING AND ANY LAND WITHIN ITS CURTILAGE TO USE AS A STATE FUNDED SCHOOL

Please note this section relates to proposals falling within Class K of the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013.

National Requirements

Your application MUST include the following:

- A written description of the proposed development
- A plan indicating the site and the proposed development (an appropriate scale would be 1:1250 or 1:2500)
- Developers contact details
- Developers e-mail address (if the developer is content to receive communications electronically)
- The appropriate fee.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to contact Development Management to determine which of the following is required for validation purposes.

- assessments of impacts or risks; and/or
- statements setting out how impacts or risks are to be mitigated

The above may be required in relation to the following issues:

- transport and highways impacts of the development
- noise impacts of the development
- contamination risks on the site

29. APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED CHANGE OF USE FROM AN AGRICULTURAL BUILDING TO A FLEXIBLE USE

This section relates to proposals falling within Class M of the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013.

A) Where the cumulative floor space of the building or buildings which have changed use under Class M within an original agricultural unit does not exceed 150 square metres.

National Requirements

Your application MUST include the following information:

- The date the site will begin to be used for any of the flexible uses
- Details of the nature of the use or uses
- A plan indicating the site and which buildings have changed uses (an appropriate scale would be 1:1250 or 1:2500)

B) Where the cumulative floor space of the building or buildings which have changed use under Class M within an original agricultural unit exceeds 150 square metres and does not exceed 500 square metres.

National Requirements

Your application MUST include the following:

- A written description of the proposed development
- A plan indicating the site and the proposed development (an appropriate scale would be 1:1250 or 1:2500)
- Developers contact details
- Developers e-mail address (if the developer is content to receive communications electronically)
- The appropriate fee.

Local Requirements

In addition to the information listed above the following information may also be required. The level of information required will be dependant on the scale and nature of your development proposals and you are advised to contact Development Management to determine which of the following is required for validation purposes.

- assessments of impacts or risks; and/or
- statements setting out how impacts or risks are to be mitigated

The above may be required in relation to the following issues:

- transport and highways impacts of the development
- noise impacts of the development
- contamination risks on the site
- flooding risks on the site

SECTION 2 - VALIDATION CHECKLIST GUIDANCE NOTE

As part of the drive to provide a quicker, more predictable and efficient planning service, the Government has introduced a new standard electronic application form for applications for planning permission made under the Town and Country Planning system.

Alongside the new standard application form, the Government is introducing new information requirements for the validation of planning applications by local planning authorities. These requirements make up the new Validation Checklists the contents of which, dependant on the particulars of the application, will need to be provided by the applicant in order for the application to be considered 'valid'. Until the requirements of the relevant Validation Checklist are met the application will not be processed.

The following guidance note should be read in reference to the relevant Validation Checklist, dependant on the type of application you are submitting and illustrates the level of information required.

Agricultural Assessment

Required in the case of applications for agricultural workers' dwelling or significant agricultural buildings. Sufficient information to be submitted to prove the financial viability and functional need of the agricultural unit and the need for the building will need to include details of land size, cropping, stock numbers (ex and intended), other agricultural dwellings/buildings, farm income etc.

Affordable Housing Statement

If it is proposed to include affordable housing within any submitted scheme (required in housing schemes in Banbury and Bicester where 10 or more units are proposed and in other areas where 3 or more are proposed) a statement is required clearly detailing the affordable housing and market housing mix and the proposed size and tenure of the affordable units.

For further advice regarding the full requirements in the district, please consult the Planning Obligations Supplementary Planning Document.

Air Quality Assessment

Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application.

Biodiversity/Ecological Report

A biodiversity survey (an Ecological Assessment or Wildlife Survey) will be needed where legally protected or priority animals, plants or their habitats will be affected by the development. Commonly found species include badger, bats, great crested newt, barn owl and water vole. If the development site is in, or within a consultation zone of, an internationally, nationally or locally designated wildlife site (or geological site), an ecological (or geological) assessment will always be required.

Examples of work requiring a wildlife survey include:

- Demolition/alteration of buildings (e.g. bats, barn owls, house martins)
- Development by watercourses (e.g. water voles, otters, white clawed crayfish)
- Destruction of ponds or disturbance of land close to ponds (e.g. great crested newt)
- Tree and hedgerow removal (e.g. bats, nesting birds, dormice)
- Disturbance of important habitats (e.g. heathland, species-rich grassland)

Animals such as badgers have a wide range, so may be just using a site, not living on it. Surveys should be undertaken and reported by competent, suitably qualified persons, under appropriate conditions. Reports should detail and map important species and habitats or geological features present, or nearby the development (if the latter may be affected). They should describe what impacts the development would have on them, ways of avoiding or reducing this (mitigation) and any biodiversity or geological enhancements that could be made. Any losses or gains to priority habitats should be stated (hectares). You may need a license for survey or mitigation work from Natural England.

Further Advice:

Defra Circular 01/2005: Biodiversity and Geological Conservation – Statutory Obligations and their impact within the planning system (providing lists of priority habitats and species referred to above)

Circular 06/05: Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system (Communities and Local Government, 2005)
Natural England

Association of Local Government Ecologists www.alge.org

Daylight/Sunlight Assessment

In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in the British Research Establishments guidelines on daylight assessments. See www.bre.co.uk

Design and Access Statement

The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2013 states that a design and access statement shall –

- (a) explain the design principles and concepts that have been applied to the development;
- (b) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- (c) explain the policy adopted as access, and how policies relating to access in relevant local development documents have been taken into account;
- (d) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- (e) explain how any specific issues which might affect access to the development have been addressed.

Economic Statement

Applications may need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

Environmental Impact Assessment

The Town and Country Planning (Environmental Impact Assessment) Regulations (2011) set out the circumstances in which an Environmental Impact Assessment is required.

Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Where EIA is not required, the local planning authority may still require environmental information to be provided. An applicant may request a 'screening opinion' (i.e. to determine whether EIA is required) from the planning authority before submitting the application.

For general guidance, an EIA may be required, dependant on the details of the proposal, for development of the following types:

1. Agriculture and aquaculture
2. Extractive Industry
3. Energy Industry
4. Production and processing of metals
5. Mineral industry

6. Chemical industry
7. Food Industry
8. Textile, leather, wood and paper industries
9. Rubber industry – manufacture and treatment of elastomer-based products
10. Infrastructure projects
11. Other projects (such as significant urban developments)
12. Tourism and leisure
13. Any change to or extension of development of a description listed in Schedule 1 of The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 or where development is already authorised, executed or in the process of being executed, and the change or extension may have significant adverse effects on the environment;

Details of the Town and Country Planning (Environmental Impact Assessment) Regulations (2011) can be found at

<http://www.legislation.gov.uk/ukxi/2011/18248/contents/made>

Flood Risk Assessment (Application in Environment Agency Flood Risk Zone)

All applications will need to be assessed against the flood risk standing advice provided by the Environment Agency. Where required an appropriate Flood Risk Assessment (FRA) will be required to demonstrate how flood risk from all sources of flooding to the development itself and flood risk to others will be managed now and taking climate change into account. Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA). A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency. The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. For major developments in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should form part of an environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended.

Further important information regarding Flood risk can be found at: <http://environment-agency.gov.uk/research/planning/33098.aspx>

Foul Sewerage and Utilities Statement

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage.

Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

Heritage Impact Statement (Including Historical, Archaeological Features and Scheduled Ancient Monuments) (Required for developments within the curtilage of or affect the setting of a S.A.M., Historic Site or a Listed Building)

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. The following is a guide to the sort of information that may be required for different types of application.

For applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required in support of an application for listed building consent.

For applications for conservation area consent for the demolition of a building or major wall, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

For all applications involving the disturbance of ground within an Area of Archaeological Potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

For heritage assets, advice is provided in the National Planning Policy Framework 2012.

Land Contamination Assessment

Required for land where contamination is known or suspected, where the proposed development is particularly vulnerable to the presence of contamination, or major developments (10 or more residential units, 1,000 sq.m. non-residential floorspace)

Known or suspected contamination may be naturally occurring or present where land,

on or adjacent to the proposed development site has been used for industrial purposes (including farms), chemical storage, waste treatment or waste disposal.

Vulnerable developments include residential developments, allotments, schools, nurseries, crèches and children's recreational areas.

Sufficient information is required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

Landscaping Details

Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

Lighting Assessment

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. 'Lighting in the countryside: towards good practice (1997) is a valuable guide for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside. For further information see

<http://www.communities.gov.uk/publications/planningandbuilding/lighting>

The design of lighting installations should reflect the advice contained in The Institution of Lighting Engineers publication 'Guidance notes for the reduction of obtrusive lighting which is obtainable from www.ile.org.uk

Noise Impact Assessment

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise impact assessment prepared by a suitably qualified acoustician. Further guidance is provided in Planning Policy Guidance note 24: Planning and Noise (September 1994). Details of consultancies and individuals suitably qualified to produce noise assessments can be obtained from the Institute of Acoustics.

www.ioa.org.uk

Sound insulation requirements may need to be met where the development is near existing noise sources.

Open Space Assessment

Planning consent is not normally given for development of existing open spaces which local communities need. For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. An applicant may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements and any such evidence should accompany the planning

application. Government planning policy is set out in Planning Policy Guidance note 17: Planning for Open Space, Sport and Recreation.

Parking and Access Arrangements

Householder applications may be required to provide details of existing and proposed parking provision and access arrangements. These details could also be shown on a site layout plan.

Any proposal that affects a public right of way will require the submission of a Public Rights of Way statement to justify the effect and propose mitigation or an alternative routeing.

Photographs and Photomontages

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

Planning Obligations – Draft Head(s) of Terms

Planning obligations (or “section 106 agreements” – agreements made under section 106 of the Town and Country Planning Act 1990 as substituted by section 12 of the Planning and Compensation Act 1991) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

The Council has produced interim planning guidance or planning obligations. This is accessible on the Council’s website: www.cherwell.gov.uk

Planning Statement

A planning statement provides an opportunity for an applicant to present the general planning case for the proposal. It identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.

Retail Impact Assessment

Proposals for major retail development outside existing town centres will need to be accompanied by a retail impact assessment. Exceptions to this could include small shops designed to serve only its local neighbourhood and farm shops largely selling its own produce. Early discussion with planning officers will help to identify what background documents need to be taken into consideration and which sites must be considered in the sequential analysis. Further guidance on the scale of development which will need to provide sequential analyses and retail impact studies is provided in paragraphs 5.5 and 5.6 of the Non Statutory Cherwell Local Plan.

Statement of Community Involvement

Where planning applications are likely to be of significant interest to the wider community the Council will encourage applicants to undertake community consultation exercises themselves before submitting the application. Applicants will then be encouraged to submit a Consultation Statement setting out how the views of the community were sought and how any feedback obtained has influenced the application.

Such an approach will be necessary where the proposal is for:

- Industrial/commercial developments in urban areas of over 1.5 hectares
- Residential development in urban areas of over 50 houses or 1.5 hectares
- Residential development in rural areas of over 10 houses or 0.2 hectares
- Non-residential development in rural areas of over 0.2 hectares
- New educational or institutional buildings
- Major infrastructure projects such as roads, pipelines or power cables

Structural Survey

A structural survey may be required in support of an application especially if the proposal involves a conversion of an historic or listed building or such like. (If in doubt, please seek advice before submitting your application).

Telecommunications Development – Supplementary Information

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the Code of Practice on Mobile Network Development (2002).

Transport Assessment

Planning Policy Guidance 13: 'Transport' (March 2001) advises that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance on thresholds for requiring the submission of a transport assessment can be found in Appendix B of Guidance on Transport Assessment, published by the Department for Transport (March 2007). Please contact Oxfordshire County Council for further advice.

Travel Plan

A travel plan should be submitted alongside planning applications which are likely to have significant transport implications, as advised by Planning Policy Guidance Note 13: Transport (DETR, 2001), Paragraphs 87-91 and the threshold guidance given in Annex D of that document.

A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. The travel plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan co-ordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.

Further advice is available in Using the Planning Process to Secure Travel Plans:

Best Practice Guidance for Local authorities, Developers and Occupiers (ODPM and DFT, 2002) and Making Residential Travel Plans Work (DFT, 2007).

Please contact Oxfordshire County Council for further advice.

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), information will be required on the existing and ultimate canopy spread of existing trees, their age and condition and which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a suitably qualified and experienced arboriculturist.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

Additional advice can be obtained from the Council's arboricultural officers.

Ventilation/Extraction Statement

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use classes A3 (i.e. restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. drinking establishments – use as a public house, wine bar or other drinking establishment), A5 (i.e. hot food takeaways – use for sale of hot food for consumption off the premises) and B2 (general industrial – where such equipment is envisaged to be necessary to install).

This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed. (This will be required for applications which include commercial extraction flues).

Should you require further guidance please contact:

Planning, Housing and Economy, Bodicote House, Bodicote, Banbury, Oxon, OX15 4AA

Telephone No: 01295 221883

Fax No: 01295 221856

Website: www.cherwell.gov.uk

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