



## Checklist

### Applications for Full Planning Permission / Outline permission / Reserved Matters

Please use this checklist to ensure that you have supplied all the information required to validate your application. **Two copies** of all documents are required, unless submitted electronically.

<b>Site Address</b>	
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<b>National requirements (documents always required)</b>	<b>Included ✓</b>
Completed application forms	
Application fee (where applicable)	
Ownership certificate (A, B, C or D as applicable) *not required for Reserved Matters	
Agricultural holdings certificate *not required for Reserved Matters	
Site location plan	
Site layout plan	
Design and Access Statement	

<b>Other plans and drawings (where applicable)</b>	<b>Included ✓</b>
<ul style="list-style-type: none"> <li>• Existing elevations</li> <li>• Proposed elevations</li> </ul>	
<ul style="list-style-type: none"> <li>• Existing floor plans</li> <li>• Proposed floor plans</li> </ul>	
<ul style="list-style-type: none"> <li>• Existing site sections and finished floor and site levels</li> <li>• Proposed site sections and finished floor and site levels</li> </ul>	
<ul style="list-style-type: none"> <li>• Existing roof plans</li> <li>• Proposed roof plans</li> </ul>	
<ul style="list-style-type: none"> <li>• Street scene or context plans</li> </ul>	
<ul style="list-style-type: none"> <li>• Landscape plan and details</li> </ul>	
<ul style="list-style-type: none"> <li>• Photographs and photomontages</li> </ul>	

You may also need to provide one or more of the documents listed in the local list of planning requirements. For more information about any of the documents or explanation of the criteria, please refer to the [Planning Applications Requirements Local List](#) or contact Development Services.

<b>Local requirements (where applicable)</b>	<b>Included ✓</b>
Affordable Housing Statement	
Air Quality Assessment	
Biodiversity Survey and Report	
Building for Life Criteria Assessment	

Coal Mining Risk Assessment (may be required following validation)	
Community Involvement Statement	
Daylight/Sunlight Assessment (may be required following validation)	
Economic/Regeneration Statement	
Energy Statement	
Environmental Impact Assessment	
Flood Risk Assessment	
Flood Risk Sequential Test Evidence	
Foul Sewage and Utilities Assessment	
Geotechnical Survey and design (may be required following validation)	
Heritage Statement	
Land Contamination Assessment	
Lighting Assessment	
Noise Impact Assessment	
Open Space Assessment	
Planning obligations – Draft Heads of Terms	
Site Waste Management Plan	
Sustainability Statement	
Telecommunication information	
Town Centre Uses – Evidence to accompany applications	
Transport Assessment (TA)	
Travel Plan	
Tree Survey/Arboricultural Statement	
Ventilation and Extraction Statement	
Wildlife Survey and Report	

Please carefully review the list before you submit your application. Where an item is not provided, you should explain in a covering letter why you consider the information to be unnecessary.

It is possible that, once an application has been validated, further information may have to be submitted in order for the application to be determined favourably. The list set out here, therefore, does not limit the council's ability to request additional information in the event that further issues arise during the determination period, for example, as a result of consultation responses or following a site visit by council officers. **If you need advice on any of these points, please contact us on 0117 922 3000 or email**

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