



Please use this checklist to ensure that you have supplied all the information required to validate your application. Tell us which information/documents you have included (with a Y or N in the end column) and where you consider that the information described is **not** needed, please tell us why with a short written explanation.

Site Address:					
National Requirements (usually always required)					Y/N
<ul style="list-style-type: none"> Completed application form Application Fee (where applicable) 					
Payment Method	Planning Portal	BCC by Phone (0117 9223000)	BCC online	Cheque	
Paid by Client					
Paid by Agent					
<ul style="list-style-type: none"> Ownership and agricultural holdings certificate Site location plan Other plans/drawings necessary to describe the development (could include layout plans or block plans, elevations, sections and street scenes) Design & Access Requirement (only if your property is a listed building, or you are building an extension above 100 square metres in a conservation area) 					
Local Requirements (required where applicable. A summary of where the information might be needed is set out below. Contact us if you need advice at development.management@bristol.gov.uk)					
<ul style="list-style-type: none"> Biodiversity Survey and Report - usually needed if protected species such as badgers or bats could be affected and/or the land is identified as of ecological value. Daylight/Sunlight Assessment - required if there will be an adverse impact on sunlight and/or daylight enjoyed by adjoining properties. Flood Risk Assessment - required for all properties in Flood Zones 2 and 3 as defined by the Environment Agency. Heritage Statement - required for all works affecting a listed building, and all applications in or adjacent to a conservation area, and development affecting a site of archaeological interest or any Scheduled Ancient Monument. Land Contamination Assessment - required where contamination is known or suspected and ground works are proposed. Tree Survey/Arboricultural Statement - required where the application involves works that will affect any significant trees on or adjacent to the site. 					