

WHAT TO INCLUDE WITH YOUR PLANNING APPLICATION • GENERAL GUIDE

Type of Application		Form (see Forms)		Plans & Attachments (see What to Include , Plans & Drawings and Site Location Plan)						Certificate of Ownership	Fee (see Fees)
Type of Permission	Type of Development	Name of Form	Copies	Copies	Site Location Plan	Site Layout Plan	Floor Plans & Elevations	Design & Access Statement	Other Attachments		
Planning Permission	Domestic	Householder Planning Application Form	3	4	Yes Ordnance Survey based	As appropriate	As appropriate	Generally No but some exceptions, e.g. Conservation Areas	As appropriate for the proposal	Yes Included on form	Yes Normally £150
Planning Permission	General	General Planning Application Form	4	4	Yes Ordnance Survey based	As appropriate	As appropriate	Yes	As appropriate for the proposal (see Other Attachments)	Yes Included on form	Yes
Planning Permission	Outline Application	General Planning Application Form	4	4	Yes Ordnance Survey based	As appropriate, depending on which matters are put forward at this stage, e.g. siting, access and landscaping.	Generally no, unless design or appearance are considered to be an issue at this stage.	Yes	As appropriate for the proposal (see Other Attachments)	Yes Included on form	Yes
Planning Permission	Change of Use only	General Planning Application Form	4	4	Yes Ordnance Survey based	No unless it is necessary to show which part(s) of the site are affected or excluded	Generally no, but in some cases floor plans can be helpful to explain proposals.	No	As appropriate for the proposal	Yes Included on form	Yes - £335
Planning Permission	Change of Use incorporating other works	General Planning Application Form	4	4	Yes Ordnance Survey based	Yes	As appropriate	Yes	As appropriate for the proposal	Yes Included on form	Yes
Planning Permission	Telecommunications	General Planning Application Form	4	4	Yes Ordnance Survey based	Yes	As appropriate	No	As appropriate for the proposal	Yes Included on form	Yes - £335
Conservation Area Consent	-	Conservation Area Consent Form	3	3	Yes Ordnance Survey based	As appropriate	As appropriate. Both existing & proposed plans would normally be required.	Yes	As appropriate for the proposal	Yes Included on form	Free of charge
Listed Building Consent	-	Listed Building Consent Form	4	4	Yes Ordnance Survey based	As appropriate	As appropriate. Both existing & proposed plans would normally be required.	Yes	As appropriate for the proposal	Yes Included on form	Free of charge
Tree Pruning or Felling	Trees that are protected by a Tree Preservation Order	Application to Fell or Prune Trees	3	-	No unless the site is not otherwise easy to identify	A sketch will normally suffice, showing positions of trees, with distances from nearest building or fence/wall. Space is provided on the form for this.	No	No	Photographs may be helpful	Not required	Free of charge
Tree Pruning or Felling	Trees in a Conservation Area	Notification to Fell or Prune Trees in a Conservation Area	3	-	No unless the site is not otherwise easy to identify	A sketch will normally suffice, showing positions of trees, with distances from nearest building or fence/wall. Space is provided on the form for this.	No	No	Photographs may be helpful	Not required	Free of charge
Advertisement Application	Signs on business premises	Advertisement Application Form	3	-	No unless the site is not otherwise easy to identify	Yes showing the positions of the proposed signs	No	No	Illustration (including dimensions)	Not required	Yes - £95
Advertisement Application	Other types of ads (e.g. hoardings)	Advertisement Application Form	3	-	No unless the site is not otherwise easy to identify	Yes showing the positions of the proposed signs	No	No	Illustration (including dimensions)	Not required	Yes - £335
Demolition Determination	(excluding Listed Buildings and Conservation Areas)	Demolition Determination Form	2	2	Yes Ordnance Survey based	Yes showing which parts of the building are affected	No	No	Site Notice form (2 copies)	Not required	Yes
Agricultural Determination	-	Agricultural Determination Form	2	2	Yes Ordnance Survey based	Yes	As appropriate	No	As appropriate for the proposal	Not required	Yes
Hedgerow Removal Application	-	Hedgerow Removal Notice Form	3	3	Yes Ordnance Survey based	Yes	No	No	Photographs may be helpful	Not required	Free of charge

Please note that the plans and other attachments that are needed for any application will also depend on the nature and complexity of the proposed development. Therefore, the above table is only an approximate guide. The completed form, the plans and other attachments together should present a clear picture of what the proposal entails and should contain sufficient information for the proposal to be assessed. The more complete the submission, the less the likelihood of delays in any of the processing stages. See [the Application & Decision Process](#).

Certificate of Lawfulness

In the case of an Application for Certificate of Lawfulness, the requirements are the same as for the equivalent Planning Application.

Other Attachments

Certain additional items can be essential to the proper consideration some particular applications. Examples include the following:

- Non-mains drainage information;
- Structural Reports on existing buildings;
- Bat surveys;
- Tree Surveys;
- Traffic Assessments;
- Design Statements;
- Flood Risk Assessments;
- Land Contamination Reports;
- Agricultural Appraisals;
- Access Statements.

Please note that your application will be considered invalid if any important information is missing. See [Validation](#).