

# **Planning Application Validation Requirements.**

Information required to support planning applications  
and related consents

**March 2025**

## Introduction

In order to promptly determine applications for planning permission and related consents, and to enable stakeholders and interested parties to properly understand the effects of proposed developments, certain information must be supplied to the Council in its capacity as the local planning authority. This information needs to be checked before an application can be declared as valid or complete, and for the period for making a decision to commence. This document is prepared to aid in the efficient validation of applications, setting out both the mandatory, national requirements as well as the locally set requirements, providing a 'one stop' approach.

Legislation<sup>1</sup> allows the local planning authority to request information as long as it is:

- reasonable, having regard, in particular, to the nature and scale of the proposed development; and
- about a matter which it is reasonable to think will be a material consideration in the determination of the application.

The [National Planning Policy Framework](#) (NPPF)<sup>2</sup> sets out the Government's policy on local validation requirements:

*"Local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum needed to make decisions, and should be reviewed at least every 2 years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question".*

Therefore, aside from the mandatory requirements, items specified will be requested on a case-by-case basis, having regard to the nature and scale of development, including the constraints and planning policies which are applicable to the site concerned.

Clear and proportionate information can assist interested parties in understanding the proposals and in making representations, particularly where formal assessments are required<sup>3</sup>. A lack of suitable detail can often lead to uncertainty and, in turn, objection, raising the likelihood of delay in dealing with an application, or refusal of it. Applicants and their appointed agents should therefore, as early as possible, establish what information is needed through the pre-application process.

The previous validation requirements (or Local Validation List) was adopted in March 2023. This document was adopted under delegated powers on 12 March 2025. It replaces any previous validation list. The document is available at [www.milton-keynes.gov.uk/planning](http://www.milton-keynes.gov.uk/planning) and will be reviewed in 2027, or sooner if necessary.

This document is designed to be used digitally, with links to external sources of information. If further clarification is needed, then please contact Planning Services on [using our Planning Pathways at www.milton-keynes.gov.uk/planning](#).

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<sup>1</sup> Section 62 of the Town and Country Planning Act 1990 ('the 1990 Act') and section 10 of the Planning (Listed Buildings and Conservation Areas) Act 1990 along with subordinate and related legislation

<sup>2</sup> Paragraph 45: [www.gov.uk/guidance/national-planning-policy-framework/4-decision-making](http://www.gov.uk/guidance/national-planning-policy-framework/4-decision-making)

<sup>3</sup> Paragraph 44: [www.gov.uk/guidance/national-planning-policy-framework/4-decision-making](http://www.gov.uk/guidance/national-planning-policy-framework/4-decision-making)

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# 1. Overarching requirements

## Information to support applications

- 1.1 The development proposed, type of application made and factors influencing the site mean that each application will attract differing requirements for supporting information. This document is structured by application type, setting out the thresholds and triggers for when information is required. A glossary is then provided at [Annex B](#) which describes the information which might be requested and, where relevant, provides useful links to other websites to assist with the submission of adequate detail.
- 1.2 Applicants are strongly encouraged to seek [pre-application advice](#) from the local planning authority, as this will help to focus development proposals and outline the information likely to be required to enable assessment of the application. However, such advice can be superseded where national requirements, policy or other constraints change in the intervening period, and thus the latest local requirements will take precedence over pre-application advice in all cases.
- 1.3 In addition, new types of applications are introduced from time to time. In such cases, primacy will be given to the national, mandatory requirements set out, but with reference to these validation requirements to inform the form or standard of documentation required.
- 1.4 Please be aware that the local requirements are not designed to be an exhaustive list. You may submit additional documentation which is not specifically required in support of your application. Such information should, however, be capable of being [a material planning consideration](#). The local planning authority also reserves the right to request additional or amended documentation during assessment of the application, or to waive any of the local requirements set out within this document on a case-by-case basis.

## The standard application forms

- 1.5 Planning applications can be processed quickly when the standard forms are used, as these capture much of the information needed to understand and assess the proposal. This is particularly the case when the application is made electronically through the [Planning Portal](#) as the data entered can help automate parts of the process. This is the preferred method of application. The forms are mandatory for several application types, as outlined in the following sections, and must be completed fully and accurately.
- 1.6 Where the Planning Portal do not provide a version of the form, [the local planning authority will seek to provide an alternative](#). Where available, these should be used for the same reasons as set out above. Additional [administration fees](#) are levied where email and paper copies of forms are submitted instead of using an online version.
- 1.7 Where an application form is used, it may be necessary to specify who owns the land concerned. The Planning Portal provides [guidance on the serving of Notice on affected landowners as well as completion of the correct Certificates](#). Councillors or members of staff submitting applications for their own interests must provide a declaration, in some form, of their connection to the Council.

- 1.8 The description of the proposal must be full but concise. It should summarise the building or engineering works and/or change of use to be carried out and exclude opinion or reasons for making the application. The local planning authority reserves the right to adjust the description prior to validation to improve clarity for interested parties and to ensure any permission or consent granted accurately reflects the application made.

### **Dual and hybrid applications**

- 1.9 It is sometimes possible to make more than one type of application at the same time, sometimes on a single form. Applicants should have regard to all the relevant validation requirements when making a dual application, such as an application for householder permission and listed building consent.
- 1.10 Hybrid applications are generally used for largescale major developments where the proposal is in full detail on part of the site, to enable an early commencement of the development, whereas the rest of the site is applied for in outline. In these cases, the outline application form should be used, and regard should be had to all relevant validation requirements.

### **Retrospective applications**

- 1.11 Legislation allows for some [applications to be made retrospectively](#)<sup>4</sup>. These applications often come about following a complaint of unauthorised development. Such applications will be validated having regard to legislative provisions<sup>5</sup> and the validation requirements, taking into account the stage of construction of the development, and what information is proportionate and necessary to enable publicity to be carried out and a proper assessment to be made.
- 1.12 It should be noted that prior notifications and prior approvals cannot be applied for retrospectively. This also applies to notifications for works to trees in conservation areas or removal of hedgerows, and some other forms of consent.

### **Planning fees**

- 1.13 Most applications attract a fee. This must be paid before the application can be considered valid. The national [fees schedule](#) is published on the Planning Portal, whilst [pre-application fees and other discretionary fees](#) can be found on the Council's website.
- 1.14 Care should be taken to [calculate the correct fee](#) when submitting a proposal which comprises various types of development, such as a mixed commercial floorspace and residential scheme. Reductions may be available, depending on the circumstances. However, the determination of the correct fee is the responsibility of the local planning authority.
- 1.15 Payment of the relevant fee must be made when submitting an application through the [Planning Portal](#). Without payment, the application is not delivered to the local planning authority. Payment can only be made [online at the Council's website](#) for applications **not** made through the Portal.

### **Applications made by post, digital media and email/file transfer**

- 1.16 In the case of applications submitted by post, only the original copy of the application form and supporting documents will be necessary.

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<sup>4</sup> Pursuant to [section 73A of the 1990 Act](#)

<sup>5</sup> The Town and Country (Development Management Procedure) Order 2015 ('the DMPO'), as amended



- 1.17 If submitting by means other than the Planning Portal, and the Portal offers a digital option, an administrative fee is levied for the scanning and/or indexing of documents.
- 1.18 Where an application is accompanied by an Environmental Statement, copies for each Town or Parish Council affected must be provided on removable media or via secure file transfer.
- 1.19 Paper copies of documents are digitised upon receipt and then destroyed. Similarly, removable media will not be retained. It is not possible to return these to the applicant or their agent.

### **Digital files**

- 1.20 When providing an application electronically, including via the Planning Portal, the following standards must be adhered to:
- **File types:** documents should be provided as pdf files<sup>6</sup>. This is to adhere to accessibility standards.
  - **File names:** each document should be accurately, logically and clearly labelled to assist in the publication of an application (e.g. Site Layout - 9453\_07 Rev A.pdf). Submissions through the Planning Portal must ensure files are named and categorised correctly.
  - **File sizes:** to support slower broadband speeds, file sizes should be kept to no more than 10MB. Large documents, such as Environmental Statements, should be split where necessary to individual chapters and not simply by size.
  - **File security:** documents must be provided so they are editable ('unsecured'). This is to allow the redaction of any sensitive information prior to publication.

Following these criteria aids in the swift validation of an application, assisting with the quick identification of relevant documents and submission of comments.

### **Disputes**

- 1.21 If the applicant disagrees with the local planning authority's request for local requirements, there is a [procedure to resolve such disputes](#). This procedure does not apply to national, mandatory requirements. Even if the application is accepted as valid by the Planning Inspectorate, this can add considerable delay to assessment of the application and heighten the risk of refusal. Informal negotiation is clearly in the interests of both parties, and [pre-application](#) discussions can be a useful way to agree what information is required before an application is submitted.

### **Returned and disposed of applications**

- 1.22 If the information supplied with the application does not meet the requirements, the applicant/agent will be provided with correspondence specifying the details required. Where the details relate to mandatory items, the applicant/agent will have 20 working days to provide these otherwise the application will be returned.

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<sup>6</sup> Exceptions to this rule are listed in the glossary at [Annex B](#)

## **Privacy and data protection**

- 1.23 Inclusion of personal data, including signatures, should be minimised. Whilst every attempt will be made to redact sensitive information, it assists if documents (other than the application form) are provided without personal data in the first instance.
- 1.24 In all cases, the local planning authority's [privacy notice](#) will apply, and by submitting an application you agree to the terms set out therein and the use and retention of personal data as per our retention schedule.

## **Confidentiality**

- 1.25 Certain documents may be required which will inevitably contain commercially sensitive or confidential information, such as financial appraisals or statements relating to personal circumstances. These documents still form part of the planning register. National policy indicates that all viability assessments should be made publicly available<sup>7</sup>. If you wish for a document to be treated in confidence it must be marked accordingly, and exceptional justification provided for the reasons to handle it in this manner.
- 1.26 The decision whether to publish any sensitive or confidential document will be the local planning authority's, having regard to the sensitivity of the information, the likely impacts of its publication and the significance of the proposal. If published, we will seek to redact the document in part if possible. Notwithstanding this, the full document will likely need to be circulated in a controlled fashion to selected consultees so they may offer advice or opinion to case officers, in the interests of determining the application.

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<sup>7</sup> Paragraph 59: [www.gov.uk/guidance/national-planning-policy-framework/4-decision-making](https://www.gov.uk/guidance/national-planning-policy-framework/4-decision-making)



## 2. Householder applications

- 2.1 The most common planning application is that for householder development. This captures extensions and alterations to existing dwellinghouses, including the erection of outbuildings and creation of dropped kerbs and driveways. Usually, the most important considerations in dealing with these applications are the impact of the development on the living conditions of neighbouring residential properties, the impact of the design on the host dwelling and the street scene, and any impact on parking provision and highway safety.

### National requirements

- 2.2 The following items are required:

- the completed [application form](#);
- the [appropriate fee](#);
- a [site location plan](#);
- other plans and drawings or information necessary to describe the subject of the application, such as:
  - existing and proposed [floor plans](#);
  - existing and proposed [elevation drawings](#);
  - existing and proposed [roof plans](#);
  - for where roof spaces are to be used for living accommodation, a [sectional drawing](#);
  - an existing and proposed [layout plan](#), accurately showing the position of adjoining properties and their windows;
  - for proposals involving the provision or alteration of a vehicular access, a [block plan](#) showing the position for the lowered kerb and hard surfaces in the public highway, along with details of the materials and drainage to any driveway created.

### Local requirements

- 2.3 The following documents are likely to be required:

- information requirements outlined in pre-application advice;
- [site photos](#), particularly for proposed side or rear extensions or alterations;
- for proposals involving the creation of additional bedrooms or affecting parking spaces and driveways, a [parking plan](#) showing the location and dimensions of existing and proposed parking spaces within the property;
- for proposals affecting protected or significant trees, an [arboricultural survey](#);

- for proposals affecting a listed building (including its curtilage or the setting of), a [heritage impact assessment](#);
- for proposals for the change of windows and/or doors within [an Article 4 Direction area](#) where that Direction removes the right to undertake such works as permitted development, [window and door drawings and details](#).

- 2.4 The above documents are defined in [Annex B](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.
- 2.5 Proposals for residential annexes, where there is no functional dependency on the main dwelling, will be treated as the creation of a new dwellinghouse. A full application should be made with regard to the relevant validation requirements.

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### 3. Prior approval for the enlargement of a dwellinghouse

- 3.1 The Town and Country Planning (General Permitted Development) Order 2015 ('the GPDO') allows householders to obtain approval for [a single storey rear extension](#) which exceeds the already permitted allowance for a projection of 3m on a terraced or semi-detached dwellinghouse, or 4m in the case of a detached dwellinghouse.
- 3.2 The GPDO also allows for the enlargement of a dwellinghouse by construction of up to two additional storeys immediately above the topmost storey on the principal part of the dwellinghouse, where the existing dwellinghouse consists of two or more storeys, or one additional storey in other cases.

#### Specified requirements

- 3.3 For larger single storey extensions, the following items are required:
- a written description of the development, best provided on the standard [application form](#), including:
    - the depth of the extension beyond the rear wall of the original dwellinghouse;
    - the maximum height of the extension;
    - the height of the eaves of the extension;
    - where the extension is joined to an existing extension, the information must be provided in respect of the total depth, overall height and overall eaves height;
    - the developer's contact details; and
    - a list of the addresses of any adjoining premises;
  - the [appropriate fee](#);
  - a [site location plan](#); and
  - a [block plan](#) showing the proposed extension along with any existing extension to which it will be joined.
- 3.4 For the construction of additional storeys, the following items are required:
- a written description of the development, including details of any works proposed, best provided on the standard [application form](#);
  - the [appropriate fee](#);
  - a [site location plan](#);
  - a [block plan](#) showing the proposed extension; and
  - existing and proposed [elevation drawings](#) which also show the position and dimensions of the proposed windows.

## Local requirements

- 3.5 The local planning authority has the power to refuse prior approval if it considers there is insufficient information to establish whether the proposed development complies with the [conditions, limitations or restrictions](#) applicable to the development, such as the effect on amenity. Therefore, applicants are advised to provide as much information as possible, with [floor plans](#) and [elevation drawings](#) strongly recommended.
- 3.6 In addition, in respect of proposals for the construction of additional storeys, the local planning authority may require [sectional drawings](#) and/or a [daylight and sunlight assessment](#).

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## 4. Full applications

- 4.1 This type of application should be used where there is no specific form to cater for the proposed development. This includes change of use applications.

### National requirements

- 4.2 The following items are required:

- the completed [application form](#), including [necessary statements relating to biodiversity net gain](#)<sup>8</sup>;
- the [appropriate fee](#);
- a [site location plan](#);
- a plan showing on-site habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable);
- for development where the [biodiversity gain condition](#) applies, a [biodiversity impact assessment metric](#);
- other plans and drawings or information necessary to describe the subject of the application (see the local requirements below); for major developments<sup>9</sup>, or for the erection of 1 or more dwellings or for 100m<sup>2</sup> or more of floorspace in a conservation area; a [design and access statement](#);
- for development involving or within a curtilage of a 'relevant building' where dwellings or educational accommodation are being provided, and where the building is 7 storeys or 18 metres or more in height, a [fire statement](#)<sup>10</sup>;
- for development considered to be [EIA Development](#), as defined by the Regulations<sup>11</sup>; an [environmental statement](#);
- For applications for the installation of 2 or more wind turbines or a single turbine where the hub height exceeds 15 metres; a [statement of community involvement](#).

### Local requirements

- 4.3 The following documents are likely to be required:

- information requirements outlined in pre-application advice;
- existing and proposed [floor plans](#);
- existing and proposed [elevation drawings](#);
- existing and proposed [roof plans](#);

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<sup>8</sup> This does not presently apply to fully retrospective applications, made under section 73A of the 1990 Act

<sup>9</sup> As defined in Article 2 of the DMPO: [www.legislation.gov.uk/uksi/2015/595/article/2/made](http://www.legislation.gov.uk/uksi/2015/595/article/2/made)

<sup>10</sup> The legislation is quite detailed and further definitions apply – see Article 9A: [www.legislation.gov.uk/uksi/2021/746/contents/made](http://www.legislation.gov.uk/uksi/2021/746/contents/made)

<sup>11</sup> The [Environment Impact Assessment Regulations](#) 2017 (as amended)

- existing and proposed [layout plans](#), accurately showing the position of adjoining properties and their windows, as well as any provision or alteration of a vehicular access, parking spaces hard surfaces, boundary treatments and landscaping;
- for developments facing public realm and/or filling a gap between existing buildings, a [street scene drawing\(s\)](#), particularly where the development is visible from [the public realm](#);
- for major developments, [topic-based plans](#) showing hard and soft landscaping, facing materials for buildings, enclosures/boundary treatments and [swept path drawings](#) for refuse and service vehicles;
- for developments including the construction of public and private spaces/property, a [conveyancing plan](#) showing land to be sold, land to be put forward for adoption (e.g. highways) and land to be transferred to a management company or trust (e.g. open spaces);
- for major and minor developments; a [planning statement](#);
- for major developments; a [statement of community involvement](#);
- for major developments, a [planning obligations statement](#);
- for major developments, a [topographical survey](#);
- for major developments being delivered in phases, a [phasing plan](#);
- for major developments, a [drawing schedule](#);
- for major residential developments, a [housing accommodation schedule](#);
- for major residential developments outside of settlement boundaries or providing more than 31% affordable housing, a [housing statement](#);
- for development of 5 or more dwellings or 1,000 square metres or more of floorspace where the [biodiversity gain condition](#) does not apply, a [biodiversity impact assessment metric](#);
- for [main town centre uses](#) not within a city centre, town centre, district centre or local centre, and which are not on sites specifically allocated for such uses, a [retail sequential assessment](#);
- for [main town centre uses](#) not within a city centre, town centre, district centre or local centre, not on sites specifically allocated for such uses, and over 900 sqm (gross) in the city centre or 350 sqm (gross) in all other cases, a [retail impact assessment](#);
- for [main town centre uses](#) over 900 sqm (gross) within the city centre boundary of Central Milton Keynes and outside of [the Primary Shopping Area \(PSA\)](#), and not on sites specifically allocated for such uses, a [retail impact assessment](#) specifically of the impact on the PSA;
- for major residential developments of 50 dwellings or more, and for all developments proposing [C2 use](#) floorspace, a [health impact assessment](#);

- for major development and for developments with significant demolition involved, a [site waste management plan](#);
- for development of 11 or more dwellings or 1,000 square metres or more of floorspace, an [energy and climate statement](#);
- for all proposals creating new premises, both commercial and residential, a [sustainability statement](#);
- for all proposals creating new premises, both commercial and residential, a [digital connectivity statement](#).

4.4 Depending on constraints affecting the site or the development proposed, the following items are often required so to enable consultation with interested parties, including statutory consultees:

- for [certain forms of development](#) within [flood zone](#) 2 or 3, or where the site exceeds 1 hectare in site area in flood zone 1, a [flood risk assessment](#) supported by evidence for the [sequential test](#) and the [exception test](#) where necessary;
- for developments providing new or extended buildings or creation of hard surfaces, a [surface water management strategy](#);
- for developments not connecting foul drainage to an adopted sewer, a [foul drainage statement](#);
- for development influenced by an area of known contamination, a [land contamination assessment](#);
- for development involving the conversion of an agricultural or historic building; a [structural survey](#);
- for development influenced by protected, veteran, significant or a high number of trees and/or priority or important hedgerows; an [arboricultural impact assessment](#);
- for development [within or influencing](#) a site of nature conservation importance, site of special scientific interest, local nature reserve, regionally important geological site, locally important geological site or local wildlife site, or has [suitable habitat for protected and priority species](#); a [preliminary ecological appraisal](#) (inclusive of further targeted survey work for protected species where necessary);
- for development likely to generate [significant levels of traffic](#); a [transport statement](#) or [transport assessment](#);
- for development likely to generate notable use of or demand for sustainable modes of transport; a [framework travel plan](#);
- for development affecting a [designated or non-designated heritage asset](#), including the setting of assets; a [heritage impact assessment](#);
- for development affecting an archaeological entry (historic site) on the [Historic Environment Record](#); an [archaeological desk-based assessment](#), [geophysical survey](#) and/or field evaluation as appropriate;



- for development leading to the loss of [grade 1, 2 or 3 agricultural land](#); a [soil quality assessment](#);
- for major development within a [minerals search area](#); a [minerals extraction feasibility study](#);
- for development which, in the opinion of the local planning authority, is likely to have notable visual or landscape impacts; a [landscape and visual impact assessment](#);
- for development leading to the loss of playing fields, public open space or amenity open space (whether publicly adopted or not), and for major applications for residential development (where the proximity to existing playing fields or public open space will need to be considered); a [sports and/or open space analysis](#);
- for development leading to the loss of a community facility, including [Assets of Community Value](#); a [community facilities analysis](#) supported by [evidence of marketing](#) of the facility;
- for development leading to the loss of [designated employment land](#) or any building used for employment purposes; an [economic statement](#) and [marketing report](#);
- for development creating employment premises; an [economic statement](#);
- for development likely to be affected by road, rail or air traffic noise, or noise from commercial premises, or where the development is likely to generate noise impacts on adjoining property; a [noise impact assessment](#);
- for development where commercial or communal extraction or ventilation is required, an [odour assessment](#);
- for development likely to generate notable lighting impacts on adjoining property or bat foraging lines, or sky glow; a [lighting assessment](#);
- for development likely to generate notable traffic movements and/or emissions within influencing distance of an [Air Quality Management Area](#) (AQMA); an [air quality assessment](#);
- for development which is likely to have significant shading effects on existing residential property by way of its height, massing or proximity to boundaries or existing buildings; a [daylight and sunlight assessment](#);
- for development of more than 7 storeys, a [micro-climate assessment](#);
- for development likely to generate notable demand on utility services, such as water, drainage, gas, electricity and telecommunications; a [utilities assessment](#);
- for all telecommunications development, a [digital communications statement](#);
- where the level of affordable housing or financial contributions fall below that required by Development Plan policies; an 'open book' [viability appraisal](#) (also see paragraphs 1.25 and 1.26);
- for creation of a rural worker's dwelling(s); a [rural enterprise statement](#);

- for proposals which are likely to negatively affect a minority group, an [equalities impact statement](#).

4.5 The above documents are defined at [Annex B](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

### **Conditions**

- 4.6 It should be recognised that the local planning authority may need to apply conditions to any planning permission. This may be due to inadequate detail having been provided, such as the omission of hard and soft landscaping information or specification of facing materials. As far as practicable, such information should be submitted as part of the application to negate the need for further conditions. This assists in enabling the swift implementation of the development.
- 4.7 Where the application is subject to a Planning Performance Agreement (PPA) and it has been agreed that additional information will be provided to avoid conditions being imposed, these details will be required in order to validate the application (unless a later trigger for submission has been agreed).

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## 5. Outline applications

- 5.1 This application type is suited to developments where the design of the site is yet to be confirmed, but the certainty of a development opportunity is needed.
- 5.2 Detail of access, appearance, layout, scale and landscaping can be deferred to a later date. These are known as ‘reserved matters’<sup>12</sup>. An outline application can be made seeking consideration of none or some of the reserved matters, but not all. Where an application is made seeking consideration of some of the reserved matters, regard should be had to the information requirements set out in section 6.
- 5.3 Outline applications are not appropriate where the full detail of a proposal is necessary in order to establish whether the principle of development can be supported, such as extensions to buildings, dual applications (see paragraph 1.9), proposals in conservation areas, most infill proposals or for changes of use. In some circumstances, it is not appropriate to use outline applications where the proposal would affect a heritage asset, including its setting.
- 5.4 The local planning authority may invoke its legal powers to require the submission of details for one or more of the reserved matters. In many cases, access will need to be considered whilst layout and scale can be important for infill and backland developments.

### National requirements

- 5.5 The following items are required:
- the completed [application form](#), including [necessary statements relating to biodiversity net gain](#)<sup>13</sup>;
  - the [appropriate fee](#);
  - a [site location plan](#);
  - a plan showing on-site habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable);
  - for development where the [biodiversity gain condition](#) applies, a [biodiversity impact assessment metric](#);
  - where access, layout and/or scale is a Reserved Matter, an [illustrative masterplan](#) indicating, where relevant, the locations where vehicular and pedestrian access to the site could be made, the manner in which the site could be laid out to support the quantum of development and range of uses proposed, and/or parameters for the maximum ridge and eaves heights of buildings in each part of the site;
  - where access is to be considered, a [layout plan](#) indicating the location(s) where vehicular and pedestrian access to the site will be made and their detailed setting out;
  - where layout is to be considered, a [layout plan](#) to show the position of routes, buildings, parking spaces, drainage features and open spaces within the site, as well as [floor plans](#) for buildings;

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<sup>12</sup> As defined in Article 2 of the DMPD: [www.legislation.gov.uk/ukxi/2015/595/article/2/made](http://www.legislation.gov.uk/ukxi/2015/595/article/2/made)

<sup>13</sup> This does not presently apply to fully retrospective applications, made under section 73A of the 1990 Act

- where layout or access is to be considered, [swept path drawings](#) for refuse and service vehicles;
- where scale is to be considered, a [layout plan](#) to show the maximum ridge and eaves heights of buildings;
- where appearance is to be considered, [proposed elevations](#) of the buildings;
- where landscaping is to be considered, a [landscaping plan](#) to show the hard surfacing, boundary treatments, earthworks and planting proposals across the site, along with relevant [sections](#) and [elevations](#) as relevant;
- [other plans and drawings](#) or information necessary to describe the subject of the application (see the local requirements below);
- for major developments, or for the erection of 1 or more dwellings or for 100m<sup>2</sup> or more of floorspace in a conservation area; a [design and access statement](#);
- for development considered to be [EIA Development](#), as defined by the Regulations<sup>14</sup>; an [environmental statement](#);
- For applications for the installation of 2 or more wind turbines or a single turbine where the hub height exceeds 15 metres; a [statement of community involvement](#).

### **Local requirements**

5.6 The following is likely to be required:

- information requirements outlined in pre-application advice;
- where layout is a Reserved Matter; an [illustrative masterplan](#);
- where scale and/or appearance is to be considered on proposals filling a gap between existing buildings, a [street scene drawing\(s\)](#), particularly where the development is visible from [the public realm](#);
- for developments including the construction of public and private spaces/property and where layout is not a Reserved Matter, a [conveyancing plan](#) showing land to be sold, land to be put forward for adoption (e.g. highways) and land to be transferred to a management company or trust (e.g. open spaces);
- for major and minor developments, a [planning statement](#);
- for major developments, a [statement of community involvement](#);
- for major developments, a [planning obligations statement](#);
- for major developments, a [topographical survey](#);
- for major developments being delivered in phases, a [phasing plan](#);
- for major developments, a [drawing schedule](#);

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<sup>14</sup> The [Environment Impact Assessment Regulations](#) 2017 (as amended)

- for major residential developments where layout is not a Reserved Matter, a [housing accommodation schedule](#);
- for major residential developments, a [housing statement](#);
- for major residential developments, a [play and open space statement](#);
- for development of 5 or more dwellings or 1,000 square metres or more of floorspace where the [biodiversity gain condition](#) does not apply, a [biodiversity impact assessment metric](#);
- for [main town centre uses](#) not within a city centre, town centre, district centre or local centre, and which are not on sites specifically allocated for such uses, a [retail sequential assessment](#);
- for [main town centre uses](#) not within a city centre, town centre, district centre or local centre, not on sites specifically allocated for such uses, and over 900 sqm (gross) in the city centre or 350 sqm (gross) in all other cases, a [retail impact assessment](#);
- for major residential developments of 50 dwellings or more, and for all developments proposing [C2 use](#) floorspace, a [health impact assessment](#);
- for major development and for developments with significant demolition involved, a [site waste management plan](#);
- for development of 11 or more dwellings or 1,000 square metres or more of floorspace, an [energy and climate statement](#);
- for all proposals creating new premises, both commercial and residential, a [sustainability statement](#);
- for all proposals creating new premises, both commercial and residential, a [digital connectivity statement](#).

5.7 Depending on constraints affecting the site and having regard to whether any reserved matters are to be considered, any of the documents listed at paragraph 4.4 may be requested.

5.8 The above documents are defined at [Annex B](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

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## 6. Applications for Approval of Reserved Matters

- 6.1 These applications follow a grant of outline permission and, where reserved under that permission, set out the detail of access, appearance, landscaping, layout and scale. Applications for reserved matters can be made separate to one another and in respect of part of the site only (e.g. for development delivered in phases).

### National requirements

- 6.2 The following items are required:

- sufficient information to allow the local planning authority to identify the outline permission, best provided on the standard [application form](#);
- the [appropriate fee](#);
- detailed [layout plans](#), [floor plans](#), [elevation drawings](#) and information (in so far as relevant to the Reserved Matter(s) applied for);
- for major developments, or for the erection of 1 or more dwellings or for 100m<sup>2</sup> or more of floorspace in a conservation area; a [design and access statement](#);
- for development involving or within a curtilage of a 'relevant building' where dwellings or educational accommodation are being provided, and where the building is 7 storeys or 18 metres or more in height, a [fire statement](#)<sup>15</sup>.

- 6.3 When submitting drawings and plans for reserved matters, consideration should be given to [the definition of the reserved matter](#)(s) concerned<sup>16</sup> and the advice at paragraph 6.6 below. For example, as the landscaping reserved matter includes boundary treatments, hard surfaces and planting, drawings should provide the position, height, type, material and elevation of boundary treatments, the position and materials for hard surfaces and the position and species schedule, density and maturity of plants/seeding proposed.

### Local requirements

- 6.4 The following is likely to be required (in so far as relevant to the Reserved Matter(s) applied for):
- information requirements outlined in pre-application advice;
  - any assessments, studies, plans or drawings as may be required by reserved matters conditions attached to the outline permission (see [Annex B](#) for relevant definitions);
  - for major developments where layout, scale or appearance are to be considered; a [drawing schedule](#);
  - where scale and/or appearance is to be considered on proposals facing public realm and/or filling a gap between existing buildings, a [street scene drawing](#)(s), particularly where the development is visible from [the public realm](#);

<sup>15</sup> The legislation is quite detailed and further definitions apply – see Article 9A: [www.legislation.gov.uk/ukxi/2021/746/contents/made](http://www.legislation.gov.uk/ukxi/2021/746/contents/made)

<sup>16</sup> Fully defined in Article 2 of the DMPO: [www.legislation.gov.uk/ukxi/2015/595/article/2/made](http://www.legislation.gov.uk/ukxi/2015/595/article/2/made)

- where scale is to be considered for development which is likely to have significant shading effects on existing residential property by way of its height, massing or proximity to boundaries or existing buildings; a [daylight and sunlight assessment](#);
- [topic-based plans](#) showing hard and soft landscaping, facing materials for buildings, enclosures/boundary treatments and [swept path drawings](#) for refuse and service vehicles (see paragraph 5.5 for further guidance);
- for developments including the construction of public and private spaces/property, a [conveyancing plan](#) showing land to be sold, land to be put forward for adoption (e.g. highways) and land to be transferred to a management company or trust (e.g. open spaces);
- for major and minor developments; a [planning statement](#);
- for major developments; a [statement of community involvement](#);
- for major residential developments, a [housing accommodation schedule](#);
- for development of 5 or more dwellings or 1,000 square metres or more of floorspace, a [biodiversity impact assessment metric](#);
- for major residential developments of 50 dwellings or more, and for all developments proposing [C2 use](#) floorspace, a [health impact assessment](#);
- for major development and for developments with significant demolition involved, a [site waste management plan](#);
- for development of 11 or more dwellings or 1,000 square metres or more of floorspace, an [energy and climate statement](#);
- for all proposals creating new premises, both commercial and residential, a [sustainability statement](#).

6.5 The above documents are defined at [Annex B](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested. Regard should be had to relevant thresholds given at paragraph 4.4.

## **Conditions**

6.6 It should be recognised that the local planning authority may need to apply conditions to any approval of Reserved Matters. This may be as a result of inadequate detail having been provided, such as omission of eaves and verge details, or specification of materials. As far as practicable, such information should be submitted as part of the relevant Reserved Matter to negate the need for further conditions, in addition to what may already exist attached to the outline permission. This assists in enabling the swift implementation of the development following the approval of Reserved Matters.

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## 7. Applications for Permission in Principle

- 7.1 It is possible to seek Permission in Principle (PiP) for housing-led development. This consent route has 2 stages: the first establishes whether a site is suitable in principle and the second considers the detailed development proposals. This latter stage is known as Technical Details Consent (TDC).
- 7.2 Non-residential development may also gain a PiP providing housing occupies the majority of the floorspace of the overall scheme and it is compatible with the residential development, such as a small proportion of retail and community uses.
- 7.3 A PiP application cannot be made for major development, development which is [EIA Development](#) or likely to have significant effects under the [Habitat Regulations](#).

### National requirements

- 7.4 The following items are required:
- the completed [application form](#);
  - the [appropriate fee](#);
  - a [site location plan](#);

### Local requirements

- 7.5 There are no local requirements applicable to this type of application.

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## 8. Applications for Technical Details Consent

- 8.1 These applications follow a grant of Permission in Principle and seek approval for all technical and detailed matters. They are, in effect, a full planning application except that the principle of the development, and its parameters, has already been set. Applications for Technical Details Consent cannot be made in phases and must provide details relevant to the whole site.

### National requirements

- 8.2 The following items are required:

- the completed [application form](#), including [necessary statements relating to biodiversity net gain](#);
- the [appropriate fee](#);
- a [site location plan](#);
- a plan showing on-site habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable);
- for development where the [biodiversity gain condition](#) applies, a [biodiversity impact assessment metric](#);
- other plans and drawings or information necessary to describe the subject of the application (see the local requirements below);
- for major developments, or for the erection of 1 or more dwellings or for 100m<sup>2</sup> or more of floorspace in a conservation area; a [design and access statement](#);
- for development involving or within a curtilage of a 'relevant building' where dwellings or educational accommodation are being provided, and where the building is 7 storeys or 18 metres or more in height, a [fire statement](#)<sup>17</sup>.

### Local requirements

- 8.3 The documents listed at paragraph 4.3 are likely to be required.
- 8.4 Depending on constraints affecting the site, the documents listed at paragraph 4.4 are often required so to enable consultation with interested parties, including statutory consultees.
- 8.5 The documents likely required are defined at [Annex B](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

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<sup>17</sup> The legislation is quite detailed and further definitions apply – see Article 9A: [www.legislation.gov.uk/ukxi/2021/746/contents/made](http://www.legislation.gov.uk/ukxi/2021/746/contents/made)

## 9. Applications for Listed Building Consent

- 9.1 These are applications for works to [listed buildings](#), including curtilage structures, which are either made separate to or in conjunction with a planning application, recognising that internal works and some extensions to property may require listed building consent, but not planning permission.
- 9.2 [Listed building consent](#) is needed for “any works for the demolition of a listed building or for its alteration or extension in any manner which would affect its character as a building of special architectural or historic interest”. The construction of new buildings and structures within the curtilage of a listed building do not require listed building consent if they do not connect to the listed building or a structure forming part of the listed curtilage.
- 9.3 The local planning authority has a statutory duty to have special regard to the impact of the proposed works on the special architectural or historic interest of the listed building<sup>18</sup>. Hence the implications of the works need to be fully understood, and this can only come from a detailed, proportionate and informative submission/assessment.
- 9.4 Additionally, in order to avoid the need for conditions to be attached to any consent granted, submissions should provide as much information as possible, including detailed drawings of joinery, eaves/verges/cills and lintels, brickwork patterns, etc., working methods, and details of the materials to be used.

### National requirements

- 9.5 The following items are required:
- the completed [application form](#);
  - a [site location plan](#);
  - [other plans and drawings](#) or information necessary to describe the subject of the application (see the local requirements below);
  - a [design and access statement](#) which explains the design principles and concepts that have been applied to the works, and how these principles and concepts take account of:
    - (i) the special architectural or historic interest of the building;
    - (ii) the particular physical features of the building that justify its designation as a listed building; and
    - (iii) the building’s setting;and (unless where the proposal relates to interior works only) how issues relating to access to the building have been dealt with, including:
    - (iv) what alternative means of access have been considered,
    - (v) what, if any, consultation has been undertaken and what account has been taken of such consultation, and

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<sup>18</sup> [Section 66](#) of the Planning (Listed Buildings and Conservation Areas) Act 1990

(vi) how Development Plan policies relating to access have been taken into account.

### **Local requirements**

9.6 The following documents are likely to be required:

- existing and proposed [floor plans](#);
- existing and proposed [elevation drawings](#);
- existing and proposed [roof plans](#);
- a schedule of works, clearly setting out the methodology for works affecting the existing fabric of the building and timescales/order for carrying out the works including any temporary means of support, etc;
- a [heritage impact assessment](#) where the proposed works are likely to have a notable effect on, or loss of, the significance of the listed building.

9.7 The above documents are defined at [Annex B](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

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## 10. Applications for Relevant Demolition Consent

10.1 It is often necessary to obtain Relevant Demolition Consent when seeking to demolish an unlisted, unscheduled or ecclesiastical building within a [conservation area](#). This applies to:

- buildings with a volume of more than 115m<sup>3</sup>;
- gates, fences, walls or railings within a conservation area more than 1m in height next to a highway (including a right of way) or public open space; or more than 2m high elsewhere within a conservation area; and
- an unlisted statue, memorial or monument of 115m<sup>3</sup> or more, or a pre-1925 tombstone, in whole or in part.

10.2 It is not necessary to apply separately for [Relevant Demolition Consent](#) when planning permission is also required for development which will replace the building(s) concerned. Relevant Demolition Consent is also not needed when the building is required to be demolished by:

- a condition on a planning permission, as part of implementing that permission;
- a section 106 agreement;
- an enforcement notice;
- a discontinuance (etc.) order under section 102 of the 1990 Act;
- a proper maintenance of land notice under section 215 of the 1990 Act; or
- a demolition order or compulsory purchase order under Part 9 of the Housing Act 1985.

10.3 The local planning authority has a statutory duty to pay special attention to the impact of the demolition on the desirability of preserving or enhancing the character and appearance of the conservation area<sup>19</sup>. Hence the implications of the works need to be fully understood, and this can only come from a detailed and informative submission by the applicant.

10.4 Relevant demolition consent is not required to demolish an unlisted statue, memorial or monument not meeting the above thresholds. However, planning permission may be required as set out in the [Planning Practice Guidance](#).

### National requirements

10.5 The following is required:

- the completed [application form](#);
- a [site location plan](#);
- [other plans and drawings](#) or information necessary to describe the subject of the application (see the local requirements below).

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<sup>19</sup> [Section 72](#) of the Planning (Listed Buildings and Conservation Areas) Act 1990

## Local requirements

10.6 The following documents are likely to be required:

- a [layout plan](#) clearly identifying the building(s) and/or gates, fences, walls or railings subject of the application;
- a [heritage impact assessment](#) to justify the proposed demolition, having regard to the significance of the structure affected and the impact of the demolition on the character and appearance of the conservation area, including the effect of any restoration of the site. This assessment must also include:
  - in the case of buildings, a calculation of the volume of the building(s) subject of the application; and/or
  - in the case of gates, fences, walls or railings, a specification of the height of the gates, fences, walls or railings(s) subject of the application.

10.7 The above documents are defined at [Annex B](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

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## 11. Applications for Advertisement Consent

- 11.1 It is necessary to have [advertisement consent](#) to display a sign or advert. Exemptions or deemed consent provisions<sup>20</sup> allow for many forms of signs and adverts to be displayed without the need for express consent.
- 11.2 Whilst most express consents will benefit from deemed consent provisions after 5 years, conditions may be attached requiring a shorter period of display. An application for the renewal of express consent may not be made more than 6 months before the date on which the existing consent is due to expire.

### National requirements

- 11.3 The following is required:
- the completed [application form](#);
  - the [appropriate fee](#);
  - a [site location plan](#);
  - [other plans and drawings](#) or information necessary to describe the subject of the application (see the local requirements below).

### Local requirements

- 11.4 The following is likely to be required:
- a [layout plan](#) or [block plan](#) clearly identifying the position/location of the proposed signs/adverts on the site and/or building(s) or structure(s);
  - [elevation drawings](#) of the sign(s)/advert(s);
  - in the case of illuminated signage, specification of the method of proposed lighting.
- 11.5 The above documents are defined at [Annex B](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

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<sup>20</sup> Under [Schedules 1 and 3](#) of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007



## 12. Applications for works to trees subject to a Tree Preservation Order

- 12.1 Anyone wishing to cut down, top, lop or uproot trees subject to [a Tree Preservation Order](#) must first apply to the local planning authority for consent unless the proposed work benefits from [an exception](#). Where an exception applies, consent is not needed but notice of those works may need to be first given to the local planning authority.
- 12.2 It is important that applications for works make clear exactly what the proposed work is and provides adequate information to support the case.

### National requirements

- 12.3 The following is required:
- the completed [application form](#);
  - a [site location plan](#) which identifies the tree or trees (and species) to which the application relates;
  - a specification of the work for which consent is sought, ideally using the [terminology provided by the Arboricultural Association](#);
  - a statement of the reasons for the works; and
  - substantiated evidence describing any structural damage to property or in relation to tree health or safety, as applicable.

### Local requirements

- 12.4 The following is likely to be required:
- for works involving the removal of trees; an [arboricultural impact assessment](#);
  - for works involving the pruning of trees; as a minimum, recent photos or diagrams marked with pruning points, crown lifting height and/or extent of crown reduction, but ideally an [arboricultural impact assessment](#);
  - for where the works are applied for on the basis of structural damage or nuisance, substantiated evidence describing any structural damage to property or in relation to tree health or safety, as applicable.
- 12.5 The above documents are defined at [Annex B](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

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## 13. Applications for works to trees in Conservation Areas

13.1 Anyone wishing to cut down, top, lop or uproot [trees within a conservation area](#) will often need to first notify the local planning authority. This is known as a section 211 notice<sup>21</sup>. Where the tree(s) are also protected by a Tree Preservation Order, then the guidance under section 12 should be followed instead.

13.2 A notification is not required for:

- the cutting down, topping or lopping or uprooting of a tree whose diameter does not exceed 75mm; or
- the cutting down or uprooting of a tree, whose diameter does not exceed 100mm, for the sole purpose of improving the growth of other trees (e.g. thinning as part of forestry operations).

The [methodology for taking such measurements](#) is prescribed in legislation. There are also further [exceptions to the need to submit a notification](#).

13.3 It is important that applications for works make clear exactly what the proposed work is and provides adequate information to support the case. Where the works are not properly justified, the local planning authority may place a Tree Preservation Order on the tree(s) to prevent the works taking place.

### National requirements

13.4 The following is required:

- A written notification describing:
  - the work proposed and including sufficient particulars to identify the tree or trees, including where a number of trees or operations are involved, with it made clear what work is proposed to which tree;
  - the date of submission of the notification.

This information is best provided on the standard [application form](#), ideally using the [terminology provided by the Arboricultural Association](#).

### Local requirements

13.5 The following items are strongly encouraged:

- a [site location plan](#) which identifies the tree or trees to which the application relates by way of reference numbers (e.g. T1, T2, etc.);
- a specification of the work for which consent is sought, which should include recent photos marked with pruning points, crown lifting height and/or extent of crown reduction for works involving the pruning of trees;

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<sup>21</sup> [Section 211](#) of the 1990 Act. See further guidance at [www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas#Section-211-notices](http://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas#Section-211-notices)

- a statement of the reasons for the works;
- substantiated evidence describing any structural damage to property or in relation to tree health or safety, as applicable.

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## 14. Applications for removal of a hedgerow

- 14.1 A hedgerow is a boundary line made up of bushes, which can include trees. It is subject to control under the [Hedgerow Regulations 1997](#) if it is more than 20m long with no gaps greater than 20m in length, or less than 20m long but meets another hedge at each end. Such a hedgerow is protected if it is on or next to:
- land used for agriculture or forestry;
  - land used for breeding or keeping horses, ponies or donkeys;
  - common land;
  - a village green;
  - a [site of special scientific interest](#);
  - a protected European site such as a special area of conservation or special protection area;
  - a national nature reserve;
  - a local nature reserve; or
  - Crown land.
- 14.2 For the avoidance of doubt, hedgerows surrounding a residential property are not subject to control unless the hedgerow(s) concerned also provides a boundary to any of the above land<sup>22</sup>.
- 14.3 Anyone wishing to remove a protected hedgerow must first apply to the local planning authority so they may determine if the hedgerow is 'important' in the definition of the Hedgerow Regulations.

### National requirements

- 14.4 The following is required:
- a written notification in the form as set out in Schedule 4 to the Hedgerow Regulations, best provided on the standard [application form](#);
  - a statement of reasons for the works, confirming whether the applicant is the owner, tenant or manager of the hedgerow, or the relevant utility company eligible to remove it;
  - evidence that the hedge is less than 30 years old;
  - a [site location plan](#) which identifies the hedgerow(s) to be removed.

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<sup>22</sup> Further guidance is available at [www.gov.uk/guidance/countryside-hedgerows-regulation-and-management](http://www.gov.uk/guidance/countryside-hedgerows-regulation-and-management)

## 15. Prior approval under permitted development rights

- 15.1 The Town and Country Planning (General Permitted Development) Order 2015 ('the GPDO') allows for the carrying out of development without the need for express planning permission from the local planning authority. This is known as 'permitted development'.
- 15.2 Some forms of permitted development require a notification to be submitted to the local planning authority so it may decide whether to grant or refuse prior approval, or allow the development to proceed on the basis of the information supplied. The restrictions and limitations, and the triggers for making an application are [set out in the GPDO](#). Failure to adhere to these will result in the development being unauthorised.
- 15.3 In some of the following allowances, it is possible to also apply for building operations reasonably necessary to carry out the change of use. Sufficient details will be required in such cases.
- 15.4 In all cases, it is not possible to apply for prior approval if the change of use or works to facilitate the development has/have already commenced.

### National requirements

- 15.5 Please see section 3 for prior approvals related to householder extensions. The following paragraphs set out the mandatory requirements for prior notification and/or approval for several forms of development.

#### **Change of use from Class E (commercial, business and service) or betting office or pay day loan shop to mixed use of Class E and up to two flats<sup>23</sup>**

- 15.6 The following is required:
- a written description of the development, best provided on the standard [application form](#);
  - the [appropriate fee](#);
  - a [site location plan](#);

#### **Change of use from a launderette, betting office, pay day loan shop or hot food takeaway, or a mixed use of a launderette, betting office or pay day loan shop and a dwellinghouse, to a dwellinghouse<sup>24</sup>**

- 15.7 The following is required:
- a written description of the development, best provided on the standard [application form](#);
  - the [appropriate fee](#);
  - a [site location plan](#);

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<sup>23</sup> Schedule 2, Part 3, Class G of the GPDO. This provision does not allow for external works to facilitate the change of use.

<sup>24</sup> Schedule 2, Part 3, Class M of the GPDO

## **Change of use from Class E (commercial, business and service) to dwellinghouses<sup>25</sup>**

15.8 The following is required:

- a written description of the development, best provided on the standard [application form](#);
- the [appropriate fee](#);
- a [site location plan](#);
- where two or more dwellings are being provided, and where the building is 7 storeys or 18 metres or more in height, a [fire statement](#)<sup>26</sup>.

## **Change of use from an amusement arcade/centre or casino to dwellinghouses<sup>27</sup>**

15.9 The following is required:

- a written description of the development, best provided on the standard [application form](#);
- the [appropriate fee](#);
- a [site location plan](#).

## **Change of use from an agricultural building along with its curtilage to a dwellinghouse(s) along with extension and/or building operations reasonably necessary to allow the conversion<sup>28</sup>**

15.10 The following is required:

- a written description of the development, including the number of dwellinghouses proposed, best provided on the standard [application form](#);
- whether previous development has taken place under this provision and, if so, the number of dwellinghouses and cumulative floor space developed;
- the [appropriate fee](#);
- a [site location plan](#).

## **Change of use from an agricultural building to a flexible use falling within Class B8 (storage or distribution); Class C1 (hotels) or Class E (commercial, business or service)<sup>29</sup>**

15.11 The following is required:

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<sup>25</sup> Schedule 2, Part 3, Class MA of the GPDO. Please note that these rights do not apply in the Central Business District of Central Milton Keynes.

<sup>26</sup> The legislation is quite detailed and further definitions apply – see Article 9A: [www.legislation.gov.uk/ukxi/2021/746/contents/made](http://www.legislation.gov.uk/ukxi/2021/746/contents/made)

<sup>27</sup> Schedule 2, Part 3, Class N of the GPDO

<sup>28</sup> Schedule 2, Part 3, Class Q of the GPDO. Also see the definitions of '[established agricultural unit](#)', '[agricultural unit](#)', and '[agriculture](#)'.

<sup>29</sup> Schedule 2, Part 3, Class R of the GPDO

- in the case of a change of use involving less than 150m<sup>2</sup> floorspace; a [supporting statement](#) setting out the date the site will begin to be used for any of the flexible uses and the nature of the use or uses
- in the case of a change of use involving 150m<sup>2</sup> or more of floorspace; a written description of the development, best provided on the standard [application form](#);
- in all cases; the [appropriate fee](#), and a [site location plan](#).

**Change of use from an agricultural building to a state-funded school within Class F.1(a) (provision of education)<sup>30</sup>**

15.12 The following is required:

- a written description of the development, best provided on the standard [application form](#);
- the [appropriate fee](#);
- a [site location plan](#).

**Change of use from Class C1 (hotels), Class C2 (residential institutions), Class C2A (secure residential institutions) or Class E (commercial, business or service) to a state-funded school within Class F.1(a) (provision of education)<sup>31</sup>**

15.13 The following is required:

- a written description of the development, best provided on the standard [application form](#);
- the [appropriate fee](#);
- a [site location plan](#).

**Change of use of a betting shop, pay day loan shop, hot food takeaway or from Class E (commercial, business and service) to Class E (commercial, business and service), Class F.1(b) (art gallery), Class F.1(c) (museum), Class F.1(d) (public library or reading room) or Class F.1(e) (public hall or exhibition hall) for a single period of up to 3 years<sup>32</sup>**

15.14 The following is required:

- a written notification of the date the site will begin to be used for one of the flexible uses, and what that use will be.

**The provision of one moveable structure within the curtilage of a listed building used as a drinking establishment, restaurant or historic visitor attraction<sup>33</sup>**

15.15 The following is required:

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<sup>30</sup> Schedule 2, Part 3, Class S of the GPDO

<sup>31</sup> Schedule 2, Part 3, Class T of the GPDO

<sup>32</sup> Schedule 2, Part 4, Class D of the GPDO

<sup>33</sup> Schedule 2, Part 4, Class BB of the GPDO

- a written description of the proposed development, including the developer's contact address and their email address if content to receive electronic communications, best provided on the standard [application form](#);
- a [site location](#) and block or [layout plan](#) showing the proposed development;
- the [appropriate fee](#); and
- a supporting statement setting out the proposed methods of installing the moveable structure<sup>34</sup> and reinstating the land to its original condition once removed.

**The use of land as a recreational campsite for up to 50 pitches and not more than 60 days in any calendar year along with any moveable structure<sup>32</sup> reasonably necessary<sup>35</sup>**

15.16 The following is required:

- a written description of the proposed development, including the dates on which the site will be in use, best provided on the standard [application form](#);
- a site [layout plan](#) showing the toilet and waste disposal facilities;
- where the site is on land within [flood zone 2](#) or 3, a [flood risk assessment](#);
- the [appropriate fee](#).

**The provision of temporary school buildings on vacant commercial land (Classes C1, C2, C2A or E) and the use of that land as a state-funded school (Class F.1(a)) for up to 3 academic years<sup>36</sup>**

15.17 The following is required:

- a written description of the proposed development, including the developer's contact address and their email address if content to receive electronic communications, best provided on the standard [application form](#);
- a [site location](#) and block or [layout plan](#) showing the proposed development;
- the [appropriate fee](#).

**The provision of temporary school buildings on school land where the school has a [RAAC-affected building](#)<sup>37</sup>**

15.18 The following is required:

- a written description of the development, including:
  - confirmation that there is a RAAC-affected building on the school's land;
  - the date or expected date of providing the temporary buildings;

<sup>34</sup> There is no statutory definition of 'moveable structure'. The Council has [an approved approach to this matter](#), based on case law.

<sup>35</sup> Schedule 2, Part 4, Class BC of the GPDO

<sup>36</sup> Schedule 2, Part 4, Class CA of the GPDO

<sup>37</sup> Schedule 2, Part 4, Class CB of the GPDO, until 24 October 2026



- the address and contact address for the school;
- the size of the area, in square metres, of the combined floor space of the parts of the RAAC-affected buildings which have been vacated due to the presence of RAAC;
- the size of the area, in square metres, of the combined floor space of any temporary buildings (including any previously provided under this provision and still in use/place); and
- a plan indicating the school's land, any buildings on that land, and showing the development.

**The temporary use of land or buildings for commercial film-making and the associated provision of any temporary structures, works, plant or machinery<sup>38</sup>**

15.19 The following is required:

- a written description of the proposed development, including the developer's contact address and their email address if content to receive electronic communications, best provided on the standard [application form](#);
- a [site location](#) and block or [layout plan](#) showing the proposed development;
- the [appropriate fee](#); and
- a [flood risk assessment](#).

**The erection, extension or alteration of an agricultural building, the formation or alteration of a private way, the carrying out of excavations or deposit of waste material, or the placing or assembly of a tank in any waters, reasonably necessary for the purposes of agriculture<sup>39</sup>**

15.20 The following is required:

- a written description of the proposed development and of the materials to be used, best provided on the standard [application form](#);
- a [site location plan](#) showing the proposed development;
- the [appropriate fee](#).

**The erection, extension or alteration of a forestry building, the formation, alteration or maintenance of a private way, operations to obtain materials required for the formation, alteration or maintenance of a private way, or other operations (not including engineering or mining operations), reasonably necessary for the purposes of forestry<sup>40</sup>**

15.21 The following is required:

- a written description of the proposed development and of the materials to be used, best provided on the standard [application form](#);

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<sup>38</sup> Schedule 2, Part 4, Class E of the GPDO

<sup>39</sup> Schedule 2, Part 6, Classes A and B of the GPDO

<sup>40</sup> Schedule 2, Part 6, Class E of the GPDO

- a [site location plan](#) showing the proposed development;
- the [appropriate fee](#).

#### **The erection or construction of a collection facility within the curtilage of a shop<sup>41</sup>**

15.22 The following is required:

- a written description of the proposed development, including details of any building operations proposed, and the developer's contact address and their email address if content to receive electronic communications, best provided on the standard [application form](#);
- a [site location](#) and block or [layout plan](#) showing the proposed development; and
- the [appropriate fee](#).

#### **The erection of an extension to a school, college, university, prison or hospital building<sup>42</sup>**

15.23 The following is required:

- a written description of the proposed development, including the developer's contact address and their email address if content to receive electronic communications, best provided on the standard [application form](#);
- in the case of prison buildings, the proposed commencement date and written confirmation that the building will not take place on any land used as a playing field at any time in the 5 years before the proposed commencement date;
- a [site location](#) and block or [layout plan](#) showing the proposed development;
- existing and proposed elevations and [floor plans](#);
- a [heritage impact assessment](#); and
- the [appropriate fee](#).

#### **The demolition of a building<sup>43</sup>**

15.24 This provision does not apply to listed buildings, buildings over 115m<sup>3</sup> in a conservation area, public houses/drinking establishments, concert halls, live music venues, theatres, or statues, memorials or monuments in place for at least 10 years.

15.25 The following is required:

- a written description of the proposed development and justification for the demolition, best provided on the standard [application form](#);
- the [appropriate fee](#);

<sup>41</sup> Schedule 2, Part 7, Class C of the GPDO

<sup>42</sup> Schedule 2, Part 7, Class M of the GPDO

<sup>43</sup> Schedule 2, Part 11, Class B of the GPDO

- a statement that a site notice has been displayed on or near the land on which the building to be demolished is sited, noting the following rules:
  - The site notice must contain (a) the name of the applicant, (b) a description, including the address, of the building or buildings to be demolished, (c) a statement that the applicant has applied to the local planning authority for a determination as to whether prior approval will be required as to the method of demolition and any restoration of the site, (d) the date on which the applicant proposes to carry out the demolition, and (e) the name and address of the local planning authority. The site notice must also be signed and dated by or on behalf of the applicant.

**The installation, alteration or replacement of microgeneration solar thermal or solar PV equipment, or other solar PV equipment, on the roof of a building which is not a dwellinghouse or a block of flats<sup>44</sup>**

15.26 The following is required:

- a written description of the proposed development and contact details of the developer, best provided on the standard [application form](#);
- a [site location plan](#) showing the proposed development;
- the [appropriate fee](#).

**The installation, alteration or replacement of a solar canopy over parking areas not serving a dwellinghouse or a block of flats<sup>45</sup>**

15.27 The following is required:

- a written description of the proposed development and contact details of the developer, best provided on the standard [application form](#);
- a [site location plan](#) showing the proposed development;
- the [appropriate fee](#).

**The erection by a statutory undertaker<sup>46</sup> of a building solely for the protection of electrical plant or machinery<sup>47</sup>**

15.28 The following is required:

- a written description of the proposed development, best provided on the standard [application form](#);
- a [site location](#) and block or [layout plan](#) showing the proposed development;
- existing and proposed elevations and [floor plans](#);

<sup>44</sup> Schedule 2, Part 14, Class J of the GPDO

<sup>45</sup> Schedule 2, Part 14, Class OA of the GPDO

<sup>46</sup> As defined in Article 2 of the GPDO: [www.legislation.gov.uk/ukxi/2015/596/contents/made](http://www.legislation.gov.uk/ukxi/2015/596/contents/made)

<sup>47</sup> Schedule 2, Part 15, Class B of the GPDO

- the [appropriate fee](#).

**The installation, alteration or replacement of a telecommunications mast or radio equipment housing<sup>48</sup>**

15.29 The following is required:

- a written description of the proposed development, including the developer's contact address and their email address if content to receive electronic communications, best provided on the standard [application form](#);
- evidence that prior notice of the application has been given to any landowner and/or agricultural tenant;
- where in a [safeguarding area](#), evidence that the Civil Aviation Authority, the Secretary of State for Defence or the operator of the civil safeguarding area or defence safeguarding area, as the case may be, has been notified of the proposal;
- a [site location](#) and block or [layout plan](#) showing the proposed development;
- existing and proposed elevations; and
- the [appropriate fee](#).

**Development authorised by a local or private Act of Parliament, an order approved by both Houses of Parliament, or an order under section 14 or 16 of the Harbours Act 1964<sup>49</sup>**

15.30 The following is required:

- a written description of the proposed development, best provided on the standard application form;
- a [site location](#) and block or [layout plan](#) showing the proposed development;
- existing and proposed elevations; and
- the [appropriate fee](#).

**The erection, extension or alteration on a closed defence site by or on behalf of the Crown of single living accommodation or a non-residential building<sup>50</sup>**

15.31 The following is required:

- a written description of the proposed development, containing sufficient information to enable the local planning authority to satisfy itself that the development complies with the provisions of Class TA of Part 19 to Schedule 2 of the GPDO, including:
  - an [assessment of contamination risks](#);

<sup>48</sup> Schedule 2, Part 16, Class A of the GPDO

<sup>49</sup> Schedule 2, Part 18, Class A of the GPDO

<sup>50</sup> Schedule 2, Part 19, Class TA of the GPDO

- an [assessment of flood risk](#), including consultation with the Environment Agency; and
- the [appropriate fee](#).

**The construction of up to 2 additional residential storeys above the existing topmost residential storey on a purpose-built, detached block of flats<sup>51</sup>**

15.32 The following is required:

- a written description of the proposed development, including details of the dwellinghouse and other works proposed, the number of new dwellings proposed, the developer's contact address and their email address if content to receive electronic communications, best provided on the standard [application form](#);
- a list of all addresses of any flats and any other premises in the existing building;
- a [site location](#) and block or [layout plan](#) showing the proposed development;
- existing and proposed elevations and [floor plans](#);
- where is [flood zone](#) 2 or 3, or in flood zone 1 with critical drainage problems, a [flood risk assessment](#) and [drainage strategy](#);
- for development involving or within a curtilage of a 'relevant building' where dwellings or educational accommodation are being provided, and where the building is 7 storeys or 18 metres or more in height, a [fire statement](#)<sup>52</sup>;
- where a fire statement is required, a report from a chartered engineer or other competent professional confirming that the external wall construction of the existing building complies with [paragraph B4\(1\) of Schedule 1 to the Building Regulations 2010](#); and
- the [appropriate fee](#).

**The construction of up to 2 additional residential storeys above the existing topmost storey on a detached building in use as a shop, financial and professional service, restaurant and café, offices, a betting office, pay day loan shop or launderette, or in a mixed use comprising any of those uses or as a mixed use comprising a dwelling and any of those uses<sup>53</sup>**

15.33 The following is required:

- a written description of the proposed development, including details of the dwellinghouse and other works proposed, the number of new dwellings proposed, the developer's contact address and their email address if content to receive electronic communications, best provided on the standard [application form](#);
- a list of all addresses of any flats and any other premises in the existing building;
- a [site location](#) and block or [layout plan](#) showing the proposed development;

<sup>51</sup> Schedule 2, Part 20, Class A of the GPDO

<sup>52</sup> The legislation is quite detailed and further definitions apply – see Article 9A: [www.legislation.gov.uk/ukxi/2021/746/contents/made](http://www.legislation.gov.uk/ukxi/2021/746/contents/made)

<sup>53</sup> Schedule 2, Part 20, Class AA of the GPDO

- existing and proposed elevations and [floor plans](#);
- where is [flood zone](#) 2 or 3, or in flood zone 1 with critical drainage problems, a [flood risk assessment](#) and [drainage strategy](#);
- for development involving or within a curtilage of a ‘relevant building’ where dwellings or educational accommodation are being provided, and where the building is 7 storeys or 18 metres or more in height, a [fire statement](#)<sup>54</sup>;
- where a fire statement is required, a report from a chartered engineer or other competent professional confirming that the external wall construction of the existing building complies with [paragraph B4\(1\) of Schedule 1 to the Building Regulations 2010](#); and
- the [appropriate fee](#).

**The construction of up to 2 additional residential storeys above the existing topmost storey on a terraced building in use as a shop, financial and professional service, restaurant and café, offices, a betting office, pay day loan shop or launderette, or in a mixed use comprising any of those uses or as a mixed use comprising a dwelling and any of those uses<sup>55</sup>**

15.34 The following is required:

- a written description of the proposed development, including details of the dwellinghouse and other works proposed, the number of new dwellings proposed, the developer’s contact address and their email address if content to receive electronic communications, best provided on the standard [application form](#);
- a list of all addresses of any flats and any other premises in the existing building;
- a [site location](#) and block or [layout plan](#) showing the proposed development;
- existing and proposed elevations and [floor plans](#);
- where is [flood zone](#) 2 or 3, or in flood zone 1 with critical drainage problems, a [flood risk assessment](#) and [drainage strategy](#);
- for development involving or within a curtilage of a ‘relevant building’ where dwellings or educational accommodation are being provided, and where the building is 7 storeys or 18 metres or more in height, a [fire statement](#)<sup>56</sup>; and
- the [appropriate fee](#).

**The construction of up to 2 additional residential storeys above the existing topmost storey on a terraced dwellinghouse<sup>57</sup>**

15.35 The following is required:

<sup>54</sup> The legislation is quite detailed and further definitions apply – see Article 9A: [www.legislation.gov.uk/ukxi/2021/746/contents/made](http://www.legislation.gov.uk/ukxi/2021/746/contents/made)

<sup>55</sup> Schedule 2, Part 20, Class AB of the GPDO

<sup>56</sup> The legislation is quite detailed and further definitions apply – see Article 9A: [www.legislation.gov.uk/ukxi/2021/746/contents/made](http://www.legislation.gov.uk/ukxi/2021/746/contents/made)

<sup>57</sup> Schedule 2, Part 20, Class AC of the GPDO

- a written description of the proposed development, including details of the dwellinghouse and other works proposed, the number of new dwellings proposed, the developer's contact address and their email address if content to receive electronic communications, best provided on the standard [application form](#);
- a list of all addresses of any flats and any other premises in the existing building;
- a [site location](#) and block or [layout plan](#) showing the proposed development;
- existing and proposed elevations and [floor plans](#);
- where is [flood zone](#) 2 or 3, or in flood zone 1 with critical drainage problems, a [flood risk assessment](#) and [drainage strategy](#);
- for development involving or within a curtilage of a 'relevant building' where dwellings or educational accommodation are being provided, and where the building is 7 storeys or 18 metres or more in height, a [fire statement](#)<sup>58</sup>; and
- the [appropriate fee](#).

**The construction of up to 2 additional residential storeys above the existing topmost storey on a detached dwellinghouse<sup>59</sup>**

15.36 The following is required:

- a written description of the proposed development, including details of the dwellinghouse and other works proposed, the number of new dwellings proposed, the developer's contact address and their email address if content to receive electronic communications, best provided on the standard [application form](#);
- a list of all addresses of any flats and any other premises in the existing building;
- a [site location](#) and block or [layout plan](#) showing the proposed development;
- existing and proposed elevations and [floor plans](#);
- where is [flood zone](#) 2 or 3, or in flood zone 1 with critical drainage problems, a [flood risk assessment](#) and [drainage strategy](#);
- for development involving or within a curtilage of a 'relevant building' where dwellings or educational accommodation are being provided, and where the building is 7 storeys or 18 metres or more in height, a [fire statement](#)<sup>60</sup>; and
- the [appropriate fee](#).

<sup>58</sup> The legislation is quite detailed and further definitions apply – see Article 9A: [www.legislation.gov.uk/ukxi/2021/746/contents/made](http://www.legislation.gov.uk/ukxi/2021/746/contents/made)

<sup>59</sup> Schedule 2, Part 20, Class AC of the GPDO

<sup>60</sup> The legislation is quite detailed and further definitions apply – see Article 9A: [www.legislation.gov.uk/ukxi/2021/746/contents/made](http://www.legislation.gov.uk/ukxi/2021/746/contents/made)

**The demolition of a block of flats or a single detached building used as offices (Class E), research and development (Class B1(b)) or light industry (Class B1(c)) and replacement with a block of flats or a dwellinghouse<sup>61</sup>**

15.37 The following is required:

- a written description of the proposed development, including details of the building proposed for demolition, the building proposed as replacement and the operations proposed, the developer's contact address and their email address if content to receive electronic communications, best provided on the standard [application form](#);
- a written statement specifying (i) the number of dwellings in the building proposed for demolition, and (ii) the number of new dwellings proposed in the building proposed as replacement, best provided as a [design and access statement](#);
- a [site location](#) and block or [layout plan](#) showing the proposed development;
- existing and proposed elevations and [floor plans](#);
- where the development is in [flood zone](#) 2 or 3, or in flood zone 1 with critical drainage problems, a [flood risk assessment](#) and [drainage strategy](#);
- a [heritage impact assessment](#); and
- the [appropriate fee](#).

### **Local requirements**

15.38 The national requirements reflect the minimum necessary to validate an application for prior approval. However, the local planning authority is expected to assess specific matters, such as highway safety or flood risk, or the siting, design or external appearance of the development. As a consequence, the following are likely to be required, in so far as relevant to the prior approval concerned:

- [floor plans](#) and [elevation drawings](#) where the local planning authority is required to assess the provision of adequate natural light in all habitable rooms of the dwellinghouses<sup>62</sup>;
- existing and proposed [floor plans](#), [roof plans](#) and [elevation drawings](#) where the local planning authority is required to assess the design or external appearance of the building<sup>63</sup>;
- a [layout plan](#), accurately showing the location of any curtilage to be created and the position of adjoining properties and their windows.

15.39 Where constraints and/or consultation with third parties indicate an elevated level of concern, the following are also likely to be required (in so far as relevant to the scope of considerations for that development set out under the GPDO):

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<sup>61</sup> Schedule 2, Part 20, Class ZA of the GPDO

<sup>62</sup> Part 3 Classes G, M, MA,

<sup>63</sup> Part 3 Classes M,



- a [transport statement](#);
- a [flood risk assessment](#);
- a [land contamination assessment](#);
- a [noise impact assessment](#);
- an [odour assessment](#);
- an [air quality assessment](#);
- a [site waste management plan](#), to detail the management and location of domestic waste storage and collection facilities;
- a [heritage impact assessment](#), where the building is located within a conservation area and the proposal involves the change of use of the ground floor (in whole or in part), including an assessment of impact on sustainability of the conservation area;
- a [community facilities analysis](#) where the development involves the loss of services provided by a registered nursery or a public health centre, specifically looking at the impact on the local provision of the type of services lost;

15.40 These documents are defined at [Annex B](#). Where requested, these details should be provided promptly so not to delay the determination of the application. Ideally, [pre-application advice](#) should be sought to establish what assessments or reports are needed.

15.41 In some cases, the local planning authority may refuse prior approval where, in its opinion, the proposal fails to comply with the relevant conditions, restrictions or limitations of that permitted development right. The local planning authority therefore reserves the right to request information relating to the lawfulness of the proposed development, and it is recommended that such information is provided in advance in a [planning statement](#).

15.42 The national and local requirements listed above reflect that documentation which is required as of the date of this document. The GPDO is often amended such that where new provisions are introduced, validation requirements will be considered against that legislation.

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## 16. Applications for Lawful Development Certificates

- 16.1 There are 2 types of Lawful Development Certificate. The local planning authority can grant a Certificate confirming that:
- (a) an existing use of land, operational development or activity being carried out in breach of a planning condition is lawful for planning purposes under section 191 of the 1990 Act; or
  - (b) a proposed use of buildings or land, or operations proposed to be carried out in, on, over or under land, would be lawful for planning purposes under section 192 of the 1990 Act.
- 16.2 Provision has recently been made under the Planning (Listed Buildings and Conservation Areas) Act 1990 establish whether proposed works to a listed building, where those works would not affect the character of the listed building, would be lawful under section 26 of that Act.
- 16.3 In all cases, the [onus is on the applicant](#) to provide the evidence to substantiate their claim for an LDC.

### National requirements

- 16.4 The following is required:
- the completed [application form](#);
  - a [site location plan](#);
  - the [appropriate fee](#);
  - substantiated evidence verifying or supporting the proposed or existing use, operation or activity.

### Local requirements

- 16.5 The following is likely to be required:
- for applications made under section 191; any statement(s) of fact to be in the form of a [statutory declaration](#);
  - for applications made under section 191 where multiple uses, works or operations are claimed; the [site location plan](#) to be further shaded, outlined or hatched in varying colours for each component;
  - for applications made under section 192 involving extensions, alterations or other operational development (in so far as relevant to the proposal), or for:
    - [floor plans](#);
    - [elevation drawings](#) which should contain sufficient detail to enable assessment of all relevant limitations and conditions (e.g. dimensions, glazing types, whether the materials to be used are to match those existing, etc.);
    - [roof plans](#);

- a [layout plan](#), accurately showing the dimensions of the development, site boundaries and any ancillary features, such as car parking, circulation spaces and amenity areas;
- for applications made for works to listed buildings<sup>64</sup>, all of the items required for an application made under section 192 along with a schedule of works, clearly setting out the methodology for works affecting the existing fabric of the building and timescales/order for carrying out the works including any temporary means of support, etc.

16.6 The above documents are defined at [Annex A](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

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<sup>64</sup> Under section 26 of the Planning (Listed Buildings and Conservation Areas) Act 1990

## 17. Applications for variation or removal of condition(s), including minor material amendments

17.1 This type of application facilitates the variation or removal of a condition(s) on a planning permission, and also allows for minor material amendments, where there is a condition listing the approved plans/drawings<sup>65</sup>.

### National requirements

17.2 The following is required:

- the completed [application form](#);
- the [appropriate fee](#);
- for development considered to be [EIA Development](#), as defined by the Regulations<sup>66</sup>; an [environmental statement](#) or, if a Scoping Opinion dictates, an addendum to the original environmental statement;
- for applications for the installation of 2 or more wind turbines or a single turbine where the hub height exceeds 15 metres; a [statement of community involvement](#).

### Local requirements

17.3 The following is likely to be required:

- information requirements outlined in pre-application advice;
- a [planning statement](#) setting out the reasons for the application;
- where the application concerns the removal of an occupancy or restrictive use condition, a [marketing report](#) to demonstrate that the property can no longer be occupied in accordance with that condition;
- an update to any [preliminary ecological appraisal](#) (and subsequent ecological surveys) where the appraisal/survey(s) accompanying the host permission is more than 2 years old;
- for development of 5 or more dwellings or 1,000 square metres or more of floorspace, an updated [biodiversity impact assessment metric](#);
- an update to any [arboricultural impact assessment](#) where the appraisal/survey(s) accompanying the host permission is more than 5 years old;
- for changes to major residential developments, a [housing accommodation schedule](#);
- for changes which result in the development providing more than 31% affordable housing, a [housing statement](#);

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<sup>65</sup> Subject to respecting case law on the scope of this provision (i.e. *Finney*, 2019 and *Fiske*, 2024)

<sup>66</sup> The [Environment Impact Assessment Regulations](#) 2017 (as amended)

- where the level of affordable housing or financial contributions fall below that required by Development Plan policies; an updated [planning obligations statement](#) and an 'open book' [viability appraisal](#) (also see paragraphs 1.25 and 1.26);
- for major developments being delivered in phases, an updated [phasing plan](#);
- for major developments, a [drawing schedule](#);
- any of the documents listed at paragraphs 4.4, 5.6 and 6.4, having regard to the nature of the application made and the condition concerned (e.g. the removal of an hours of operation condition could require a noise assessment to consider noise impacts overnight);
- for minor material amendments to designs:
  - proposed [floor plans](#);
  - proposed [elevation drawings](#);
  - proposed [roof plans](#);
  - proposed [layout plans](#), accurately showing the position of adjoining properties and their windows, as well as any provision or alteration of a vehicular access and hard surfaces;
  - for developments filling a gap between existing buildings, a [street scene drawing\(s\)](#), particularly where the development is visible from [the public realm](#);
  - for major developments, [topic-based plans](#) showing hard and soft landscaping, facing materials for buildings, enclosures/boundary treatments and [swept path drawings](#) for refuse and service vehicles;
  - for developments including the construction of public and private spaces/property, a [conveyancing plan](#) showing land to be sold, land to be put forward for adoption (e.g. highways) and land to be transferred to a management company or trust (e.g. open spaces).

17.4 The above documents are defined at [Annex B](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

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## 18. Applications for non-material amendments

- 18.1 This type of application facilitates amendments to plans, drawings, conditions and the description of a development, where the changes have an ‘non-material’ effect.
- 18.2 There is no statutory definition of non-material. This is because it will be dependent on the context of the overall scheme when compared to the originally permitted development. An amendment that is non-material in one context may be material in another. The local planning authority must be satisfied that the amendment sought is non-material in order to accept such an application<sup>67</sup>, and this decision rests solely with the local planning authority. Further advice is available in the [Planning Practice Guidance](#).

### National requirements

- 18.3 The following is required:
- the completed [application form](#);
  - the [appropriate fee](#).

### Local requirements

- 18.4 The following is likely to be required:
- Where seeking alterations to approved plans/drawings:
    - proposed [floor plans](#);
    - proposed [elevation drawings](#);
    - proposed [roof plans](#);
    - proposed [layout plans](#), accurately showing the position of adjoining properties and their windows, as well as any provision or alteration of a vehicular access and hard surfaces;
    - for developments filling a gap between existing buildings, a [street scene drawing\(s\)](#), particularly where the development is visible from [the public realm](#);
    - for major developments, [topic-based plans](#) showing hard and soft landscaping, facing materials for buildings, enclosures/boundary treatments and [swept path drawings](#) for refuse and service vehicles;
    - for developments including the construction of public and private spaces/property, a [conveyancing plan](#) showing land to be sold, land to be put forward for adoption (e.g. highways) and land to be transferred to a management company or trust (e.g. open spaces);
    - for changes to major residential developments, a [housing accommodation schedule](#);

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<sup>67</sup> Under [section 96A of the 1990 Act](#)

- for major developments, a [drawing schedule](#).
- Where the application seeks to remove or alter existing conditions:
  - a [planning statement](#) to justify the basis for the application and how the effect of the removal or alteration would be non-material.

18.5 The above documents are defined at [Annex B](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

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## 19. Applications for approval of details required by condition(s)

- 19.1 Conditions attached to permissions and consents may command the submission and approval of details before a certain point in time, such as prior to occupation, before construction of a particular element of the development or before development commences. In these cases, it is necessary to apply to the local planning authority for approval of the detail(s) required by that condition(s).
- 19.2 It is also possible, through an application made in this regard, to seek written confirmation that one or more conditions imposed on a planning permission have been satisfied. However, the local planning authority can only provide confirmation of whether the requirement to secure approval of details under a condition has been satisfied. For confirmation that the development has been implemented in accordance with the approved details, an [application for a Lawful Development Certificate](#) must be made.

### National requirements

- 19.3 The following is required:
- an application in writing giving sufficient information to enable the host planning permission to be identified, best provided on the standard [application form](#);
  - [plans and drawings, or assessments and reports](#), relevant to the condition(s) applied for;
  - the [appropriate fee](#).

### Local requirements

- 19.4 The following is likely to be required:
- a [pro-forma](#), substantively in form set out at [Annex D](#), which clearly identifies:
    - the relevant condition(s);
    - the document(s) submitted in respect of that condition(s) and a description thereof; and
    - if relevant, the assessment, report, plan or drawing reference number(s) (and revision number(s)) relevant to that condition(s).
  - for a site which is being delivered in phases, a [conditions tracker](#) outlining the status of each condition attached to the permission and the documents which have been submitted and/or approved as of the date of the application, including to which phase(s) of the site they relate.
- 19.5 The above documents are defined at [Annex B](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

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## 20. Applications to remove or vary planning obligations

- 20.1 Planning permission is often granted subject to the applicant entering into a planning obligation under section 106 of the Town and Country Planning Act 1990. Sometimes there is a need to vary to delete obligations, and where this is not done under mutual agreement between the signatories to that obligation, section 106A of the Act allows for a formal application to be made.
- 20.2 Unless the original legal agreement states otherwise, it is not possible to make an application under section 106A within the first 5 years following the date of that agreement. Any earlier request to remove or vary planning obligations must be made in writing in the local planning authority, where it is solely at their discretion whether to entertain the request or not.

### National requirements

- 20.3 The following items are required:
- the completed [application form](#) as published by the local planning authority;
  - a [site location plan](#) identifying the land to which the planning obligation relates;
  - such other information which the applicant thinks is relevant to the application.

### Local requirements

- 20.4 The following documents are likely to be required:
- for changes which alter the mix, tenure, type and size of dwellings on residential developments, a [housing accommodation schedule](#);
  - for changes which result in the development providing more than 31% affordable housing, a [housing statement](#);
  - where the level of affordable housing or financial contributions fall below that required by Development Plan policies; an updated [planning obligations statement](#) and an 'open book' [viability appraisal](#) (also see paragraphs 1.25 and 1.26).
- 20.5 The above documents are defined at [Annex B](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

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## 21. Pre-application advice

- 21.1 Pre-application engagement encourage pro-active working between the applicant and local planning authority, including elected members and other interested parties such as statutory consultees and Town and Parish Councils. Pre-application engagement offers significant potential to improve both the efficiency and effectiveness of the planning application process and improve the quality of the development proposed.
- 21.2 For the local planning authority to identify the relevant matters for consideration at the formal application stage, as well as gauge the likely acceptability or otherwise of the proposals, a minimum level of information needs to be provided with a pre application enquiry. The more significant proposals and those proceeding under the support of a Planning Performance Agreement will need to be supported by adequate information to inform consultees and other stakeholders of the likely effects of the development, as well as proposed mitigation or compensation measures.

### Local requirements

- 21.3 The following documents are required:
- the completed [application form](#) as [published by the local planning authority](#), accompanied by a full description of the nature of the development, including amount, scale and uses proposed;
  - a [site location plan](#) identifying the land to which the enquiry relates;
  - a [block](#) or [site layout plan](#), or [illustrative masterplan](#), as appropriate;
  - [such other information](#) which is relevant to the proposal.
- 21.4 The above documents are defined at [Annex B](#) where other documents are also defined, which, dependent upon the site and the nature of the proposals, may also be requested.

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**General glossary**

the 1990 Act	The Town and Country Planning Act 1990
Development Plan	The statutory policy framework upon which planning applications are assessed, comprising strategic plans, local plans and neighbourhood plans (as may be relevant to the site concerned)
Development Plan Documents (DPDs)	Adopted policy documents making up the local plan for the area
the DMPO	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)
<a href="#">EIA Development</a>	Development which is listed in schedule 1, or listed in schedule 2 and in the opinion of the local planning authority or secretary of state is likely to have significant impacts, of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.
the GPDO	The Town and Country Planning (General Permitted Development) Order 2015 (as amended)
Local planning authority	The authority responsible for making a decision on the application concerned.
Major application	<p>An application for development involving:</p> <ul style="list-style-type: none"> <li>▪ the provision of 10 or more dwellings, or, where the number of dwellings is not known (outline applications), the site has an area of 0.5 hectares or more;</li> <li>▪ the provision of a building or buildings where the floor space to be created is 1,000 square metres or more;</li> <li>▪ operations or a material change of use carried out on a site of 1 hectare or more;</li> <li>▪ the winning and working of minerals or the use of land for mineral-working deposits; or</li> <li>▪ waste development</li> </ul>
Minor application	<p>An application for development involving:</p> <ul style="list-style-type: none"> <li>▪ the provision of 1 to 9 dwellings, or, where the number of dwellings is not known (outline applications), the site has an area of less than 0.5 hectares;</li> <li>▪ the provision of a building or buildings where the floor space to be created is less than 1,000 square metres; or</li> <li>▪ operations carried out on a site of less than 1 hectare.</li> </ul> <p>It should be noted that ‘minor development’ is <a href="#">defined differently in relation to flood risk</a>, and should be considered in the appropriate context.</p>

<a href="#">National Planning Policy Framework</a> (NPPF)	The government's planning policies for England, including guidance on how these are expected to be applied.
<a href="#">Permission in Principle</a> (PiP)	Permission for housing-led development which has established solely the principle of using the land for that use (including associated ancillary uses). It cannot be used for major or EIA development, or development which is likely to have significant impacts under the Conservation of Habitats and Species Regulations 2017.
<a href="#">Planning Practice Guidance</a> (PPG)	The government's guidance on how Development Plan documents should be created and how planning applications should be handled, pursuant to legal requirements and policies contained in the NPPF.
Public realm	Land which is accessible by the general public or certain groups of persons, such as residents habiting dwellings off a private road. This includes roads, rights of way, railways, waterways and water bodies, greenways, parks and squares.
Relevant Demolition Consent (RDC)	Permission for the demolition of unlisted buildings and structures within a conservation area which exceed certain sizes.
Screening Opinion	A formal decision of the local planning authority that the development is or is not likely to have significant effects in the terms of the Environmental Impact Assessment Regulations 2017.
Supplementary Planning Document (SPD) or Guidance (SPG)	An adopted policy or guidance document which supplements one or more planning policies within the Development Plan.
<a href="#">Technical Details Consent</a> (TDC)	An application required following the approval of Permission in Principle or designation of a site on a brownfield register held by the local planning authority. This application seeks approval of technical matters such as flood risk, drainage and transport impacts, as well as the detailed layout and design of the development, and must relate to the entire site.

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## Section 1: Forms, schedules and plans

Application form (including ownership certificates and biodiversity net gain statements)	<p>As a general rule, an application form will not be accepted if it is incomplete or evidently inaccurate in any way and not on the latest version of the form as published on the <a href="#">Planning Portal</a>, or as published on the Council's website (as the case may be). Further advice is available in the <a href="#">Planning Practice Guidance</a>.</p> <p>An <a href="#">ownership certificate</a> will often need to be completed stating the current ownership of the land to which the application relates, and whether there are any tenant farmers of it. A declaration must also be signed. In order for the form to be accepted, the correct certificate and declaration must be completed. Further advice is available in the <a href="#">Planning Practice Guidance</a>.</p> <p>If you need to serve notice on other landowners, there are <a href="#">three types of notice which are available from the Planning Portal</a>.</p> <p>Where biodiversity net gain is relevant, the following must be completed:</p> <ul style="list-style-type: none"> <li>▪ confirmation of whether the development would be subject to <a href="#">the biodiversity gain condition</a>;</li> <li>▪ the pre-development biodiversity value(s), <a href="#">either on the date of application or earlier proposed date (as appropriate)</a>;</li> <li>▪ where an earlier date is proposed, the date and reasons for proposing that date;</li> <li>▪ a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of on-site biodiversity value ('<a href="#">degradation</a>'), and where they have: <ul style="list-style-type: none"> <li>○ a statement of the activities carried out;</li> <li>○ the date immediately before these activities were carried out;</li> <li>○ the pre-development biodiversity value of the on-site habitat on this date; and</li> <li>○ any available supporting evidence of this;</li> </ul> </li> <li>▪ a description of any <a href="#">irreplaceable habitat</a> (as <a href="#">set out in the Regulations</a><sup>68</sup>) on the site that exists on the date of application (or earlier date).</li> </ul>
Appropriate fee	<p>Most planning fees in England are set nationally by the government<sup>69</sup>. <a href="#">Guidance on fees</a> is available in the PPG whilst the Planning Portal have a <a href="#">fee calculator</a> as well as a full <a href="#">fees schedule</a>.</p> <p>The Council's <a href="#">fees for pre-application enquiries</a> and other applications and services are also available online.</p> <p>Fees should be paid when submitting through the Planning Portal or <a href="#">online on the Council's website</a>.</p>

<sup>68</sup> Column 1 of Schedule 1 to [The Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations 2024](#)

<sup>69</sup> The [Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations](#) 2012 (as amended)

Block plan	A plan at 1:200 or 1:500 scale (metric) showing the footprint of the proposed development, the existing built footprint within the site, the site boundaries and neighbouring buildings and roads.
Conditions pro-forma (for applications seeking approval of details required by conditions)	A schedule of the planning conditions subject of the application; the document(s) submitted in respect of each condition(s) and a description thereof; and, if relevant, the assessment, report, plan or drawing reference number(s) (and revision number(s)) relevant to each condition(s). This must be capable of revision throughout the course of the application and should follow the template set out in <a href="#">Annex D</a> .
Conditions tracker (for applications seeking approval of details required by conditions)	A full list of conditions on the host permission relevant to the application made which outline the status of each condition and the documents which have been submitted and/or approved as of the date of the application, including to which phase(s)/area(s) of the development they relate and the reference number(s) of previous approvals.
Conveyancing plan	<p>A plan at 1:200 or 1:500 scale (metric), mirroring the proposed layout plan, identifying which areas of land will be transferred into public and private ownership.</p> <p>In terms of public ownership, this should show land and buildings (including ancillary areas) to be put forward for adoption by the local highway authority, transferred to the Council, the <a href="#">Parks Trust</a> and/or another management company, Town or Parish Council(s), or other government organisation(s).</p> <p>For private ownership, this should show land and buildings (including ancillary areas) to be sold to the open market, those to be sold/transferred to a registered housing provider, and land and buildings to be retained by the developer.</p>
Drawing schedule	<p>A full list of plans and drawings submitted, setting out the description of each plan/drawing, its scale, reference number, revision number/letter and issue date, and which is capable of revision throughout the course of the application.</p> <p>Accuracy of such a schedule is important as a condition may be attached to any permission or consent relying on the latest schedule provided.</p>
Elevation drawing	A drawing at 1:100 or 1:200 scale (metric) showing the external elevations of the building(s) or structure(s). The position of all windows and doors must be accurately shown, whilst any elevations hidden by another elevation, in full or in part, must be shown separately with the obscuring elevation removed. Ideally, proposed materials and obscure glazing should also be indicated.

Floor plan	A plan at 1:50 or 1:100 scale (metric) showing the internal layout of existing and proposed spaces within a building, including the use of each of those spaces. The position of windows and doors to all external elevations must be shown. For dwellinghouses and flats, the gross internal area (GIA) of each unit must also be specified (calculated in accordance with <a href="#">the methodology in the Nationally Described Space Standard</a> ).
Housing accommodation schedule	A schedule of all existing and proposed housing plots/dwellings comprising the development, numbered to correlate with the <a href="#">layout plan</a> (s) and setting out the size, type and tenure of each dwelling. The schedule must be provided in the form available at <a href="#">Annex E</a> and provided in <a href="#">.xls or .xlsx format</a> (printed or PDF copies are not acceptable).
Illustrative masterplan	An indicative plan of how the site is likely to be set out showing appropriate zones, and potential layouts within, for different uses across it. Movement routes and access points should also be shown along with existing features.
Landscaping plan	A plan at 1:200 or 1:500 scale (metric), ideally provided on a topographical survey base, showing the layout of the proposed development, trees and hedgerows to be retained, water bodies and sustainable drainage features, boundary treatments/enclosures, hard landscaping materials, soft landscaping specifications including species, standard, number and planting intervals, location and amount of play, sports and open space facilities, ecological enhancement measures (but <u>not</u> sensitive locations of existing, protected habitats, such as badger setts), and climate change adaptation measures.
Layout plan	A plan at 1:200 or 1:500 scale (metric), ideally provided on a topographical survey base, showing the layout of the proposed development, means of access, existing buildings within and adjacent to the site (including position of windows on neighbouring residential property), existing trees and hedgerows, areas of hard and soft landscaping, water bodies, boundary treatments/enclosures, roads and rights of way on and off the site, and other structures and relevant features. Whilst not mandatory, the inclusion of a linear scale bar is also useful, particularly so interested parties can establish the scale of the proposal and distance between features.
Other plans or drawings to explain the development (e.g. for details required by condition)	These are likely to be specifically required <a href="#">by a condition attached to a permission or consent</a> , and to provide further detail of building features or site works, such as eaves and verges, drainage layouts, boundary treatments, proposed levels/sections or hard and soft landscaping details. All plans must be provided to scale (metric). Depending on the detail required, acceptable scales may include 1:2, 1:5, 1:10, 1:20, 1:50, 1:100, 1:200 and 1:500. The most appropriate scale to enable assessment of the application should be chosen.

Parking plan	<p>A plan at 1:500 scale (metric) showing details of existing and proposed parking provision, clearing showing where parking is to be allocated to individual properties and where it is unallocated parking. For non-residential uses, the plan should delineate between staff and visitor parking. If multiple units are proposed, or for a change of use or redevelopment of part of a larger site, the before and after association of parking spaces to each existing and proposed unit should be made clear. The following should also be included:</p> <ul style="list-style-type: none"> <li>▪ For major developments, a table listing the total number of spaces for cars, HGVs, powered two-wheelers, any other motor vehicles, cycles, and electric vehicle (EV) charging;</li> <li>▪ Number, type and location of active and passive electric vehicle (EV) charging spaces, and whether these are allocated or communal;</li> <li>▪ The layout of underground cable routes/ducting for active and passive EV charging points;</li> <li>▪ Typical details for marking and signage of EV charging spaces; and</li> <li>▪ Maintenance arrangements to ensure continued operation of EV charging infrastructure.</li> </ul> <p>The dimensions of parking spaces and access routes should comply <a href="#">with adopted guidance</a>, whilst consideration should be given to whether spaces provided within the highway would cause difficulties <a href="#">with adoption of the highway</a>. Regard should also be had to <a href="#">Approved Document S of the Building Regulations</a> when designing EV charging spaces and points.</p>
Phasing plan	<p>An indicative plan setting out the intended order of delivery of the site, inclusive of supporting infrastructure such as public service buildings, roads, rights of way, open spaces and drainage features. Temporary construction compounds and ancillary facilities should also be included.</p>
Roof plan	<p>A plan at 1:100 or 1:200 scale (metric) showing the roof slopes from a bird's eye view. This is particularly important where the elevation drawing does not show all roof slopes (e.g. flat roofs or a valley hidden by an outer ridgeline). Ideally, proposed materials should be indicated.</p>
Sectional drawing	<p>A drawing at 1:100, 1:200 or 1:500 scale (metric) and based on a <a href="#">topographical survey</a> showing a section through the site or part of the site as necessary. All sections should be referred to by way of a section/cut line on an inset or accompanying <a href="#">layout plan</a>.</p> <p>Where proposals seek the use of roof spaces, sections must be included which clearly show the position of any openings in the roof slope and the floor to ceiling heights.</p>



<p>Site location plan</p>	<p>A plan based on up-to-date Ordnance Survey data accurately showing surrounding property and roads at a scale (metric) of 1:1250 or 1:2500 (or 1:5000 or 1:10000 in exceptional circumstances). The direction of north must be shown, with the site outlined in red and any other land within the applicant's control outlined in blue. The red line must 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). Do <u>not</u> include sensitive locations of existing, protected habitats, such as badger setts. Whilst not mandatory, the inclusion of a linear scale bar is also useful, particularly so interested parties can establish the scale of the proposal and distance between features.</p>
<p>Site photos</p>	<p>An up-to-date collection of site photos to provide the potential for site visits to be carried out remotely. The photos must be submitted electronically and show the location of the proposed development in the context of its surroundings. All photos must be provided in high-resolution and labelled, all within a single pdf document. A <a href="#">site location</a> or <a href="#">block plan</a> must be provided to show the location of the photo and the angle of view (as per the example below, for a rear extension).</p> <div data-bbox="427 891 724 1473" data-label="List-Group"> <p><u>PHOTO1</u> VIEW OF REAR OF APPLICATION SITE AND RELATIONSHIP TO NO.2</p> <p><u>PHOTO2</u> VIEW OF REAR OF APPLICATION SITE</p> <p><u>PHOTO3</u> VIEW OF REAR OF APPLICATION SITE AND RELATIONSHIP TO NO.4</p> <p><u>PHOTO4</u> VIEW OF REAR GARDEN OF APPLICATION SITE FROM HOUSE</p> </div> <div data-bbox="756 875 1422 1473" data-label="Image"> <p>The diagram illustrates a street layout with a red-outlined site. Arrows indicate the locations and angles for four photographs: PHOTO1, PHOTO2, PHOTO3, and PHOTO4. The site is situated between 'ANY STREET' and 'ANY ST'.</p> </div> <p>Care should be taken not to invade the privacy of neighbouring properties, and it should be noted that it remains at the sole discretion of the local planning authority to determine whether an in-person site visit is still required.</p> <p>Site photos for trees should include a general view of the whole tree, including the trunk from ground to crown, from three evenly spaced aspects along with detailed photos of any specific features (e.g. breaks, wounds, fungal growth, etc.).</p>

Street scene drawing	A drawing at 1:100 or 1:200 scale (metric) and based on a <a href="#">topographical survey</a> showing the main elevation(s) of the building(s) or structure(s) in context with neighbouring buildings. This is normally required for infill or backland development, or on major developments which front open spaces and public routes, and should be provided along a section(s) taken through the site or along a public route/space, such as a road, with true gradients and levels of the land shown. The alignment of the section(s) should be shown on a 1:1250 or 1:2500 inset.
Swept path drawing	A plan at 1:500 or 1:1000 scale (metric) showing the layout of the site and tracking of domestic, emergency and service vehicles over estate roads, shared driveways and vehicular accesses. As a minimum, this must include swept paths for refuse wagons used by the Council.
Topographical survey	A plan at 1:200 or 1:500 scale (metric) prepared by a chartered surveyor setting out level contours and spot heights across the site and, where possible, onto neighbouring land. All existing features such as trees, water bodies, structures and hard surfaces must be shown. The position along with eaves and ridge heights of neighbouring buildings within 30 metres of the site boundary must also be shown.
Window and door drawings and details	<p>A combination of photographs and/or drawings showing the windows/doors affected, and sufficient detail to understand the proposals.</p> <p>The photograph(s) must:</p> <ul style="list-style-type: none"> <li>▪ be titled to make clear which elevation is shown (e.g. north elevation, front elevation, etc.);</li> <li>▪ be of sufficient resolution to be clear and not be obscured by any structures, tree, vehicles, etc. If obstructions prevent a clear photograph, you will need to provide an <a href="#">existing elevation drawing</a> instead;</li> <li>▪ have clearly referenced (e.g. W1, W2) and written dimensions of the window/door openings; and</li> <li>▪ be large enough to clearly see the style of existing windows/doors.</li> </ul> <p>A statement must be provided indicating that the size of the window/door openings/reveals will not be altered. If these are to be altered, then <a href="#">existing and proposed elevations</a> will be required.</p> <p>See <a href="#">Example 1</a> for an indication of what is acceptable.</p> <p>Details of a proposed window(s)/door(s) must:</p> <ul style="list-style-type: none"> <li>▪ be at a scale of 1:10 or 1:5;</li> <li>▪ be of sufficient quality and resolution to see the window or door detail;</li> <li>▪ show glazing bars, sash horns, fanlights, etc. where appropriate;</li> <li>▪ be cross referenced to the photograph(s) to clearly identify which replacement window/door the drawing relates to; and</li> <li>▪ specify the colour and material of the doors/windows.</li> </ul>

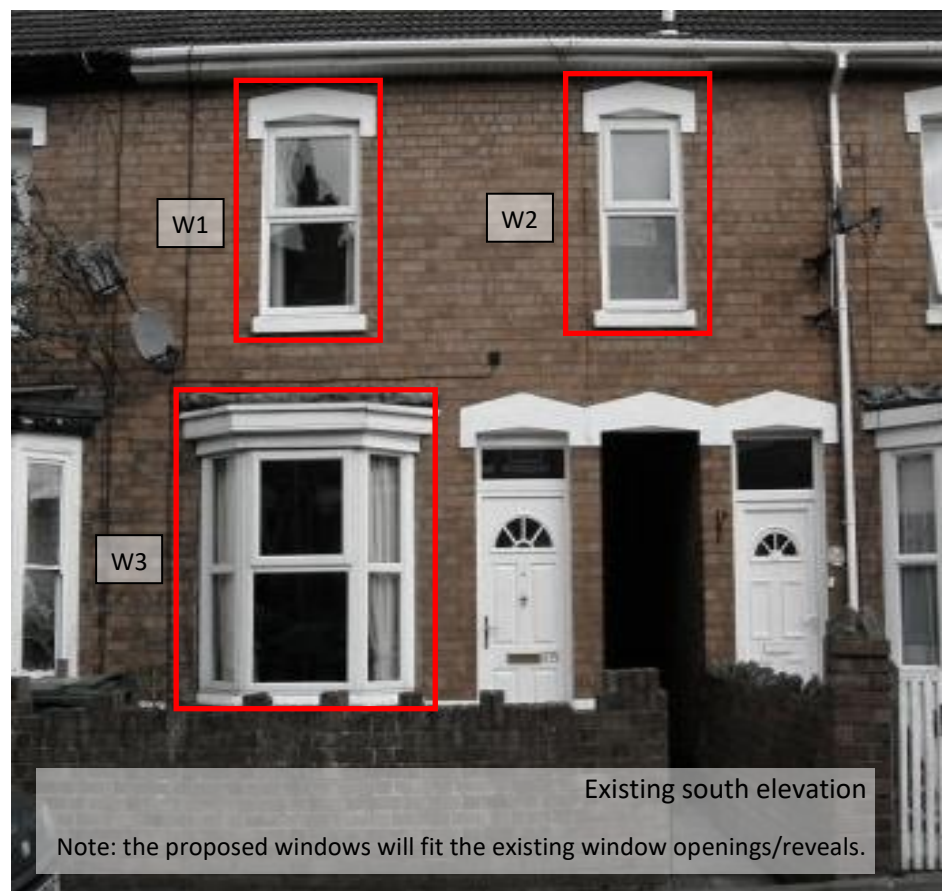
The window or door manufacturer may be able to provide these details. See [Example 2](#) for an indication of what is acceptable.

Vertical and horizontal cross sections must:

- be at a scale of 1:5 or 1:2;
- be of sufficient quality and detail;
- show the reveal (how far the window/door is set back into the opening from the face of the brickwork/wall) in relation to the surrounding wall;
- be cross referenced to the photograph(s) to clearly identify which replacement window/door the drawing relates to.

The window or door manufacturer may be able to provide these details. See [Example 3](#) for an indication of what is acceptable.

### **Example 1: Existing photograph annotated**



Window dimensions:

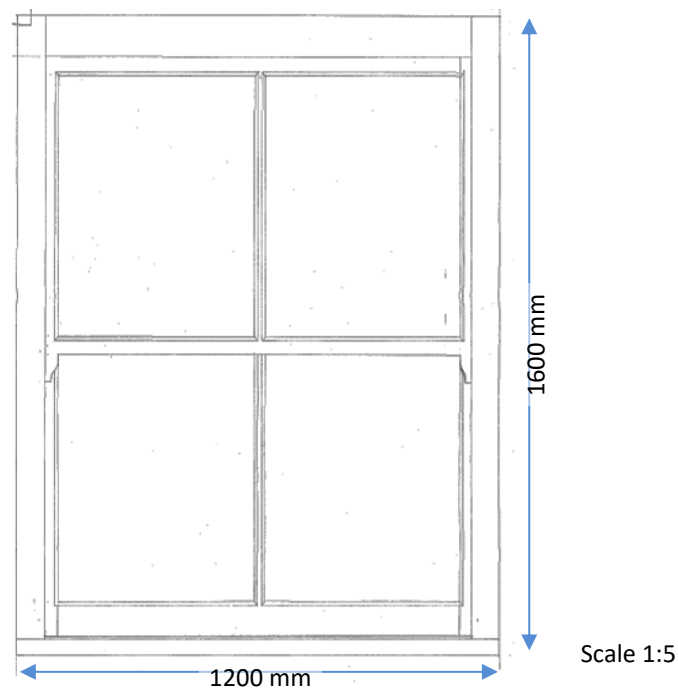
W1 - 1.96 metres high x 0.95 metres wide

W2 - 1.96 metres high x 0.85 metres wide

W3 - 1.96 metres high x 2.04 metres wide (overall, with bay projection of 0.40 metres)

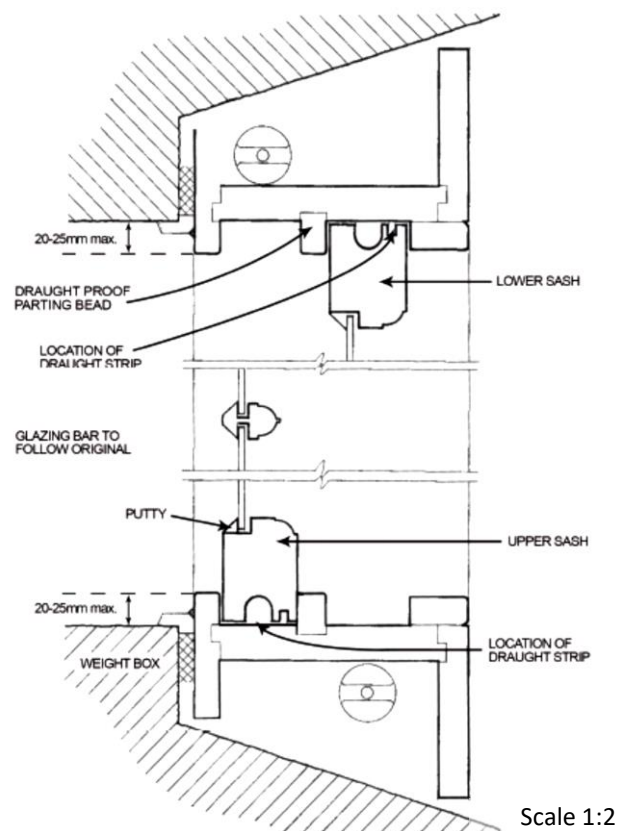
## Example 2: Detailed drawings

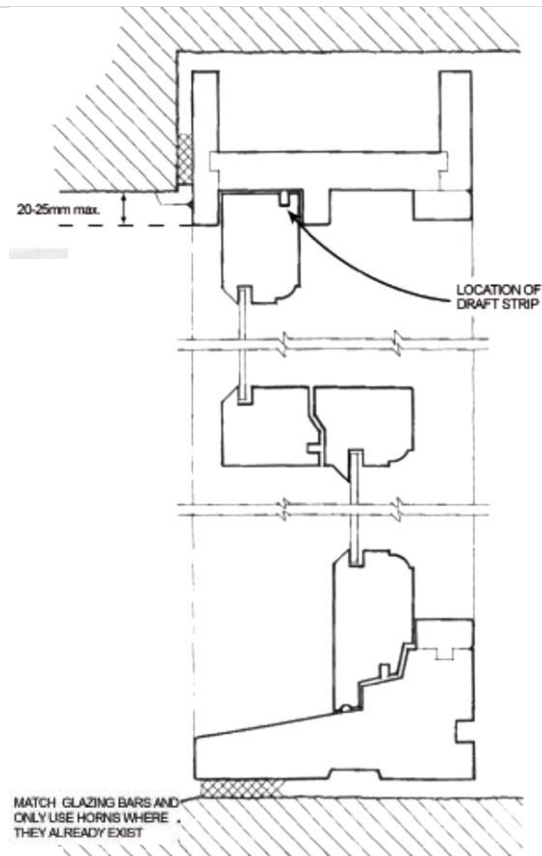
Detailed drawing of W1 (refer to photo)



## Example 3: Horizontal and vertical sections (of sash window)

Detailed drawing of W1 (refer to photo)





Scale 1:2

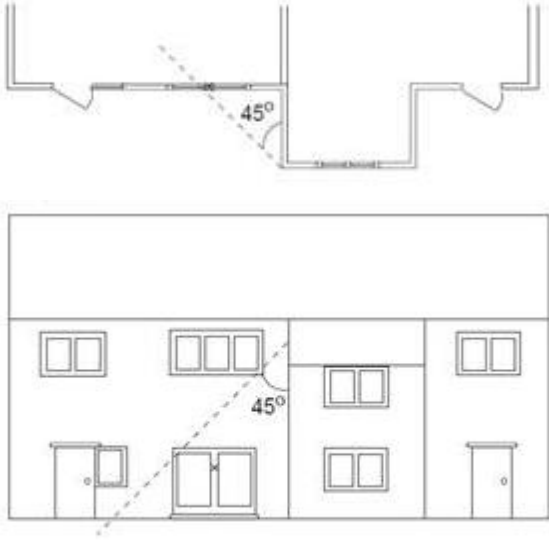
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## Section 2: Statements, assessments and reports

Requirement	Description	Policy drivers
Air quality assessment	A technical assessment of existing air quality conditions and prediction of likely impacts on air quality arising from proposed development. Further advice is available in the <a href="#">Planning Practice Guidance</a> and from the Council's <a href="#">Environmental Health</a> team.	NE6 of Plan:MK
Arboricultural impact assessment	Informed by an arboricultural survey and prepared in accordance with <a href="#">the current British Standard</a> by a <a href="#">qualified arboriculturist</a> , this considers how a proposed development and existing and proposed trees will co-exist and interact throughout the lifetime of the development. It is necessary to satisfy the local planning authority that factors such as root protection, changes in levels, installation of services and material storage have been given due consideration during the design process, and that these items will not prove detrimental to trees. Future issues, such as the need to prune or remove trees because they cast excessive shade or encroach upon property, should also be addressed. An <a href="#">arboricultural survey</a> , tree constraints plan and a tree protection plan (identifying trees and hedgerow to be retained and/or removed, the location and type of protective fencing along with signage, the location and type of ground protection, and details of any special construction techniques, such as 'no-dig' hard standing) should be included.	D1, D2, D3, NE3, NE4 and NE5 of Plan:MK
Arboricultural (or tree) survey	An assessment of existing trees and, where relevant, hedgerows, accurately plotting these on a <a href="#">layout plan</a> and assessing their value, condition, health and longevity in a cross-referenced schedule, in accordance with British Standard 5837 (or any equivalent Standard which might replace it).	D1, D2, D3, NE3, NE4 and NE5 of Plan:MK
Archaeological desk-based assessment (including field evaluation where appropriate)	An assessment designed to provide baseline data on the potential archaeological and heritage assets that may be affected by a proposed development. This should analyse <a href="#">the Historic Environment Record</a> as a minimum. Such assessments should establish the nature and extent of any further pre-determination works that may be necessary, including geophysical surveys and/or field evaluation. In the case of field evaluation, a proposed written scheme of investigation should be provided.  Further advice is available in the Chartered Institute for Archaeologists' <a href="#">standard and guidance for historic environment desk-based assessment</a> .	HE1 of Plan:MK

Requirement	Description	Policy drivers
Biodiversity Impact Assessment Metric (BIAM)	An assessment to demonstrate the impact on existing biodiversity and demonstrate whether there will be a net gain or loss in biodiversity as a result of the proposal. The assessment must be provided on <a href="#">the latest national calculation tool</a> , in both an .xlsx file format as well as a 'fit to page' publishable .pdf export.	NE1, NE2, NE3 and NE5 of Plan:MK
Community facilities analysis	An analysis of existing community facilities within the surrounding area of the site, relative to the size and function of the community facility to be affected/lost (e.g. the loss of a local shop may draw a smaller catchment than the loss of a doctors surgery), along with justification for impact, supported by a <a href="#">marketing report</a> where relevant. Community facilities are defined at <a href="#">paragraph 16.32 of Plan:MK</a> .	CC3 of Plan:MK

Requirement	Description	Policy drivers
Daylight and sunlight assessment	<p>An assessment, including visual representations, of the shading effect of the development on adjoining property and, where relevant, property to be created within or adjacent to the development. This should identify and examine the impacts upon such properties and sites, and follow the tests laid out in the Building Research Establishment (BRE) document '<a href="#">Site Layout Planning for Daylight and Sunlight</a>'.</p> <p>The assessment should also cross-reference with <a href="#">floor plans</a> and <a href="#">elevation drawings</a> where within influencing distance of adjacent habitable windows. The relevant 45-degree line of sight should be included from the centre line of the affected window(s) on the floorplan and from the centre of the verge or eaves line on the elevation (see extract below as an example).</p>  <p>This assessment may be required as part of a <a href="#">microclimate assessment</a>.</p>	D5 of Plan:MK



Requirement	Description	Policy drivers
Design and access statement	<p>A statement to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. The statement must:</p> <ul style="list-style-type: none"> <li>(a) explain the design principles and concepts that have been applied to the development;</li> <li>(b) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;</li> <li>(c) explain the policy adopted as to access, and how planning policies relating to access have been taken into account;</li> <li>(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</li> <li>(e) explain how any specific issues which might affect access to the development have been addressed.</li> </ul> <p>For <a href="#">Design and Access Statements affecting listed buildings</a>, there are further requirements.</p>	D1, D2, D3, D4, D5, CT2 and HN4 of Plan:MK
Digital connectivity statement	A statement to set out intended approach to providing superfast fibre broadband connectivity to each property created by the development.	CT9 of Plan:MK
Digital communications statement	<p>A statement taking account of the <a href="#">Code of practice for wireless network development in England</a> and including:</p> <ul style="list-style-type: none"> <li>▪ the area of search for suitable sites, including reasons for discounting alternatives;</li> <li>▪ details of any consultation undertaken;</li> <li>▪ details of the proposed structure, and technical justification for its height and design; and</li> <li>▪ a declaration that the equipment and installation has been designed to be in full compliance with the requirements of <a href="#">the radio frequency public exposure guidelines</a> of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).</li> </ul>	D8 of Plan:MK

Requirement	Description	Policy drivers
Economic statement	<p>A statement setting out the intended purpose and operation of the development, including evidence of need for the development (substantiated by quantitative and/or qualitative evidence as appropriate), intended occupiers and catchment (including evidence of or potential for growth in the form of pre-orders or expressions of interest), method(s) of marketing availability of the development, initial and ongoing financial considerations, and management and maintenance considerations.</p> <p>The statement should set out details of any new jobs that might be created or supported, the relative floorspace totals for each proposed use (where known), any community benefits, reference to any relevant regeneration strategies, and how the proposal contributes to local strategy, including the <a href="#">Economic Development Strategy</a> and the <a href="#">MK Futures 2050 Strategy</a>.</p> <p>Where there is a loss of employment land or floorspace, the economic statement will need to demonstrate that the site is environmentally or physically unsuitable for employment generating uses, and/or that there is no real prospect of any form of employment arising under the existing lawful use, whether through re-use of the existing premises or by way of redevelopment to provide modern facilities, and be supported by a <a href="#">marketing report</a>.</p> <p>In the case of proposals concerning an established rural enterprise, the statement should include information concerning the financial health and recent growth of the business which should be in the form of the last three years of published accounts, including unaudited accounts if necessary, and set out a professional opinion of the business's finances and potential for growth. Accounts/letters should consider profitability, rather than turnover, as this is a far more reliable indicator of financial health.</p>	ER1, ER2, ER8 and ER10 of Plan:MK
Energy and climate statement	<p>A statement to demonstrate (1) how the development will achieve a 19% carbon reduction improvement over Part L of the Building Regulations 2013, or any higher standard later required under those regulations, and (2) how the development will provide on-site renewable energy generation or connection to a low carbon community energy network that would achieve a further 20% reduction on that required by part (1). The statement must also demonstrate compliance with the remaining elements of part K of policy SC1 of Plan:MK, unless exempt by way of part A of policy SC1.</p>	SC1, SC2 and SC3 of Plan:MK

Requirement	Description	Policy drivers
Environmental statement	A statement to consider and assess the likely impacts of the development and whether it would or would not have significant effects on the environment <sup>70</sup> . This must contain the information specified in regulation 18(3) of <a href="#">the Environmental Impact Assessment Regulations</a> and must meet the requirements of regulation 18(4). It must also include any additional information specified in schedule 4 to the Regulations which is relevant to the specific characteristics of the particular development or type of development and to the environmental features likely to be significantly affected. Further advice is available in the <a href="#">Planning Practice Guidance</a> .	Whole of Plan:MK, Local Minerals Plan and Waste Development Plan DPD
Equalities impact statement	A statement to consider what effect the development might have on a person or persons exhibiting a protected characteristic, as defined under <a href="#">the Equality Act 2010</a> . This may include, for example, the impact of redeveloping a site which is regularly used by a certain sector of society, or how it may affect access to services, etc. for a specific group.	HN1, HN2, L2, L3, ER7, ER11, CC3 of Plan:MK
Fire statement	<p>A statement submitted <a href="#">on the standard form</a> (or a form to similar effect) and including information about, as a minimum:</p> <ul style="list-style-type: none"> <li>▪ the principles, concepts and approach relating to fire safety that have been applied to each building in the development;</li> <li>▪ the site layout;</li> <li>▪ emergency vehicle access and water supplies for firefighting purposes;</li> <li>▪ what, if any, consultation has been undertaken on issues relating to the fire safety of the development, and what account has been taken of this;</li> <li>▪ how any planning policies relating to fire safety have been taken into account.</li> </ul> <p><a href="#">Further guidance is available</a> on the Planning Practice Guidance.</p>	D1, D2, D3 and CT2 of Plan:MK

<sup>70</sup> For [Schedule 2 development](#), applicants are encouraged to first request a 'Screening Opinion' to determine whether a development is 'EIA development' and requires an Environmental Statement. A subsequent Scoping Opinion should also be obtained to determine what matters are to be considered in detail.

Requirement	Description	Policy drivers
Flood risk assessment (FRA)	<p>An <a href="#">assessment of flood risk to and from a development site</a>, demonstrating how all sources of flood risk will be managed now and over the development's lifetime, taking climate change and urban creep into account, and with regard to the vulnerability of its users. The objectives are to establish:</p> <ul style="list-style-type: none"> <li>▪ whether the development is likely to be affected by current or future flooding from <u>any</u> source;</li> <li>▪ whether it will increase flood risk elsewhere;</li> <li>▪ whether the measures proposed to deal with these effects and risks are appropriate;</li> <li>▪ the evidence for the local planning authority to apply <a href="#">the Sequential Test</a>; and</li> <li>▪ if necessary, evidence to establish whether the development will be safe and pass <a href="#">the Exception Test</a>.</li> </ul> <p>A FRA should be accompanied by a <a href="#">surface water management strategy</a>. It should also pay particular attention to part E of policy FR1 of Plan:MK which identifies the need to consider Critical Drainage Catchments.</p> <p>More advice is available in the <a href="#">Planning Practice Guidance</a> and from <a href="#">the Environment Agency</a>. The Planning Portal also have <a href="#">a step-by-step guide to preparing a FRA</a>.</p>	FR1, FR2 and FR3 of Plan:MK
Foul drainage statement	<p>A statement outlining the foul water strategy of a development that would not connect to the foul sewer network. The statement should include:</p> <ul style="list-style-type: none"> <li>▪ justification for chosen non-mains drainage solution such as septic tank or package treatment plant over connection to the mains sewer;</li> <li>▪ details of the sizing of the plant or tank, its siting, and the location of the outfall including its proximity to nearby watercourses and ditches; and</li> <li>▪ the specification of the plant/tank.</li> </ul>	FR1 of Plan:MK

Requirement	Description	Policy drivers
Framework travel plan	<p>A written plan setting out methods to promote and encourage the use of sustainable modes of transport by occupiers/users of the development, including what new public transport provision is to be provided. The plan should take account of:</p> <ul style="list-style-type: none"> <li>▪ the scale of the proposed development and its potential for additional trip generation;</li> <li>▪ existing intensity of transport use and the availability of public transport;</li> <li>▪ proximity to nearby leisure and retail attractions, environmental designations or sensitive areas;</li> <li>▪ impact on other priorities/strategies (such as promoting walking and cycling);</li> <li>▪ the cumulative impacts of multiple developments within a particular area;</li> <li>▪ whether there are particular types of impacts around which to focus the plan (e.g. minimising traffic generated at peak times); and</li> <li>▪ relevant national policies, including the decision to abolish maximum parking standards for both residential and non-residential development.</li> </ul> <p>More advice is available in the <a href="#">Planning Practice Guidance</a>.</p>	CT3, CT6 and CT10 of Plan:MK
Geophysical survey	<p>A survey created by ground-based physical sensing techniques to result in archaeological imaging or mapping. The most appropriate technique(s) (magnetometry, electrical resistance or ground penetrating radar) should be used for the site concerned.</p>	HE1 of Plan:MK
Health impact assessment	<p>An assessment to identify all positive and negative health effects that may result from the development so to enhance the benefits for, and minimise any risks to, health. The assessment should consider the impacts on different sectors of the population, noting that certain groups are potentially more vulnerable to negative impacts from development. The assessment should take account of the guidance in <a href="#">the Health Impact Assessment SPD</a>.</p>	EH6 and EH7 of Plan:MK

Requirement	Description	Policy drivers
Heritage impact assessment	<p>A proportionate assessment of the heritage asset(s) concerned, and the works/development proposed. This should consider:</p> <ul style="list-style-type: none"> <li>a) documents relating to the heritage asset, including the statutory listing entry or conservation area character statement, as appropriate, as well as <a href="#">the historic environment record</a>, <a href="#">the New Town Heritage Register</a><sup>71</sup>, historical mapping and photographs, publications and archives, and local history groups and civic societies;</li> <li>b) a description of the asset(s) and its setting (this may include important views towards and from the heritage asset);</li> <li>c) a summary of <a href="#">the asset's significance</a> in terms of architectural, archaeological, artistic or historical interest, taking account of <a href="#">Historic England's Conservation Principles</a>;</li> <li>d) a justification for the development, considering why the proposals are required; whether there are alternative methods or locations to achieve the development; what the public benefits would be; whether the development would harm the heritage asset or put it at risk in any way; whether there ways of avoiding or mitigating the impacts on the heritage asset; and whether the scale, design and materials proposed are appropriate; and</li> <li>e) for works to listed buildings, whether the works required would also accord with other regulatory requirements, such as <a href="#">Building Regulations</a>, environmental health, etc.</li> </ul> <p>Where <a href="#">enabling development</a> is proposed, this assessment should consider the implications of the development and be supported by a <a href="#">viability appraisal</a> in order to demonstrate the quantum proposed is appropriate. More information is available in the <a href="#">Planning Practice Guidance</a> and from <a href="#">Historic England</a>.</p>	HE1 of Plan:MK

<sup>71</sup> When adopted or directed through pre-application advice.

Requirement	Description	Policy drivers
Housing statement	<p>A statement detailing the overall mix of housing tenures and provision of accessible and adaptable homes. The statement must include a <a href="#">housing accommodation schedule</a>, have regard to the <a href="#">Affordable Housing SPD</a>, and should also include the following:</p> <ul style="list-style-type: none"> <li>▪ any arrangements with social housing providers;</li> <li>▪ justification for different proportions and/or mix of affordable or market tenures, where deviating from the <a href="#">Strategic Housing Market Assessment</a>;</li> <li>▪ for full and reserved matters applications, a <a href="#">layout plan</a> which shows the location of market and affordable housing;</li> <li>▪ any details of innovative design and construction methods; and</li> <li>▪ any other material information which influences the provision of affordable housing or housing mix (e.g. need for or viability of scheme to provide affordable housing).</li> </ul>	HN1, HN2, HN3, HN4, HN5, HN8, HN10, HN11 and HN12 of Plan:MK
Land contamination assessment (phase 1 site investigation)	<p>An assessment of current and historical uses of a site and land adjoining and influencing it. This should take account of and landfill within the vicinity of the site and be supported by gas monitoring data if necessary. The assessment should be carried out in accordance with <a href="#">British Standard 10175</a>, be based on a desktop study and ground survey involving trial bore holes and pits where necessary, and identify measures needed to remediate or mitigate against the findings so to ensure a new pollutant-pathway-receptor linkage is not created.</p> <p>Further advice is available in the <a href="#">Planning Practice Guidance</a> and from the Council's <a href="#">Environmental Health</a> team.</p>	NE6 of Plan:MK
Landscape and visual impact assessment	<p>An assessment which identifies the effects of the development on views and on the landscape itself, taking into account the various receptors of those effects and ascertaining the degree of harm or benefit which arises. The assessment should be carried out in line with the Landscape Institute's <a href="#">Guidelines for Landscape and Visual Impact Assessment</a> (currently the 3rd edition, or 'GLVIA3') including consideration of cumulative effects and the significance of effects.</p>	NE5 of Plan:MK

Requirement	Description	Policy drivers
Lighting assessment	A technical assessment to identify the impact on adjoining property, the natural environment and night sky from lighting of a development site. The assessment should be accompanied by analysis of light spill and glare that might arise on adjoining land, wildlife habitat and/or transport routes, and identify measures to mitigate adverse impacts.	NE1, NE2, NE5, NE6, D1, D2 and D5 of Plan:MK.
Marketing report	<p>A report of recent marketing activity of the property prepared by a recognised estate or property agent. This should cover a period of no less than 6 months and not be artificially constrained by method of marketing or scope of uses, having regard to permitted development rights and suitable, alternative uses, as well as the potential to redevelop the site for the same use within modern facilities. For rural worker occupancy conditions, retail and employment land/buildings and community premises, this must include:</p> <ul style="list-style-type: none"> <li>(a) the period which the property has been marketed for;</li> <li>(b) the use(s) which the property has been marketed for, taking into account reasonable alternatives under the same use class and/or allowed for by <a href="#">permitted development rights</a>;</li> <li>(c) the publications/websites in which and locations where marketing has taken place;</li> <li>(d) the price at which the property has been valued (taking into account any occupancy or use restrictions); and</li> <li>(e) a record of all enquiries made and offers received.</li> </ul> <p>For holiday homes/lodges currently controlled by planning condition, this must include the manner and publications in which the property has been marketed over the proceeding 3 years and a full record of bookings made, honoured, cancelled and turned away.</p>	ER2 and ER11 of Plan:MK
Microclimate assessment	An assessment of whether the development would have an adverse effect upon microclimate, in particular wind, daylight and sunlight (including glare). Effects should be assessed a suitably qualified person, culminating in a report demonstrating the degree of change in conditions, including indicating the impact of the proposal on the comfort level of the public spaces within and surrounding the development. Where relevant, the requirements for <a href="#">daylight and sunlight assessment</a> should be incorporated.	D5 and NE6 of Plan:MK



Requirement	Description	Policy drivers
Minerals extraction feasibility study	An assessment of the feasibility and viability of extraction of mineral resources, including the likely suitability of those resources, prior to the development of the site.	Policy 18 of the Minerals Local Plan
Noise impact assessment	An assessment prepared by a suitably qualified person, assessing the impact of the development on the existing environment and neighbouring uses, and/or the impact of existing neighbouring and transport uses on the occupiers of the development. The assessment should first establish, by way of a site-specific noise survey, the existing noise environment before assessing the impact of and upon the development and recommending mitigation measures where necessary. Further advice is available in the <a href="#">Planning Practice Guidance</a> and from the Council's <a href="#">Environmental Health</a> team.	NE6 of Plan:MK
Odour assessment	An assessment prepared by a suitably qualified person and in line with <a href="#">IAQM guidance</a> , assessing the odour impacts of the development on the existing environment and neighbouring uses, or on the prospective occupiers of the development. The assessment should establish the likely effects or sources of odour, the influence this may have on existing use and enjoyment of adjacent property and recommend mitigation measures where necessary. Details of the position and likely design/specification of ventilation and extraction equipment should be provided. Further advice is available from the Council's <a href="#">Environmental Health</a> team.	NE6 of Plan:MK
Parking assessment	An assessment of the parking demands arising from the development, considering the expectations of <a href="#">the Parking Standards SPD</a> and other material influences on those demands for the particular use(s) concerned. The assessment should include a <a href="#">Parking Plan</a> and provide a justification when deviating from adopted parking standards. Where development leads to the loss of existing parking provision, the assessment should analyse the likely impact of this loss on other provision in the locality, both on and off-street, with a focus on the effect on the free-flow of traffic, amenity, access by emergency services, refuse collection and delivery of goods.	CT2, CT3 and CT10 of Plan:MK

Requirement	Description	Policy drivers
Planning obligations statement (heads of terms for a section 106 agreement)	<p>A statement summarising the types of financial contributions and on or off-site infrastructure improvements necessary to make the development acceptable in planning terms, and confirmation of whether the development will support these in full, in part or not at all. In the event of the latter two options, a full justification and/or a <a href="#">viability assessment</a> is required.</p> <p>This should have regard to the <a href="#">Planning Obligations SPD</a> and also consider the mechanisms for the long term management and availability of open spaces, unadopted roads and drainage features on the site. Where meeting the threshold for provision of affordable housing on site, the statement must also set out the intended affordable housing provision, including the mix of types and tenure. Regard should be had to the <a href="#">Affordable Housing SPD</a>. This statement should ideally be accompanied by an undertaking by the applicant's solicitor to cover the local planning authority's reasonable legal costs in preparing the section 106 agreement.</p>	SD9, HN2, INF1, CC1 and CC4 of Plan:MK.
Planning statement	<p>A statement which identifies the context and need for a proposed development. In particular it is expected to provide information and argument to show how the proposed development accords with relevant planning policies, including Plan:MK and any adopted Neighbourhood Plan, SPDs and SPGs, the NPPF and PPG. It should also consider emerging planning policies and include the details of any pre-application advice or consultation.</p> <p>Depending on the scope and nature of the proposed development, the type of application and the sensitivity of the site's location, the statement may vary from a short summary to a detailed document that includes commentary on all planning issues relevant to the proposal.</p>	Whole of Plan:MK, Local Minerals Plan and Waste Development Plan DPD
Play and open space statement	<p>A statement which identifies the types of play and open space required, such as local play areas, neighbourhood play areas, playing fields, local parks, district parks, allotments, etc., as well as the required and proposed quantity of and facilities within each, given in hectares or square metres as appropriate. If provision is to be met through a financial contribution to enhance existing facilities nearby, justification for off-site provision must be provided along with relative walking distances, times and routes to such facilities.</p>	L4 and Appendix C of Plan:MK

Requirement	Description	Policy drivers
Preliminary ecological appraisal (PEA) (phase 1 survey)	<p>An appraisal informed by a desk-based assessment and site walkover study identifying the location of any designated areas and habitats, recognised for their local, regional, national or international ecological or geological interest. The appraisal should also consider habitat of the site and that immediately adjoining it, and the potential for species or habitat which are of principal importance or protected, noting that some may use the site for hibernation, mating, resting, sheltering, migration or foraging purposes. The appraisal should establish the significance of the identified habitats and evaluate the impacts, both on and off-site, of the development arising from the construction and occupation/use phases of the development. Measures to avoid, mitigate or compensate for adverse impacts, including loss of habitat and biodiversity, must be outlined, whilst it should also be demonstrated that the development would result in a net gain in biodiversity (in line with Schedule 14 of <a href="#">the Environment Act 2021</a>).</p> <p>In order to enable adequate assessment of the proposals, the PEA should move to carry out an Ecological Impact Assessment (EIA) <a href="#">in line with British Standards</a>, and be supported by an Ecological Constraints and Opportunities Plan (ECOP) to illustrate key constraints and opportunities.</p> <p>Where the preliminary ecological appraisal indicates the need for further targeted surveys (phase 2 surveys), such as for bats or nesting birds, these must also be included as an addendum and/or separate reports.</p> <p>Where entering the <a href="#">District Licensing Scheme for Great Crested Newts</a>, the relevant reports and/or licence should also be included.</p>	NE1, NE2 and NE3 of Plan:MK
Retail impact assessment	<p>An assessment to establish whether the impact of certain out of centre and edge of centre proposals over time (up to 5 years or 10 for major schemes) on existing town and local centres is or is not significantly adverse. The impact should be assessed in relation to all town and local centres that may be affected, which are not necessarily just those closest to the proposal and may be in neighbouring authority areas.</p> <p>The <a href="#">retail impact test checklist</a> set out in the Planning Practice Guidance should be followed.</p>	ER9 and ER10 of Plan:MK

Requirement	Description	Policy drivers
Retail sequential assessment	An assessment of available premises within or on the edge of town and local centres in an agreed area of search. This area should be agreed in advance through <a href="#">pre-application advice</a> . If the proposal has particular market and locational requirements which mean that they may only be accommodated in specific locations, then a robust justification for this ‘filtering’ of available premises must be provided. The scope for flexibility in the format and/or scale of the proposal must also be outlined. More <a href="#">advice on the retail sequential test</a> is available in the Planning Practice Guidance.	ER10 of Plan:MK
Rural enterprise statement	A supporting statement to demonstrate that the development is essential to the functional needs of the enterprise, including evidence of a sound business plan and/or financial status of the enterprise, and evidence that the essential need cannot be met elsewhere in the locality.	DS5 of Plan:MK
Site waste management plan	A plan to demonstrate that waste storage and collection arrangements for the development can be accommodated. The plan should include evidence of waste reduction methods, use of recycled materials and dedicated recyclable waste storage space, as well as respective volume and types for both the construction and operational phases of the development. It should include a <a href="#">swept path drawing</a> where refuse vehicles will enter the site to collect waste. The plan should also highlight any potentially hazardous or polluting waste that will be generated, stored and disposed of.	SC1 of Plan:MK, WDC2 of the Waste DPD.  The <a href="#">Waste Management Plan for England</a> .
Soil quality assessment	An assessment of the soil quality across the site informed by sampling of it, with the site, or areas of it, then categorised under the <a href="#">Agricultural Land Classification</a> (ALC) grades. The survey should have regard to Natural England’s <a href="#">revised criteria for grading the quality of agricultural land</a> . Where development results in the loss or sterilisation, permanent or temporary, of <a href="#">best and most versatile agricultural land</a> , a justification for this loss must be provided.	NE7 of Plan:MK

Requirement	Description	Policy drivers
Sports and open space analysis	<p>An analysis of existing sports facilities and playing fields (whether publicly adopted or not) and open space of public value within the surrounding area of the site (whether publicly adopted or not), relative to the size and function of the facility, field or space to be affected/lost, along with justification for impact, supported by evidence of marketing of the facility where relevant. Open space includes not just land, but also inland bodies of water such as rivers, canals, lakes and reservoirs which offer important opportunities for sport and outdoor recreation. In the case of playing fields, the extent of the loss should be specified in hectares and the reason for the chosen location and alternatives considered also given.</p> <p>Regard should be given to <a href="#">Sport England's published advice</a>.</p>	L2, L3 and L4 of Plan:MK.
Statement of community involvement (SCI)	<p>A document which sets out how the developer/applicant has engaged with and consulted local communities and stakeholders, such as local authorities, statutory undertakers, consultees to the planning process and surrounding business, in the preparation of the application, and how responses have been taken account of in shaping the proposals.</p> <p>Regard should be given to the Council's <a href="#">Statement of Community Involvement</a> and the <a href="#">Pre-application and Planning Performance Agreement Charter</a><sup>72</sup>.</p>	Whole of Plan:MK, Local Minerals Plan and Waste Development Plan DPD
Statutory declaration	<p>A declaration under the Statutory Declarations Act 1835 of matters of fact made by a person to allow that person to declare something to be true for the purposes of satisfying a legal requirement or regulation when no other evidence is available. This can be made before anyone who is authorised by law to hear it (for example, a solicitor or legal executive), or before any Justice of the Peace. In addition, officers of the armed services with the equivalent rank of major and above may authenticate a statutory declaration.</p>	Certificates of lawfulness for existing development

<sup>72</sup> Due to be published autumn 2022. Until its adoption, developers are encouraged to involve stakeholders such as Ward and Town/Parish Councillors in the pre-application process.

Requirement	Description	Policy drivers
Structural survey	A survey of the construction makeup and condition of an existing building undertaken by a suitably qualified survey, identifying likely impact of the development on that structure and in particular the capacity of the building to sustain the changes proposed. The survey should also identify a schedule of works/repairs needed to undertake the development including measures such as underpinning, structural support, demolition, partial removal, rebuilding, repair and maintenance. Such a survey is likely required for substantive works to a listed building.	HE1 of Plan:MK
Surface water management strategy	<p>A strategy for how surface water flows from the development will be handled, which can be provided as part of a <a href="#">flood risk assessment</a>. This should include (as a minimum):</p> <ul style="list-style-type: none"> <li>▪ details of compliance with the <a href="#">Defra non-statutory technical standards</a> (or evidence as to why this cannot be achieved or is not required);</li> <li>▪ exceedance routes through the development;</li> <li>▪ treatment train components, including reasons for choice of type, size and bank gradient;</li> <li>▪ design calculations for discharge rates, peak flow rates, and storage requirements;</li> <li>▪ evidence of ground conditions/permeability to inform the above design calculations;</li> <li>▪ climate change and urban creep (future development) allowances;</li> <li>▪ outfall choice justified against <a href="#">the SuDS hierarchy of drainage options</a>;</li> <li>▪ temporary drainage during construction; and</li> <li>▪ details of how the sustainable drainage system is to be maintained for the lifetime of the development.</li> </ul> <p>Regard should be had to the <a href="#">Lead Local Flood Authority's guidance for developers</a> as well as <a href="#">the latest national guidance</a> on what the strategy should contain.</p>	FR1, FR2, FR3 and SC1 of Plan:MK

Requirement	Description	Policy drivers
Sustainability statement	<p>A statement about how the design and construction of the development complies with sustainable design and construction policies <a href="#">and adopted guidance</a>. It should consider how the layout and construction methods embrace the policy objectives, how landscaping can be utilised to improve sustainability, opportunities for renewable energy linkages and generation, use of sustainable sources of building materials, and achieving carbon neutrality. Where an element of the scheme cannot fulfil the policy requirements, a justification should be provided.</p> <p>The statement should also outline how the development proposes to interact through providing positive environmental, social and economic implications, such as integration with sustainable transport networks and infrastructure and climate change mitigation.</p>	SC1 and SC2 of Plan:MK

<p>Transport assessment</p>	<p>An assessment in line with the <a href="#">thresholds at Annex C</a> which considers:</p> <ul style="list-style-type: none"> <li>▪ the proposed development and site layout (particularly proposed transport access and layout across all modes of transport);</li> <li>▪ information about neighbouring uses, amenity and character, and existing functional classification of the nearby road network;</li> <li>▪ data about existing public transport provision, including provision/frequency of services and proposed public transport changes;</li> <li>▪ the travel characteristics of the proposed development, including movements across all modes of transport that would result from the development and in the vicinity of the site;</li> <li>▪ likely trips from committed development in the area;</li> <li>▪ data about current traffic flows on links and at junctions (including by different modes of transport and the volume and type of vehicles) and identification of critical links and junctions on the highway network;</li> <li>▪ the injury accident records on the public highway in the vicinity of the site access for the most recent 5-year period;</li> <li>▪ the likely associated environmental impacts of transport related to the development, particularly in relation to proximity to environmentally sensitive areas (such as AQMAs or noise sensitive areas);</li> <li>▪ measures to improve the accessibility of the location (such as provision/enhancement of nearby rights of way and cycle path linkages) so to make the development acceptable in planning terms;</li> <li>▪ an <a href="#">assessment of parking facilities</a> in the area and the parking strategy of the development;</li> <li>▪ ways of encouraging sustainability by reducing the need to travel; and</li> <li>▪ measures to mitigate the residual impacts of development (such as improvements to the public transport network, introducing walking and cycling facilities, physical improvements to existing roads).</li> </ul> <p>In general, assessments should be based on normal traffic flow and usage conditions (e.g. non-school holiday periods, typical weather conditions, lack of planned roadworks) but it may be necessary to consider the implications for any regular peak traffic and usage periods (such as rush hours). The timeframe that the assessment covers should be agreed with the relevant highway authority/ies in advance.</p>	<p>CT1, CT2, CT3 and CT10 of Plan:MK.</p>
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Requirement	Description	Policy drivers
Transport statement	A 'lighter touch' evaluation compared to a transport assessment, more proportionate to the potential impact of the development (i.e. in the case of developments with anticipated limited transport impacts) but following the same principles of a full assessment, as required in line with the thresholds at Annex C.	CT1, CT2, CT3 and CT10 of Plan:MK.
Utilities assessment	An assessment of the existing capacity of utility services, such as water, drainage, gas, electricity and telecommunications; whether those services can support the proposed development; and, if relevant, what mitigation/off-site improvements to the network are necessary.	INF1 of Plan:MK
Viability appraisal	<p>An 'open book' appraisal of the economics of delivering the proposed development on the site concerned, using the latest available build costs as published by BCIS and property values relevant to the locale. Profit levels should be reflective of the level of risk associated with a site and the tenure mix proposed.</p> <p>The appraisal should follow <a href="#">the standardised inputs into viability assessment</a>. Estimated abnormal costs and site-specific infrastructure costs must be supported by tender costs and/or a quantity surveyor's schedule.</p> <p>The appraisal must be accompanied by an undertaking by the applicant to cover the Council's costs in engaging an independent viability consultant. Please also see <a href="#">paragraphs 1.25 and 1.26</a> in respect of publication of the appraisal.</p>	INF1 of Plan:MK

◀ **Start of the Annex**

◀ **Contents**

**Thresholds for transport statements, assessment and travel plans**

Use	Transport statement	Transport assessment and framework travel plan
Display or retail sale of convenience goods, other than hot food	250 - 800m <sup>2</sup>	>800 m <sup>2</sup>
Display or retail sale of comparison goods, other than hot food	800 - 1,500 m <sup>2</sup>	>1,500 m <sup>2</sup>
Sale of food and drink for consumption (mostly) on the premises	300 - 2,500 m <sup>2</sup>	>2,500 m <sup>2</sup>
Provision of financial services, professional services (other than health or medical services), or other appropriate services in a commercial, business or service locality.	1,000 - 2,500 m <sup>2</sup>	>2,500 m <sup>2</sup>
Indoor sport, recreation or fitness (not involving motorised vehicles or firearms)	500 - 1,500 m <sup>2</sup>	>1,500 m <sup>2</sup>
Provision of medical or health services	500 - 1,000 m <sup>2</sup>	>1,000 m <sup>2</sup>
Creche, day nursery or day centre (not including a residential use)	500 - 1,000 m <sup>2</sup>	>1,000 m <sup>2</sup>
Offices (other than for the provision of financial or professional services, listed above), research and development, or light industrial processes	1,500 - 2,500 m <sup>2</sup>	>2,500 m <sup>2</sup>
Learning and non - residential institutions	500 - 1,000 m <sup>2</sup>	>1,000 m <sup>2</sup>
Community uses	500 - 1,500 m <sup>2</sup>	>1,500 m <sup>2</sup>
Heavy or general industry	2,500 - 4,000 m <sup>2</sup>	>4,000 m <sup>2</sup>
Storage and distribution	3,000 - 5,000 m <sup>2</sup>	>5,000 m <sup>2</sup>
Hotels	75 - 100 rooms	>100 rooms
Hospitals and care homes	30 - 50 beds	>50 beds
Education	50 - 150 students	>150 students
Hostels	250 - 400 residents	>400 residents
Housing	10 - 40 dwellings	>40 dwellings

Where flexible or hybrid uses are proposed, the threshold will be the lowest threshold for any of the proposed uses. Sui-generis uses will attract the need for a transport statement or assessment, and framework travel plan based on the likely effects of the proposal.

Transport statements and assessment also link with the need to provide a [parking assessment](#) (and [parking plan](#)) where relevant.

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**Conditions schedule (example)**

No.	Topic	Plan/drawing document reference or description	Revision	Previous application reference(s)
1	Boundary treatments	0399-782-BND	P1	22/01234/DISCON
2	Materials	0399-782-MAT	P3	-
3	Soft landscaping	0399-782-LND	P2	22/01234/DISCON 22/03322/DISCON

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**Housing Accommodation Schedule**

Inserted as separate document.

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