

1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

2. Agent Name and Address

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

3. Site Address Details

Please enter the full postal address of the site. Enter the house/flat number and / or name (if appropriate) and street name in the Street address field. The town, county and full postcode should also be entered. If the application relates to open ground describe its location as clearly as possible (e.g. *'Land to rear of 12 to 18 High Street'* or provide a grid reference).

When you submit a location plan, it is recommended that this is at a scale of 1: 1250 or 1: 2500, showing at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays (access around a road junction or access, which should be free from obstruction), landscaping, car parking and open areas around buildings).

A blue line must be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site.

All plans must be to a metric scale and any figured dimensions given in metres and a scale bar should be included. Each plan should show the direction of North.

4. Pre-application Advice

The local authority may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process. This can minimise delays later in processing the application.

Pre-application discussions can also help you and the planning authority identify areas of concern about your proposed development so that you can give consideration to amending your proposal before the application is submitted. The advice and guidance given to you at the pre-application stage is given in good faith. However, it does not guarantee or supply a definitive undertaking as to whether your proposal is likely to be acceptable.

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state *'Unknown'*.

This will assist the Council in dealing with your application as quickly as possible.

5. Development Description

Please describe the proposal accurately and concisely, and specify the reserved matter(s) (ie access, appearance, landscaping, layout and scale) for which you are seeking consent.

Example:

- *provision of principal access off London Road and secondary access off cul-de-sac to rear of the site and other internal circulation roads*
- *provision of landscaping details including 3 metre boundary hedge and 2 metre close boarded fencing to sides and rear of site*
- *submission of layout and scale details comprising five-storey residential block to the rear of the site, three-storey office block fronting London Road and recycling facilities including bin store on the western boundary*
- *details of scale and appearance of the proposed three-storey dwelling including timber sash windows, slate roof and red stock bricks*

6. Neighbour and Community Consultation

The Council will consult your neighbours in most circumstances. It is often better to tell your neighbours prior to submitting the application rather than letting the Council's official letter of notification bring the application to their attention for the first time.

7. Council Employee / Member

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

8. Supporting Information

You should clearly make reference to drawings that formed part of the original decision and identify all plans submitted as part of this application. If applicable, an explanation or additional supplementary information highlighting changes and variations should also be provided in support of your submission.

In circumstances where the planning authority considers that variations substantially alter the original decision, your application may be considered to be invalid and the submission of a new application may be necessary.

Layout

Details should explain and justify the proposed layout in terms of the relationship between buildings and public and private spaces within and around the site. An indication of how factors important to accessibility of the site for users (such as travel distances and gradients, and the orientation of block and units in relation to any site topography to afford optimum accessibility) should also be given.

Scale

Details should explain and justify the scale of buildings proposed, including why particular heights have been settled upon, and how these relate to site surroundings and to the relevant skyline. The statement should also explain and justify the size of building parts, particularly entrances and facades, with regard to how they will relate to the human scale.

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8. Supporting Information (Continued)

Appearance

Details should explain and justify the appearance of the place or buildings proposed, including how this will relate to the appearance and character of the development's surroundings. It should explain how the decisions taken about appearance have considered accessibility. The choice of particular materials and textures will have a significant impact upon a development's accessibility. Judicious use of materials that contrast in tone and colour to define important features (such as entrances, circulation routes or seating, for example) will greatly enhance access for everyone. Similarly early consideration of the location and levels of lighting will be critical to the standard of accessibility ultimately achieved.

Landscape

Details should explain and justify the proposed landscaping scheme, explaining the purpose of landscaping private and public spaces on the site in terms of biodiversity, amenity, safety, appearance, accessibility and usability sustainability, and its relationship to the surrounding area.

Access

Access is an important design issue. You should explain and justify the principles behind the intended access and explain how these have informed the final access arrangements. This might include, for example, a brief explanation of your approach to access, with particular reference to the inclusion of disabled people, and a description of how the sources of advice on design and accessibility and technical issues will be, or have been followed. Where, in exceptional circumstances, a design does not follow established good practice guidance, sufficient details should be included to identify which parts of the proposal do not follow good practice, and to explain why such guidance has not been followed in this instance, as well as explaining why the applicants believe that, in this particular instance, the design proposed still offers a level and standard of accessibility that is equal to, or better than, that suggested in established guidance documents.

You may also wish to identify any constraints imposed by the site and any existing structures, and propose compensatory measures where full access proves to be impracticable or unreasonable. Drawings or other details could be useful here to assist the explanation; demonstrate how prospective users will be able to access the existing transport network, and the reasons on which the main points of access to the site and the layout of access routes have been chosen. Issues relating to emergency access should also be addressed and include:

- access for the emergency services even where vehicular access is not provided
- circulation routes around the site in the event of emergency evacuation, and
- egress from buildings in the event of emergency evacuation

9. Planning Application Requirements & Local Level Requirements

There are two levels of requirements, national and local:

- **National** - Use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted.
- **Local** - The local planning authority will have produced a document (usually available from their website) which details any specific information that is required to accompany the application in addition to the national requirements.

Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information may result in your application being returned as invalid.

10. Declaration

Please sign and date your application.

11. Applicant Contact Details

Please provide contact information for the applicant.

12. Agent Contact Details

Please provide contact information for the agent.

13. Site Visit

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.