

Application for planning permission

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically). **PLEASE NOTE:** [OS Copyright requirements](#).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

LOCAL REQUIREMENTS

Additional Mandatory Documents	<ul style="list-style-type: none"> • Planning Statement • Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
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Conditional Documents Required	Document Type	Circumstances when document should be submitted
	Affordable housing statement	When development incorporates affordable housing provision. This will be when the development is for 15 dwellings or 0.5 hectares in large settlements, and 5 or more dwellings or 0.17 hectares in small settlements.
	Air quality	All development within, or affecting, the Winchester Air Quality Management Area (AQMA) .
	Biodiversity survey and report	Please see the Biodiversity Checklist and the Landscape Checklist for New Developments for further information and guidance. NOTE: It will become a MANDATORY REQUIREMENT for the Biodiversity checklist to be completed and submitted with the application from December 1st 2008.
	Environmental Statement	Refer to EIA regulations
	Flood risk assessment	Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zone 2 and 3. see link http://www.environment-agency.gov.uk/aboutus/512398/908812/1351053/571633/?lang=e
	Foul sewage and Utilities statement	If the proposed development results in any changes or replacement to an existing system, or the creation of a new system.
	Heritage Statement (including Historical, archaeological features & Scheduled Ancient Monuments)	Heritage Statements will be required for validation purposes where development proposals will affect areas of significant archaeological remains and historic landscapes, including Scheduled Ancient Monuments, Registered Park & Gardens and Registered Battlefields. Further help can be found in the Heritage Guidance Note .
	Land contamination assessment	Where the proposed development is on, or adjacent to, land which may be affected by contamination, in line with the guidance provided in PPG 23: Planning and Pollution Control .
	Landscaping details	Any application which relates to one or more of the following criteria: <ul style="list-style-type: none"> - erection of 1 or more dwelling; - erection/extension of commercial/business building with a gross floor area of 500 sq.m and

		<p>above;</p> <ul style="list-style-type: none"> - an application relating to agricultural, forestry or equestrian building or development; - a Reserved Matters or Removal/Variation of Condition application relating to a landscape condition. <p>Please see the Landscape Checklist for New Developments for further guidance.</p>
	Lighting assessment	Only where significant external lighting is proposed, i.e. flood lighting, lit areas of car parking, new street lighting.
	Noise assessment	Noisy uses, including all B2 applications; Noise sensitive developments, e.g. housing located near to a source of noise, e.g., motorway, industrial site.
	Open Space assessment	Where the proposed development is on existing public open space.
	Planning Obligations - Draft Head(s) of Terms	Where the development requires planning obligations for affordable housing, open space contribution or off site highway works and contributions. Alternatively the applicant can submit a unilateral undertaking.
	Statement of Community Involvement	See guidance on Statement of Community Involvement webpage.
	Structural survey	Where the structural integrity of the building is affected, i.e. barn conversions or reuse of other buildings, if the condition is questionable.
	Telecommunications Development – supplementary information	Any application for primary telecommunications plant or equipment.
	Town Centre Uses – Evidence to accompany applications	Required for all retail and leisure developments situated outside of village, town or local centres.
	Transport Assessment	Required where proposal would lead to significant transport implications, as set out in Appendix B - D of DOT Guidance .
	Travel plan	Required for food and non-food retail, cinema and conference facilities, other leisure (D2) uses (excluding stadium) from and above 1000 sq.m gross floorspace; B1 (including office, higher and further education establishments from and above 2500 sq.m gross floorspace; stadia of 1500+ seats. Other service developments such as hospitals, smaller traffic attracting developments in rural areas, and in Winchester Air Quality Management Area .
	Tree survey/ arboricultural implications	When the development involves the loss of trees, or is proposed adjacent to existing trees
	Ventilation/ extraction	Use classes A3, A4 and A5 and where there is

	statement	any proposal involving mechanical ventilation or extraction
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