

	<p>To include the following</p> <ol style="list-style-type: none"> 1. Site details. 2. Pre-application checklist for site selection. 3. Proposed development information. 4. Technical justification. 5. Site selection process information. 6. ICNIRP Certificate. 7. Site location plan at a scale of 1:2500. 8. Site layout plan at a scale of 1:500. 9. A clear differentiation between existing and proposed equipment should be made. 10. Elevations at a minimum scale of 1:100. 11. Roof plan at a scale of 1:100. 12. Existing and proposed cross sections.
<p>Transport Assessment</p>	<p>Needed for all developments proposing 50+ residential units and/or 1000 sq m or more commercial floorspace and best practice for major developments and where a proposal would lead to significant transport implications. Please refer to 'Guidance on Transport Assessment' by the Department for Transport Appendix B - D of DOT. See link:</p> <p>https://www.gov.uk/government/organisations/department-for-transport</p> <p>It is good practice to submit a Travel Plan with the Transport Assessment.</p>
<p>Transport Statement and Transport Stress Survey</p>	<p>Best practice for developments of 1 – 49 units. The statement should set out the transport issues relating to a proposed development site and details of the development proposal and how this will impact on these existing transport issues.</p> <p>It is also best practice for all new development where maximum parking standards are not met to indicate parking stress within that area in accordance with the following criteria:</p> <ol style="list-style-type: none"> 1. Carry out a survey between 20.00 and 22.00, or 05.00 and 07.00. 2. The survey area should be within 250m radius of the site. 3. The survey should record how many parking spaces are available at the time of the survey. 4. Photographic evidence is good to support the information being provided. 5. A plan of the survey area should be provided clearly showing the locations of the available parking spaces. 6. The parking spaces must be a minimum of 6m long to be counted between vehicles, although 5m is adequate when there is free access one end. <p>The survey should be presented clearly identifying the date, time, and day of the week, with the plan and any photographs.</p>
<p>Tree Survey/ Arboricultural Method Statement</p>	<p>Required for all applications where protected trees or hedgerows are proposed to be lost or would be affected by the development (including trees off site whose canopies overhang the site).</p>

Ventilation / Extraction Statement (including Acoustic Assessment)	Required for all applications for uses involving food preparation (including speculative applications) for restaurants, cafes, takeaways and pubs (A3, A4 and A5 of the Use Classes Order) including floor plans and elevations to show the location of where such equipment will go.
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Checklist published 1st September 2014

Application for consent to display an advertisement

NATIONAL REQUIREMENTS

- Completed application form.
- A plan which is drawn to an identified scale which shows the direction of North, identifies the site by reference to at least two named roads and identifies the position of the advertisement.
- Advertisement drawings at a scale of 1:50 or 1:00 showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colours of illumination).
- The appropriate fee.

LOCAL REQUIREMENTS

There are no Local Requirements.

Checklist published 1st September 2014

Application for outline planning permission with all matters reserved

NATIONAL REQUIREMENTS

NOTE: The Local Planning Authority is unlikely to approve an outline planning application for all matters reserved as it is unlikely to be able to determine if the application is acceptable due to the urban context of the City.

- Completed application form.
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined i.e. in red and any other land within the applicants ownership denoted in another colour i.e. blue.
- A copy of other plans and drawings or information necessary to describe the subject of the application including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing all site boundaries and the proposed building in relation to existing buildings.
 - 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).
 - The completed Certificate of Ownership (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.
- Design and Access Statement if it relates to an application for planning permission which is for:
 - (a) development which is major development; or
 - (b) where any part of the development is in a designated area such as a Conservation Area, development consisting of:
 - (i) the provision of one or more dwellinghouses; or
 - (ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more.
- Where access is a reserved matter, the application for outline planning permission shall state the area or areas where access points to the development proposed will be situated.
- The appropriate fee.

Additional information that could be required at validation stage:

LOCAL REQUIREMENTS

Document Type	Circumstance when document should be submitted
Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)	<p>In all cases where a proposal involves a change in ground levels or is on a sloping site.</p> <p>All plans to clearly and consistently show existing and proposed works.</p> <p>All plans to have a scale bar, key dimensions listed and a north point.</p>
Roof plans Scale 1:100/ 1:50	<p>Required for all planning applications involving extensions/alterations to existing roof forms and new buildings.</p> <p>All plans to clearly show existing and proposed works.</p> <p>All plans to have a scale bar, key dimensions listed and a north point</p> <p>To show the shape of the roof, materials and any vents etc.</p>
Air Quality Assessment	<p>All major development inside any Air Quality Management Area (AQMA). (Link) – http://www.southampton.gov.uk/planning/air-quality-planning/</p> <p>This information may be provided as part of an Environmental Impact Assessment where applicable</p>
Biodiversity Survey and Report	<p>Any development likely to affect a local or national designated nature conservation habitat or one which would have impact on a designated protected species. Please refer to list of relevant circumstances by clicking here (link) - http://www.hampshirebiodiversity.org.uk/1app.htm</p> <ul style="list-style-type: none"> You are strongly recommended to consult this list of circumstances before making ANY application <p>To submit appropriate ecological surveys to demonstrate that buildings proposed to be demolished or sites to be cleared do not contain protected species.</p>
Flood risk Assessment	<p>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/research/planning/93498.aspx</p> <p>See also the Strategic Flood Risk Assessment http://www.southampton.gov.uk/environmental-issues/flooding/development-flood-risk/level2-flood-risk-assessment.aspx</p>
Heritage Statement	<p>Required if the development involves work to a heritage asset. A heritage asset is a building, monument, site, place area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest. Heritage assets include designated heritage assets i.e. Conservation Areas and assets identified by the Local Planning Authority i.e. Locally Listed Buildings. The Statement should include the following:</p> <ol style="list-style-type: none"> 1) A description of the heritage asset and its setting. 2) An assessment of the significance. 3) An explanation of the design concept for the proposed development.

	<p>4) Description of the impact of the proposed development.</p> <p>Photos should also accompany the statement.</p>
Hard/Soft Landscape Design	<p>Required for all major planning applications.</p> <p>Proposals should include details of planting, boundary treatments, ancillary structures, surfacing materials etc to be shown on a block plan.</p> <p>Applicants are advised to use the Landscape Checklist for New Development as contained in Appendix G of the Council's SPD 'Residential Design Guide' (2006) to ensure that submissions are to an appropriate standard, in particular the information provided on the minimum requirements for a satisfactory planting plan and specification.</p>
Land Contamination Assessment	<p>Required where:</p> <ul style="list-style-type: none"> • Contamination is known or suspected to exist or the proposed use is vulnerable and is included on the list of contaminated sites • Development is within 250 metres of a currently licensed or historic landfill site. <p>For further guidance please see link: http://www.southampton.gov.uk/environmental-issues/pollution/contaminated-land/development-potentially-contaminated-land.aspx</p>
Lighting Assessment	<p>Required for all proposals involving large areas of lighting. Includes sports facilities, MUGA'S, golf driving ranges and lit car parks.</p>
Noise Assessment	<p>Required for:</p> <ul style="list-style-type: none"> • All residential development where it is likely to be affected by associated noise or activity. • All major development where it is likely to generate or be affected by associated noise or activity. • Proposals to include road traffic, railways, aircraft, military aerodromes, helicopters and heliports, industrial and commercial development, recreational and sporting activities, and landfill waste disposal sites.
Retail/Commercial Impact Assessment	<p>Required for applications of 2,500 sq m or more retail, leisure and office development outside of defined city centre, town, district and local centres This should include an assessment of:</p> <ul style="list-style-type: none"> • The impact of the proposal on existing, committed and planned public private investment in a centre or centres in the catchment area of the proposal; and • The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is

	made.
Refuse and Recycling Storage	Required for all applications .Please show where the bin storage will be situated on a block plan and elevational details of any form of enclosure, which should be secure and lockable. If you do not meet the carry distances set out in the city council's Residential Design Guide (September 2006), details of a management plan to ensure that refuse can be conveniently brought to a collection point and then returned to the storage point after collection should be given in writing as part of the Design & Access Statement (where such a statement is required).
Statement of Community Involvement	Needed for all development proposing 50+ residential units and/or 1000 sq m or more commercial floorspace and best practice for all other major applications to show how the developer has complied with the requirements for pre-application consultation as set out in the adopted Statement of Community Involvement: http://www.southampton.gov.uk/policies/Statement%20of%20Community%20Involvement.pdf
Sustainability Statement Checklist	The Sustainability Checklist should be completed for all applications, new build or conversion of: <ul style="list-style-type: none"> • 1 or more residential units • All non-residential applications of 500 sq m or more floor area <p>In addition, all new builds meeting this criteria must submit a pre-assessment estimator for the Code for Sustainable Homes or BREEAM. This is set out in the checklist.</p> <p>To show how the developer has considered and complied with the requirements of CS20 – Tackling and Adapting to Climate Change of the Core Strategy (2010)</p>
Transport Assessment	Needed for all developments proposing 50+ residential units and/or 1000 sq m or more commercial floorspace and best practice for major developments and where a proposal would lead to significant transport implications. Please refer to 'Guidance on Transport Assessment' by the Department for Transport Appendix B - D of DOT. See link: https://www.gov.uk/government/organisations/department-for-transport It is good practice to submit a Travel Plan with the Transport Assessment.
Transport Statement and Transport Stress Survey	Best practice for developments of 1 – 49 units. The statement should set out the transport issues relating to a proposed development site and details of the development proposal and how this will impact on these existing transport issues. It is also best practice for all new development where maximum parking standards are not met to indicate parking stress within that area in accordance with the following criteria:

	<ol style="list-style-type: none"> 1. Carry out a survey between 20.00 and 22.00, or 05.00 and 07.00. 2. The survey area should be within 250m radius of the site. 3. The survey should record how many parking spaces are available at the time of the survey. 4. Photographic evidence is good to support the information being provided. 5. A plan of the survey area should be provided clearly showing the locations of the available parking spaces. 6. The parking spaces must be a minimum of 6m long to be counted between vehicles, although 5m is adequate when there is free access one end. <p>The survey should be presented clearly identifying the date, time, and day of the week, with the plan and any photographs.</p>
Tree Survey/ Arboricultural Method Statement	Required for all applications where protected trees or hedgerows are proposed to be lost or would be affected by the development (including trees off site whose canopies overhang the site).
Ventilation / Extraction Statement (including Acoustic Assessment)	Required for all applications for uses involving food preparation (including speculative applications) for restaurants, cafes, takeaways and pubs (A3, A4 and A5 of the Use Classes Order) including floor plans and elevations to show the location of where such equipment will go.

Checklist published 1st September 2014

Application for outline planning permission with some matters reserved

NATIONAL REQUIREMENTS

- Completed application form.
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined i.e. in red and any other land within the applicants ownership denoted in another colour i.e. blue.
- Particulars, plans and drawings that are necessary to deal with the matters to be considered at outline stage such as:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing all site boundaries and the proposed building in relation to existing buildings.
 - 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).
- The completed Certificate of Ownership (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.
- Design and Access Statement if it relates to an application for planning permission which is for:
 - (a) development which is major development; or
 - (b) where any part of the development is in a designated area such as a Conservation Area, development consisting of:
 - (i) the provision of one or more dwellinghouses; or
 - (ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more.
- Where access is a reserved matter, the application for outline planning permission shall state the area or areas where access points to the development proposed will be situated.
- The appropriate fee.

Additional information that could be required at validation stage:

LOCAL REQUIREMENTS

Document Type	Circumstance when document should be submitted
Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)	<p>In all cases where a proposal involves a change in ground levels or is on a sloping site.</p> <p>All plans to clearly and consistently show existing and proposed works.</p>

	All plans to have a scale bar, key dimensions listed and a north point.
Roof plans Scale 1:100/ 1:50	<p>Required for all planning applications involving extensions/alterations to existing roof forms and new buildings.</p> <p>All plans to clearly show existing and proposed works.</p> <p>All plans to have a scale bar, key dimensions listed and a north point</p> <p>To show the shape of the roof, materials and any vents etc.</p>
Air Quality Assessment	<p>All major development inside any Air Quality Management Area (AQMA). (Link) – http://www.southampton.gov.uk/planning/air-quality-planning/</p> <p>This information may be provided as part of an Environmental Impact Assessment where applicable</p>
Biodiversity Survey and Report	<p>Any development likely to affect a local or national designated nature conservation habitat or one which would have impact on a designated protected species. Please refer to list of relevant circumstances by clicking here (link) - http://www.hampshirebiodiversity.org.uk/1app.htm</p> <ul style="list-style-type: none"> You are strongly recommended to consult this list of circumstances before making ANY application <p>To submit appropriate ecological surveys to demonstrate that buildings proposed to be demolished or sites to be cleared do not contain protected species.</p>
Context (Street Scene)	<p>Required for when approval is sought for scale and appearance only. Plans should show the street context of their proposals in relation to adjoining development, in both elevational and plan form, to enable the development's impact upon its neighbours to be properly assessed for any new buildings that have a street frontage.</p>
Flood Risk Assessment	<p>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/research/planning/93498.aspx</p> <p>See also the Strategic Flood Risk Assessment http://www.southampton.gov.uk/environmental-issues/flooding/development-flood-risk/level2-flood-risk-assessment.aspx</p>
Heritage Statement	<p>Required if the development involves work to a heritage asset. A heritage asset is a building, monument, site, place area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest. Heritage assets include designated heritage assets i.e. Conservation Areas and assets identified by the Local Planning Authority i.e. Locally Listed Buildings. The Statement should include the following:</p> <ol style="list-style-type: none"> 1) A description of the heritage asset and its setting. 2) An assessment of the significance. 3) An explanation of the design concept for the proposed development. 4) Description of the impact of the proposed development.

	Photos should also accompany the statement.
Hard/Soft Landscape Design	<p>Required for all major planning applications.</p> <p>Proposals to include details of planting, boundary treatments, ancillary structures, surfacing materials etc to be shown on a block plan.</p> <p>Applicants are advised to use the Landscape Checklist for New Development as contained in Appendix G of the Council's SPD 'Residential Design Guide' (2006) to ensure that submissions are to an appropriate standard, in particular the information provided on the minimum requirements for a satisfactory planting plan and specification.</p>
Land Contamination Assessment	<p>Required where:</p> <ul style="list-style-type: none"> • Contamination is known or suspected to exist or the proposed use is vulnerable and is included on the list of contaminated sites • Development is within 250 metres of a currently licensed or historic landfill site. <p>For further guidance please see link: http://www.southampton.gov.uk/environmental-issues/pollution/contaminated-land/development-potentially-contaminated-land.aspx</p>
Lighting Assessment	Required for all proposals involving large areas of lighting. Includes sports facilities, MUGA'S, golf driving ranges and lit car parks.
Noise Assessment	<p>Required for:</p> <ul style="list-style-type: none"> • All residential development where it is likely to be affected by associated noise or activity. • All major development where it is likely to generate or be affected by associated noise or activity. • Proposals to include road traffic, railways, aircraft, military aerodromes, helicopters and heliports, industrial and commercial development, recreational and sporting activities, and landfill waste disposal sites.
Retail/Commercial Impact Assessment	<p>Required for applications of 2,500 sq m or more retail, leisure and office development outside of defined city centre, town, district and local centres This should include an assessment of:</p> <ul style="list-style-type: none"> • The impact of the proposal on existing, committed and planned public private investment in a centre or centres in the catchment area of the proposal; and • The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.

Refuse and Recycling Storage	<p>Required for all applications. Please show where the bin storage will be situated on a block plan and elevational details of any form of enclosure, which should be secure and lockable. If you do not meet the carry distances set out in the city council's Residential Design Guide (September 2006), details of a management plan to ensure that refuse can be conveniently brought to a collection point and then returned to the storage point after collection should be given in writing as part of the Design & Access Statement (where such a statement is required).</p>
Statement of Community Involvement	<p>Needed for all development proposing 50+ residential units and/or 1000 sq m or more commercial floorspace and best practice for all other major applications to show how the developer has complied with the requirements for pre-application consultation as set out in the adopted Statement of Community Involvement:</p> <p>http://www.southampton.gov.uk/policies/Statement%20of%20Community%20Involvement.pdf</p>
Sustainability Statement Checklist	<p>The Sustainability Checklist should be completed for all applications, new build or conversion of:</p> <ul style="list-style-type: none"> • 1 or more residential units • All non-residential applications of 500 sq m or more floor area <p>In addition, all new builds meeting this criteria must submit a pre-assessment estimator for the Code for Sustainable Homes or BREEAM. This is set out in the checklist.</p> <p>To show how the developer has considered and complied with the requirements of CS20 – Tackling and Adapting to Climate Change of the Core Strategy (2010)</p>
Transport Assessment	<p>Needed for all developments proposing 50+ residential units and/or 1000 sq m or more commercial floorspace and best practice for major developments and where a proposal would lead to significant transport implications. Please refer to 'Guidance on Transport Assessment' by the Department for Transport Appendix B - D of DOT.</p> <p>See link:</p> <p>https://www.gov.uk/government/organisations/department-for-transport</p> <p>It is good practice to submit a Travel Plan with the Transport Assessment.</p>
Transport Statement and Transport Stress Survey	<p>Best practice for developments of 1 – 49 units. The statement should set out the transport issues relating to a proposed development site and details of the development proposal and how this will impact on these existing transport issues.</p> <p>It is also best practice for all new development where maximum parking standards are not met to indicate parking stress within that</p>

	<p>area in accordance with the following criteria:</p> <ol style="list-style-type: none"> 1. Carry out a survey between 20.00 and 22.00, or 05.00 and 07.00. 2. The survey area should be within 250m radius of the site. 3. The survey should record how many parking spaces are available at the time of the survey. 4. Photographic evidence is good to support the information being provided. 5. A plan of the survey area should be provided clearly showing the locations of the available parking spaces. 6. The parking spaces must be a minimum of 6m long to be counted between vehicles, although 5m is adequate when there is free access one end. <p>The survey should be presented clearly identifying the date, time, and day of the week, with the plan and any photographs.</p>
Tree Survey/ Arboricultural Method Statement	Required for all applications where protected trees or hedgerows are proposed to be lost or would be affected by the development (including trees off site whose canopies overhang the site)
Ventilation / Extraction Statement (including Acoustic Assessment)	Required for all applications for uses involving food preparation (including speculative applications) for restaurants, cafes, takeaways and pubs (A3, A4 and A5 of the Use Classes Order) including floor plans and elevations to show the location of where such equipment will go.

Checklist published 1st September 2014

Applications for approval of reserved matters following outline approval

- Completed application form.
- Particulars to be accompanied by such plans and drawings, as are necessary to deal with the matters reserved in the outline planning permission.
- The appropriate fee.

Additional information that could be required at validation stage:

LOCAL REQUIREMENTS

Document Type	Circumstance when document should be submitted
CIL: Planning Application Additional Information Requirement Form	Required for development that proposes 100 sq m or more new floorspace in Class A1 – A5, C3, C4 or sui generis residential use and/or where development involves the creation of one or more new dwellings irrespective of size or as a result of a change of use.
Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)	<p>In all cases where a proposal involves a change in ground levels or is on a sloping site.</p> <p>All plans to clearly and consistently show existing and proposed works.</p> <p>All plans to have a scale bar, key dimensions listed and a north point.</p>
Roof plans Scale 1:100/ 1:50	<p>Required for all planning applications involving extensions/alterations to existing roof forms and new buildings.</p> <p>All plans to clearly show existing and proposed works.</p> <p>All plans to have a scale bar, key dimensions listed and a north point</p> <p>To show the shape of the roof, materials and any vents etc.</p>
Air Quality Assessment	<p>All major development inside any Air Quality Management Area (AQMA). (Link) – http://www.southampton.gov.uk/planning/air-quality-planning/</p> <p>This information may be provided as part of an Environmental Impact Assessment where applicable</p>
Biodiversity Survey and Report	<p>Required for any development likely to affect a local or national designated nature conservation habitat or one which would have impact on a designated protected species. Please refer to list of relevant circumstances by clicking here (link) - http://www.hampshirebiodiversity.org.uk/1app.htm</p> <ul style="list-style-type: none"> • You are strongly recommended to consult this list of circumstances before making ANY application <p>To submit appropriate ecological surveys to demonstrate that buildings proposed to be demolished or sites to be cleared do not contain protected species.</p>

Context (Street Scene)	Required for when approval is sought for scale and appearance only. Plans should show the street context of their proposals in relation to adjoining development, in both elevational and plan form, to enable the development's impact upon its neighbours to be properly assessed for any new buildings that have a street frontage.
Flood Risk Assessment	<p>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/research/planning/93498.aspx</p> <p>See also the Strategic Flood Risk Assessment http://www.southampton.gov.uk/environmental-issues/flooding/development-flood-risk/level2-flood-risk-assessment.aspx</p>
Heritage Statement	<p>Required if the development involves work to a heritage asset. A heritage asset is a building, monument, site, place area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest. Heritage assets include designated heritage assets i.e. Conservation Areas and assets identified by the Local Planning Authority i.e. Locally Listed Buildings. The Statement should include the following:</p> <ol style="list-style-type: none"> 1) A description of the heritage asset and its setting. 2) An assessment of the significance. 3) An explanation of the design concept for the proposed development. 4) Description of the impact of the proposed development. <p>Photos should also accompany the statement.</p>
Hard/Soft Landscape Design	<p>Required for all major planning applications.</p> <p>Proposals should include details of planting, boundary treatments, ancillary structures, surfacing materials etc to be shown on a block plan.</p> <p>Applicants are advised to use the Landscape Checklist for New Development as contained in Appendix G of the Council's SPD 'Residential Design Guide' (2006) to ensure that submissions are to an appropriate standard, in particular the information provided on the minimum requirements for a satisfactory planting plan and specification.</p>
Land Contamination Assessment	<p>Required where:</p> <ul style="list-style-type: none"> • Contamination is known or suspected to exist or the proposed use is vulnerable and is included on the list of contaminated sites • Development is within 250 metres of a currently licensed or historic landfill site. <p>For further guidance please see link: http://www.southampton.gov.uk/environmental-issues/pollution/contaminated-land/development-potentially-contaminated-land.aspx</p>

Lighting Assessment	Required for all proposals involving large areas of lighting. Includes sports facilities, MUGA'S, golf driving ranges and lit car parks.
Noise Assessment	Required for: <ul style="list-style-type: none"> • All residential development where it is likely to be affected by associated noise or activity. • All major development where it is likely to generate or be affected by associated noise or activity. • Proposals to include road traffic, railways, aircraft, military aerodromes, helicopters and heliports, industrial and commercial development, recreational and sporting activities, and landfill waste disposal sites.
Retail/Commercial Impact Assessment	Required for applications of 2,500 sq m or more retail, leisure and office development outside of defined city centre, town, district and local centres This should include an assessment of: <ul style="list-style-type: none"> • The impact of the proposal on existing, committed and planned public private investment in a centre or centres in the catchment area of the proposal; and • The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.
Refuse and Recycling Storage	Required for all applications .Please show where the bin storage will be situated on a block plan and elevational details of any form of enclosure, which should be secure and lockable. If you do not meet the carry distances set out in the city council's Residential Design Guide (September 2006), details of a management plan to ensure that refuse can be conveniently brought to a collection point and then returned to the storage point after collection should be given in writing as part of the Design & Access Statement (where such a statement is required).
Statement of Community Involvement	Needed for all development proposing 50+ residential units and/or 1000 sq m or more commercial floorspace and best practice for all other major applications to show how the developer has complied with the requirements for pre-application consultation as set out in the adopted Statement of Community Involvement: <p>http://www.southampton.gov.uk/policies/Statement%20of%20Community%20Involvement.pdf</p>
Sustainability Statement Checklist	The Sustainability Checklist should be completed for all applications, new build or conversion of: <ul style="list-style-type: none"> • 1 or more residential units • All non-residential applications of 500 sq m or more floor area

	<p>In addition, all new builds meeting this criteria must submit a pre-assessment estimator for the Code for Sustainable Homes or BREEAM. This is set out in the checklist.</p> <p>To show how the developer has considered and complied with the requirements of CS20 – Tackling and Adapting to Climate Change of the Core Strategy (2010)</p>
Transport Assessment	<p>Needed for all developments proposing 50+ residential units and/or 1000 sq m or more commercial floorspace and best practice for major developments and where a proposal would lead to significant transport implications. Please refer to 'Guidance on Transport Assessment' by the Department for Transport Appendix B - D of DOT.</p> <p>See link:</p> <p>https://www.gov.uk/government/organisations/department-for-transport</p> <p>It is good practice to submit a Travel Plan with the Transport Assessment.</p>
Transport Statement and Transport Stress Survey	<p>Best practice for developments of 1 – 49 units. The statement should set out the transport issues relating to a proposed development site and details of the development proposal and how this will impact on these existing transport issues.</p> <p>It is also best practice for all new development where maximum parking standards are not met to indicate parking stress within that area in accordance with the following criteria:</p> <ol style="list-style-type: none"> 1. Carry out a survey between 20.00 and 22.00, or 05.00 and 07.00. 2. The survey area should be within 250m radius of the site. 3. The survey should record how many parking spaces are available at the time of the survey. 4. Photographic evidence is good to support the information being provided. 5. A plan of the survey area should be provided clearly showing the locations of the available parking spaces. 6. The parking spaces must be a minimum of 6m long to be counted between vehicles, although 5m is adequate when there is free access one end. <p>The survey should be presented clearly identifying the date, time, and day of the week, with the plan and any photographs.</p>
Tree Survey/ Arboricultural Method Statement	<p>Required for all applications where protected trees or hedgerows are proposed to be lost or would be affected by the development (including trees off site whose canopies overhang the site).</p>
Ventilation / Extraction Statement (including Acoustic Assessment)	<p>Required for all applications for uses involving food preparation (including speculative applications) for restaurants, cafes, takeaways and pubs (A3, A4 and A5 of the Use Classes Order) including floor plans and elevations to show the location of where such equipment will go.</p>

Checklist published 1st September 2014

Application for variation or removal of a condition following grant of planning permission, including material amendment applications

NATIONAL REQUIREMENTS

- Completed application form.
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.
- The appropriate fee.

Additional information that could be required at validation stage:

LOCAL REQUIREMENTS

Document Type	Circumstance when document should be submitted
CIL: Planning Application Additional Information Requirement Form	Where the proposed development will add additional floorspace (measured as Gross Internal Area) to an A1 – A5 use, C3, C4 and sui generis residential use including student flats and cluster flats.
Relevant plans and updated information	Relevant plans/information required in respect to the condition that the Section 73 application relates to to support the application. Information that was submitted originally appropriately updated to reflect any change in planning policy in the interim period between the original planning permission being granted and the submission of the Section 73 application.
Policy Statement – best practice	It is best practice to outline how the amended form of development addresses the relevant planning policy

Checklist published 1st September 2014

Application for a non-material amendment following a grant of planning permission

NATIONAL REQUIREMENTS

- Completed application form.
- The appropriate fee.

It is best practice to submit the following information with your application:

BEST PRACTICE

Document Type	Circumstance when document should be submitted
Comparison plan	Comparison plan showing the approved plan against the amended plan with an annotation outlining what has changed.
Supporting information	Information/plans to support your application such as proposed plans and elevations to show why you consider the amendment to be non-material.

Checklist published 1st September 2014

Application for approval of details reserved by a condition (Discharge of condition)

NATIONAL REQUIREMENTS

- Completed application form or letter outlining the planning permission that the condition approval relates to and the condition number that the approval is sought for.
- .
- Appropriate fee.

LOCAL REQUIREMENTS

Additional information that could be required at validation stage:

Document Type	Circumstance when document should be submitted
Relevant information/ plans	Details and plans as required by the condition. It is advisable to contact the case officer directly prior to submitting the application who will be able to confirm the exact requirements.
Conditions schedule	Schedule outlining the conditions that approval is sought for and the relevant document associated with that condition.

Checklist published 1st September 2014

Application for a Lawful Development Certificate for a proposed use or development

NATIONAL REQUIREMENTS

- Completed application form.
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown.
- The appropriate fee.

It is best practice to submit the following information with your application:

BEST PRACTICE

Document Type	Circumstance when document should be submitted
Verification information	Information to verify that the description of development sought by the Certificate is lawful i.e. proposed plans to scale and any other information relevant to the application to demonstrate why the proposed development accords with the General Permitted Development Order 1995 (as amended).

Checklist published 1st September 2014

Application for a Lawful Development Certificate for an existing use or operation or activity, including those in breach of a planning condition

NATIONAL REQUIREMENTS

- Completed application form.
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined i.e. in red and any other land within the applicants ownership denoted in another colour i.e. blue.
- The appropriate fee.

It is best practice to submit the following information with your application:

BEST PRACTICE

Document Type	Circumstance when document should be submitted
Verification information	Information to verify that the description of development sought by the Certificate is lawful i.e. proposed plans to scale and any other information relevant to the application to demonstrate why the proposed development accords with the General Permitted Development Order 1995 (as amended).

Checklist published 1st September 2014

Application for a Lawful Development Certificate for a proposed works to a listed building

NATIONAL REQUIREMENTS

- Completed application form.
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown.
- The appropriate fee.

It is best practice to submit the following information with your application:

BEST PRACTICE

Document Type	Circumstance when document should be submitted
Verification information	Information to verify that the description of development sought by the Certificate is lawful i.e. proposed plans to scale and any other information relevant to the application to demonstrate why the proposed development accords with the General Permitted Development Order 1995 (as amended).

Checklist published 1st September 2014

Prior approval of proposed change of use of a building from office use (use class B1a) to a use falling within use class C3 (Dwellings) (PA56)

NATIONAL REQUIREMENTS

The completed application form or a letter containing the written description of the proposed development and the following:

- the developer's contact address; and
- the developer's email address if the developer is content to receive communications electronically.
- A plan indicating the site and showing the proposed development.
- The relevant fee.

It is best practice to submit the following information with your application:

BEST PRACTICE

Document Type	Circumstance when document should be submitted
CIL: Planning Application Additional Information Requirement Form	Required when a new dwelling(s) is being created even if it is less than 100 sq m.
Supporting information	Submission of information regarding the impact and risks of the development on transport and highways, contamination risks on site and flood risks on site. The information should include an assessment of the impacts or risks and a statement setting out how such impact or risks are to be mitigated.

Checklist published 1st September 2014

Prior approval of a proposed larger home extension (PAH)

NATIONAL REQUIREMENTS

The completed application form or a letter containing a written description of the proposed development and the following:

- how far the enlarged part of the dwellinghouse extends beyond the rear wall of the original dwellinghouse;
- the maximum height of the enlarged part of the dwellinghouse; and
- the height of the eaves of the enlarged part of the dwellinghouse;
- the addresses of any adjoining premises
- the developer's contact address; and
- the developer's email address if the developer is content to receive communications electronically.
- A plan indicating the site and showing the proposed development.

It is best practice to submit the following information with your application:

BEST PRACTICE

Document Type	Circumstance when document should be submitted
CIL: Planning Application Additional Information Requirement Form	Where the proposed development will add over 100 sq m of additional floorspace (measured as Gross Internal Area) to the dwelling.

Checklist published 1st September 2014

Prior approval of proposed change of use of a building from a retail use (use class A1 or A2) or a mixed retail and residential use to a use falling within use class C3 (Dwellinghouse), and for associated operational development (PAC3)

NATIONAL REQUIREMENTS

The completed application form or a letter containing the written description of the proposed development and the following:

- the developer's contact address; and
- the developer's email address if the developer is content to receive communications electronically.
- A plan indicating the site and showing the proposed development.
- The relevant fee.

It is best practice to submit the following information with your application:

BEST PRACTICE

Document Type	Circumstance when document should be submitted
CIL: Planning Application Additional Information Requirement Form	Required when a new dwelling(s) is being created even if it is less than 100 sq m.
Supporting information	Submission of information regarding the impact and risks of the development on transport and highways, contamination risks on site and flood risks on site. The information should include an assessment of the impacts or risks and a statement setting out how such impact or risks are to be mitigated.

Checklist published 1st September 2014

Prior approval of proposed change of use of a building from a retail use (use class A1 or A2) to a use falling within use class A3 (Restaurant/Cafe) and for associated operational development (PAA3)

NATIONAL REQUIREMENTS

The completed application form or a letter containing the written description of the proposed development and the following:

- the developer's contact address; and
- the developer's email address if the developer is content to receive communications electronically.
- A plan indicating the site and showing the proposed development.
- The relevant fee.

It is best practice to submit the following information with your application:

BEST PRACTICE

Document Type	Circumstance when document should be submitted
Supporting information	Submission of information regarding the impact of the development on transport and highways, noise and odour, storage and handling of waste, the impact of the hours of opening and whether it is desirable to change the use because of the impact on the sustainability of the shopping centre and the siting and design of any associated external changes. The information should include an assessment of the impacts or risks and a statement setting out how such impact or risks are to be mitigated.

Checklist published 15th April 2015

Prior approval of proposed change of use to state funded school or registered nursery

NATIONAL REQUIREMENTS

- Completed application form.
- A plan which identifies the land to which the application relates drawn to an identified scale with the direction of North shown with the application site outlined i.e. in red and any other land within the applicants ownership denoted in another colour i.e. blue.
- A copy of other plans and drawings or information necessary to describe the subject of the application including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing all site boundaries and the proposed building in relation to existing buildings.
 - 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).
- The appropriate fee.

LOCAL REQUIREMENTS

There are no Local Requirements.

Checklist published 1st September 2014

Prior notification of proposed development by telecommunications code systems operators

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development.
- A plan indicating the proposed location.
- The appropriate fee.
- Evidence that the developer has given notice of the proposed development in accordance with A.3 (1) of Part 24 of Schedule 2 of the General Permitted Development (Amendment) Order 2001.
- Where the proposed development consists of the installation of a mast within 3 km of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome Operator in accordance with A.3(2) of Part 24 of Schedule 2 of the General Permitted Development (Amendment) Order 2001.
- Applications should be supported by the necessary evidence to justify the proposed development. This should, in accordance with Paras 45 of the NPPF (2012) include:
 - the outcome of consultations with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college or within a statutory safeguarding zone surrounding an aerodrome or technical site; and
 - for an addition to an existing mast or base station, a statement that self certifies that the cumulative exposure, when operational, will not exceed International Commission on non-ionising radiation protection guidelines;

or

- for a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, International Commission guidelines will be met.

It is best practice to submit the following information with your application:

BEST PRACTICE

Document Type	Circumstance when document should be submitted
Telecommunications Development – supplementary information	Required for all telecommunications developments in accordance with details as set out within Appendices E and F the Code of Best Practice on Mobile Network Development in England (2013): http://www.mobilemastinfo.com/images/stories/2013_Code_of_best_practice/Code_of_Best_Practice_on_Mobile_Network_Development_-

[_Published 24-07-2013.pdf](#)

To include the following

1. Site details.
2. Pre-application checklist for site selection.
3. Proposed development information.
4. Technical justification.
5. Site selection process information.
6. ICNIRP Certificate.
7. Site location plan at a scale of 1:2500.
8. Site layout plan at a scale of 1:500.
9. A clear differentiation between existing and proposed equipment should be made.
10. Elevations at a minimum scale of 1:100.
11. Roof plan at a scale of 1:100.
12. Existing and proposed cross sections.

Checklist published 1st September 2014

Prior notification for proposed demolition

- A completed form or written description of the proposed development.
- A statement that the applicant has displayed a site notice in accordance with A.2 (b) (iii) of Part 31 of Schedule 2 of the General Permitted Development Order 1995 (as amended).

BEST PRACTICE

It is best practice to submit the following information with your application:

Document Type	Circumstance when document should be submitted
Biodiversity Survey and Report	Required for any development likely to affect a local or national designated nature conservation habitat or one which would have impact on a designated protected species. Please refer to list of relevant circumstances by clicking here (link) - http://www.hampshirebiodiversity.org.uk/1app.htm <ul style="list-style-type: none">• You are strongly recommended to consult this list of circumstances before making ANY application• To submit appropriate ecological surveys to demonstrate that buildings proposed to be demolished or sites to be cleared do not contain protected species
Demolition Method Statement	A statement outlining the demolition method and the condition in which the site will be left and secured.

Checklist published 1st September 2014