

## **Application for full planning permission and listed building consent**

### **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 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.
- Design and Access Statement if it relates to an application for planning permission 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.
- The appropriate fee.

**Additional information that could be required at validation stage:**

### **LOCAL REQUIREMENTS**

<b>Document Type</b>	<b>Circumstance when document should be submitted</b>
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) –</p> <p><a href="http://www.southampton.gov.uk/s-environment/pollution/airquality/">http://www.southampton.gov.uk/s-environment/pollution/airquality/</a></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) - <a href="http://www.hampshirebiodiversity.org.uk/1app.htm">http://www.hampshirebiodiversity.org.uk/1app.htm</a></p> <ul style="list-style-type: none"> <li>You are strongly recommended to consult this list of circumstances before making ANY application</li> </ul> <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 <a href="http://www.environment-agency.gov.uk/research/planning/93498.aspx">http://www.environment-agency.gov.uk/research/planning/93498.aspx</a></p> <p>See also the Strategic Flood Risk Assessment <a href="http://www.southampton.gov.uk/s-environment/climatechange/sfra.aspx">http://www.southampton.gov.uk/s-environment/climatechange/sfra.aspx</a></p>

Heritage Statement	<p>Required as the development involves work to a Listed Building (and heritage asset if applicable). 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"> <li>1) A description of the heritage asset and its setting.</li> <li>2) An assessment of the significance.</li> <li>3) An explanation of the design concept for the proposed development.</li> <li>4) Description of the impact of the proposed development.</li> </ol> <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 contained as 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"> <li>• Contamination is known or suspected to exist or the proposed use is vulnerable and is included on the list of contaminated sites</li> <li>• Development is within 250 metres of a currently licensed or historic landfill site.</li> </ul>
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"> <li>• All residential development where it is likely to be affected by associated noise or activity.</li> <li>• All major development where it is likely to generate or be affected by associated noise or activity.</li> <li>• Proposals to include road traffic, railways, aircraft,</li> </ul>

	<p>military aerodromes, helicopters and heliports, industrial and commercial development, recreational and sporting activities, and landfill waste disposal sites.</p>
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"> <li>• 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</li> <li>• 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.</li> </ul>
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 &amp; 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><a href="http://www.southampton.gov.uk/Images/Southampton%20LD%20SCI%20Adopted%20Sept%202006_tcm46-162958.pdf">http://www.southampton.gov.uk/Images/Southampton%20LD%20SCI%20Adopted%20Sept%202006_tcm46-162958.pdf</a></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"> <li>• 1 or more residential units</li> <li>• All non-residential applications of 500 sq m or more floor area</li> </ul> <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</p>

	with the requirements of CS20 – Tackling and Adapting to Climate Change of the Core Strategy (2010)
Telecommunications Development	<p>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):</p> <p><a href="http://www.mobilemastinfo.com/images/stories/2013_Code_of_best_practice/Code_of_Best_Practice_on_Mobile_Network_Development_-_Published_24-07-2013.pdf">http://www.mobilemastinfo.com/images/stories/2013_Code_of_best_practice/Code_of_Best_Practice_on_Mobile_Network_Development_-_Published_24-07-2013.pdf</a></p> <p>To include the following</p> <ol style="list-style-type: none"> <li>1. Site details.</li> <li>2. Pre-application checklist for site selection.</li> <li>3. Proposed development information.</li> <li>4. Technical justification.</li> <li>5. Site selection process information.</li> <li>6. ICNIRP Certificate.</li> <li>7. Site location plan at a scale of 1:2500.</li> <li>8. Site layout plan at a scale of 1:500.</li> <li>9. A clear differentiation between existing and proposed equipment should be made.</li> <li>10. Elevations at a minimum scale of 1:100.</li> <li>11. Roof plan at a scale of 1:100.</li> <li>12. Existing and proposed cross sections.</li> </ol>
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><a href="https://www.gov.uk/government/organisations/department-for-transport">https://www.gov.uk/government/organisations/department-for-transport</a></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"> <li>1. Carry out a survey between 20.00 and 22.00, or 05.00 and 07.00.</li> <li>2. The survey area should be within 250m radius of the site.</li> <li>3. The survey should record how many parking spaces</li> </ol>

	<p>are available at the time of the survey.</p> <ol style="list-style-type: none"> <li>4. Photographic evidence is good to support the information being provided.</li> <li>5. A plan of the survey area should be provided clearly showing the locations of the available parking spaces.</li> <li>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.</li> </ol> <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.

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