

Appendix A: Information to be submitted with all planning applications, including national requirements

- a completed application form;
- plans and drawings¹;
- Ownership Certificate and Agricultural Land Declaration
- Design and Access Statement (for some applications²)
- Fire Statement (for some applications³)
- Correct application fee

¹ As a minimum, applicants will need to submit a 'location plan' that shows the application site in relation to the surrounding area. Additional plans and drawings will in most cases be necessary to describe the proposed development. Any plans or drawings must be drawn to an identified scale, and in the case of plans, must show the direction of north. A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should 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, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

² A Design and Access Statement is required to accompany applications:

- for major development
- applications within a conservation area proposing:
 - one or more dwellings; or
 - a building or buildings with a floorspace of 100sq.m or more
- applications for listed building consent

³ Required for applications which involve:

- the provision of one or more relevant* buildings; or
- the development of an existing relevant* building
- or development within the curtilage of a relevant building*.

* 'relevant buildings' contain two or more dwellings or educational accommodation and are 18m or more in height or 7 or more storeys.

Outline planning applications

In addition to the above, there are specific requirements in relation to outline planning applications. Information about the proposed use or uses, and the amount of development proposed for each use, is necessary to allow consideration of an application for outline planning permission. Under article 5(3) of the Development Management Procedure Order 2015, an application for outline planning permission must also indicate the area or areas where access points to the development will be situated, even if access has been reserved.