



Lewes District Council - Local Validation List

Your submitted planning application must include **all** of the information from the National and Local list of requirements, relevant to your development and application type. Failure to provide the information or fee required will result in your application being made invalid and the planning process delayed.

Please note that only one set of all documentation relating to the planning application is required if you are submitting paper documents.

Summary of National Requirements

All planning applications must be submitted with the following:

- **Application form**, completed
- **Ownership certificate** (A, B, C or D) completed, signed and dated and any notices required in relation to certificates B, C or D
- **Agricultural holdings certificate** (required whether or not the site includes an agricultural holding)
- **The correct fee**
- **Site/Location plan:** scale 1:1250 (urban areas) or 1:2500 (rural areas) which identifies the land to which the application relates and shows it in relation to neighbouring properties. The plan must show the direction of north and cover a large enough area to enable the location to be easily found; ideally with two named roads shown and building names/numbers. The application site should be clearly edged with a red line.
- **Site/Block plan:** scale 1:500/1:200 which shows the proposed development in relation to the site boundaries and any other existing buildings on site.
- **Other plans or drawings:** scale 1:50/1:100/1:200 which are necessary to describe the proposed development, such as:
 - Elevations existing and proposed
 - Floor plans, existing and proposed
 - Roof plans, existing and proposed
 - Section plans, existing and proposed
 - Site and finished floor levels

All plans must be accurately drawn to a recognised scale, showing a metric scale bar, the paper size to which this relates and be clearly numbered.

- **Design and access statement** (if required), outlining the design principles and concepts and access considerations for the proposed development (see Appendix 2 for further information) or <https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement>
- **Flood Risk Assessment (FRA)** if required (see <https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications> for further guidance on when this is required).

Full Planning Permission

There are different scales of Full Planning permission, they are:

- Major Application (10 or more dwellings, commercial use or change of use of 1000m² or over)
- Minor Application (9 or less dwellings, commercial use under 1000m²)
- Others (change of use under 1000m², non-householder)

Summary of Local Requirements

(Required for all full planning applications).

- All plans must be drawn to a recognised scale, clearly stating the scale, paper size to which this relates AND showing an accurate metric scale bar and be clearly numbered/referenced
- Electronic documents must be saved in PDF format
- All major applications will require an electronic version of plans on CD
- All applications for full planning permission require a completed [Community Infrastructure Levy \(CIL\) Additional Information Requirement form](#) (see Appendix 1 for further details)

The following list summarises the type of documents which may be required dependent on the scale and nature of the application. Please seek our advice on which documents are required for your application. Further details of what each document should cover are given in Appendices 1 – 6.

- **Ashdown 7km Zone** - If the development proposed is for/or includes the creation of residential dwellings or change of use to residential (this includes holiday lets and all new residential dwellings) then please read the Habitat Regulations page on our website.
- **Additional information form for proposed agricultural dwellings** – required for the erection/formation of an agricultural dwelling including caravan
- **Heads of Terms** - All applications that require a Section 106 Agreement will require a draft Heads of Terms document to be submitted with the application - further details are available in Appendix 6.
- **Tree Survey/ Arboricultural statement** – required for all development sites that contain trees which are subject to a Tree Preservation Order or are located within a Conservation Area and have a stem diameter exceeding 75mm measured at 1.5m
- **Supporting Planning Statement** – required for all major applications but optional for minor and other applications.
- **Biodiversity Checklist** – required for all Major applications and any that affect the habitats and buildings listed in Appendix 4.
- **Retail/Impact Assessment** – where new and additional retail/leisure/office floor space is provided see Appendix 1 for more details
- **Sustainability Statement** – required for all applications involving 5 or more residential units and/or 500sq m of floor space – see Appendix 1
- **Statement of Heritage Significance** – see Appendix 3 for more details
- **Noise Impact Assessment** –see Appendix 1 for more details

- **Sunlight/ Daylight Assessment** – generally required for all major developments of 18 metres or taller (approximately 6 storeys)
- **Ventilation/ Extraction details** – required for applications which include commercial extraction flues and all changes of use to A3, A4 or A5
- **Details of any lighting scheme**, including a light pollution assessment – required for all applications that involve any external lighting scheme.
- **Land Contamination** – required for contaminated sites or sites used for industrial purposes (see Appendix 5 for more details)
- **Photographs** – at applicant’s discretion. Numbered/referenced clearly.
- **Regeneration Statement**
- **Affordable Housing Statement**
- **Open space**
- **Landscaping**
- **Transport Assessment or Statement**
- **Draft Travel Plan**
- **Air Quality**
- **Assessment for the treatment of foul sewage**
- **Utilities Statement**
- **Energy Statement**
- **Sound insulation requirements**
- **Electric Vehicle Charging Point requirements**
- **Sustainability Checklist – Renewable Energy Schemes**
- **Compliance Statement (Core Policies 9, 13 and 14)**

Householder Permission

The Householder application form may be used for works to existing dwellings, such as:

- Extensions and alterations
- Dormers and roof alterations
- Garages, outbuildings and decking
- Garden fences or walls
- New or altered access
- Satellite dishes, solar panels or domestic wind turbines

The Householder application form should not be used for applications involving a change of use or for works to flats or maisonettes.

Summary of Local Requirements

(Required for all Householder planning applications)

- All plans must be drawn to a recognised scale, clearly stating the scale, paper size to which this relates AND showing an accurate metric scale bar and be clearly numbered/referenced
- Electronic documents must be saved in PDF format
- All applications for householder planning permission require a completed [Community Infrastructure Levy \(CIL\) Additional Information Requirement form](#) (see Appendix 1 for further details)
- An electronic version on CD of plans and documents may be requested in addition to hard copies with all documents saved in pdf format

The following list summarises the type of documents which may be required dependent on the scale and nature of the application. Please seek our advice on which documents are required for your application. Further details of what each document should cover are given in Appendices 1 – 6.

- **Parking arrangements** details on existing and proposed car parking arrangements required where appropriate
- **Photographs** numbered/referenced clearly - required for all retrospective applications
- **Statement of Heritage Significance** – for all applications on listed buildings and/or in conservation areas or archaeological notification areas, or where the proposal affects a heritage asset or its setting - see Appendix 3 for more details
- **Tree Survey/ Arboricultural Method Statement** - required for all development sites that contain trees which are subject to a Tree Preservation Order or are located within a Conservation Area and have a stem diameter exceeding 75mm measured at 1.5m. To be in accordance with British Standards BS:5837:2012 Trees in Relation to Design, Demolition and Construction.
- **Landscaping plans**

Listed Building consent

Summary of Local Requirements

(Required for all listed building consent applications)

- All plans must be drawn to a recognised scale, clearly stating the scale, paper size to which this relates AND showing an accurate metric scale bar and be clearly numbered/referenced
- Electronic documents must be saved in PDF format
- All applications for listed building consent which involve an increase in floor space require a completed [Community Infrastructure Levy \(CIL\) Additional Information Requirement form](#) (see Appendix 1 for further details)
- An electronic version on CD of plans and documents may be requested in addition to hard copies with all documents saved in pdf format
- **Other plans and drawings or information necessary to describe the subject of the application** including:
 - Block plan of the site (scale of 1:500) showing all site boundaries
 - Elevations -existing and proposed (scale of 1:50 or 1:100)
 - Floor plans - existing and proposed (scale of 1:50 or 1:100)
 - Sections/finished floor/site levels - existing and proposed (scale of 1:50 or 1:100)
 - Architectural features - plans to a scale of not less than 1:20 to show all new doors, windows, glazing bars, shop-fronts, paneling, fireplaces, plaster moulding and other decorative details
 - Roof plans (scale of 1:50 or 1:100)
- Block Plan is needed for applications for demolition, extensions and new buildings
- Elevations are needed for all applications for extensions, new buildings, external alterations and existing elevations for demolition
- Floor plans are needed for all applications for extensions and internal alterations
- Architectural features needed for all applications for extensions and alterations
- **Cross sections** are needed for all applications for extensions and some alterations. Should be at a scale of not less than 1:100. Existing and proposed sections must be submitted when you are extending a building, raising the roof, altering the staircase or changing floor levels. - 1 copy unless the application is submitted electronically
- **Statement of Heritage Significance** – for all listed building applications, for details please see Appendix 3
- **Photographs** showing wider views and close up views of the external building and photos of internal fabric, affected by works, all clearly numbered/referenced.

Advertisement consent

Summary of Local Requirements

(Required for all advertisement consent applications)

- All plans must be drawn to a recognised scale, clearly stating the scale, paper size to which this relates AND showing an accurate metric scale bar and be clearly numbered/referenced
- Electronic documents must be saved in PDF format
- An electronic version on CD of plans and documents may be requested in addition to hard copies with all documents saved in pdf format
- **Other plans and drawings or information necessary to describe the subject of the application** including:
 - Elevations - existing and proposed (scale of 1:50 or 1:100)
 - Advertisement drawings (scale of 1:5/1:10/1:20/1:50/1:100) showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination if applicable.
- **Plans of existing, and proposed sections through signs at a scale of not less than 1:50** - (only required when advertisement is on a listed building)
- **Photographs of sign** numbered/referenced clearly - required for all retrospective applications
- **Statement of Heritage Significance** – for all applications on listed buildings and/or in conservation areas or archaeological notification areas, or where the proposal affects a heritage asset or its setting - see Appendix 3 for more details

Outline Planning permission

There are different scales of Outline Planning permission, they are:

- Major Application (10 or more dwellings, commercial use or change of use over 1000m²)
- Minor Application (9 or less dwellings, commercial use under 1000m²)
- Others (change of use under 1000m², non-householder)

Summary of Local Requirements

(Required for all outline planning applications).

- All plans must be drawn to a recognised scale, clearly stating the scale, paper size to which this relates AND showing an accurate metric scale bar and be clearly numbered/referenced
- Electronic documents must be saved in PDF format
- All major applications will require an electronic version of plans on CD
- **Other plans and drawings or information necessary to describe the subject of the application.** Minimum information required is:
 - **Use** – the use or uses proposed for the development and any distinct development zones within the site identified.
 - **Amount of development** – the amount of development proposed for each use.
 - **Indicative layout** – an indicative layout with separate development zones proposed within the site boundary where appropriate.
 - **Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary.
 - **Indicative access points** – an area or areas in which the access point or points to the site will be situated.

The following list summarises the type of documents which may be required dependent on the scale and nature of the application. Please seek our advice on which documents are required for your application. Further details of what each document should cover are given in Appendices 1 – 6.

- **Ashdown 7km Zone** - If the development proposed is for/or includes the creation of residential dwellings or change of use to residential (this includes holiday lets and all new residential dwellings) then please read the Habitat Regulations page on our website.
- **Heads of Terms** - All applications that require a Section 106 Agreement will require a draft Heads of Terms document to be submitted with the application - further details are available in Appendix 6.
- **Tree Survey/ Arboricultural statement** – required for all development sites that contain trees which are subject to a Tree Preservation Order or are located within a Conservation Area and have a stem diameter exceeding 75mm measured at 1.5m
- **Supporting Planning Statement** – required for all major applications but optional for minor and other applications.
- **Biodiversity Checklist** – required for all Major applications and any that affect the habitats and buildings listed in Appendix 4.

- **Retail/Impact Assessment** – where new and additional retail/leisure/office floor space is provided see Appendix 1 for more details
- **Sustainability Statement** – required for all applications involving 5 or more residential units and/or 500sq m of floor space – see Appendix 1
- **Statement of Heritage Significance** – see Appendix 3 for more details
- **Noise Impact Assessment** –see Appendix 1 for more details
- **Sunlight/ Daylight Assessment** – generally required for all major developments of 18 metres or taller (approximately 6 storeys)
- **Ventilation/ Extraction details** – required for applications which include commercial extraction flues and all changes of use to A3, A4 or A5
- **Details of any lighting scheme**, including a light pollution assessment – required for all applications that involve any external lighting scheme.
- **Land Contamination** – required for contaminated sites or sites used for industrial purposes (see Appendix 5 for more details)
- **Photographs** – at applicant’s discretion. Numbered/referenced clearly.
- **Regeneration Statement**
- **Affordable Housing Statement**
- **Open space**
- **Landscaping**
- **Transport Assessment or Statement**
- **Draft Travel Plan**
- **Air Quality**
- **Assessment for the treatment of foul sewage**
- **Utilities Statement**
- **Energy Statement**
- **Sound insulation requirements**
- **Electric Vehicle Charging Point requirements**
- **Sustainability Checklist – Renewable Energy Schemes**
- **Compliance Statement**

Approval of reserved matters

There are different scales of Applications for Approval of Reserved Matters they are:

- Major Application (10 or more dwellings, commercial use or change of use over 1000m²)
- Minor Application (9 or less dwellings, commercial use under 1000m²)
- Others (change of use under 1000m², non-householder)

Summary of Local Requirements

(Required for all reserved matters applications).

- All plans must be drawn to a recognised scale, clearly stating the scale, paper size to which this relates AND showing an accurate metric scale bar and be clearly numbered/referenced
- Electronic documents must be saved in PDF format
- All major applications will require an electronic version of plans on CD
- All applications for full planning permission require a completed [Community Infrastructure Levy \(CIL\) Additional Information Requirement form](#) (see Appendix 1 for further details)

The following list summarises the type of documents which may be required dependent on the scale and nature of the application. Please seek our advice on which documents are required for your application. Further details of what each document should cover are given in Appendices 1 – 6.

- **Ashdown 7km Zone** - If the development proposed is for/or includes the creation of residential dwellings or change of use to residential (this includes holiday lets and all new residential dwellings) then please read the Habitat Regulations page on our website.
- **Heads of Terms** - All applications that require a Section 106 Agreement will require a draft Heads of Terms document to be submitted with the application - further details are available in Appendix 6.
- **Tree Survey/ Arboricultural statement** – required for all development sites that contain trees which are subject to a Tree Preservation Order or are located within a Conservation Area and have a stem diameter exceeding 75mm measured at 1.5m
- **Supporting Planning Statement** – required for all major applications but optional for minor and other applications.
- **Biodiversity Checklist** – required for all Major applications and any that affect the habitats and buildings listed in Appendix 4.
- **Retail/Impact Assessment** – where new and additional retail/leisure/office floor space is provided see Appendix 1 for more details
- **Sustainability Statement** – required for all applications involving 5 or more residential units and/or 500sq m of floor space – see Appendix 1
- **Statement of Heritage Significance** – see Appendix 3 for more details
- **Noise Impact Assessment** –see Appendix 1 for more details

- **Sunlight/ Daylight Assessment** – generally required for all major developments of 18 metres or taller (approximately 6 storeys)
- **Ventilation/ Extraction details** – required for applications which include commercial extraction flues and all changes of use to A3, A4 or A5
- **Details of any lighting scheme**, including a light pollution assessment – required for all applications that involve any external lighting scheme.
- **Land Contamination** – required for contaminated sites or sites used for industrial purposes (see Appendix 5 for more details)
- **Photographs** – at applicant’s discretion. Numbered/referenced clearly.
- **Regeneration Statement**
- **Affordable Housing Statement**
- **Open space**
- **Landscaping**
- **Transport Assessment or Statement**
- **Draft Travel Plan**
- **Air Quality**
- **Assessment for the treatment of foul sewage**
- **Utilities Statement**
- **Energy Statement**
- **Sound insulation requirements**
- **Electric Vehicle Charging Point requirements**
- **Sustainability Checklist – Renewable Energy Schemes**
- **Compliance Statement**

Certificate of Lawfulness

The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided.

Certificate of Lawfulness forms must be signed by the applicant unless accompanied by a sworn affidavit from the applicant.

Summary of Local Requirements

Further details are required dependent upon the nature of the application. Please see below:

- All plans must be drawn to a recognised scale, clearly stating the scale, paper size to which this relates AND showing an accurate metric scale bar and be clearly numbered/referenced
- Electronic documents must be saved in PDF format
- All applications for lawful development certificates where there is an increase in floor space require a completed [Community Infrastructure Levy \(CIL\) Additional Information Requirement form](#) (see Appendix 1 for further details)
- An electronic version on CD of plans and documents may be requested in addition to hard copies with all documents saved in pdf format

Application for a Certificate of Lawfulness for a proposed use

- **Floor plans** - existing and proposed (for all applications involving use of a building) to a scale not less than 1:100. All plans must be referenced/numbered clearly
- **Description of all uses of land within the site** (if relevant)
- **Supporting Planning Statement** (to include statement of grounds on which the Certificate is sought)

Application for a Certificate of Lawfulness for proposed development

- **Floor plans** - existing and proposed (for all applications involving use of a building) to a scale not less than 1:100. All plans must be referenced/numbered clearly
- **Elevations** - existing and proposed (for all proposed building works) to a scale not less than 1:100. All plans must be referenced/numbered clearly
- **Description of all uses of land within the site** (if relevant)
- **Supporting Planning Statement** (to include statement of grounds on which the Certificate is sought)

Application for a Certificate of Lawfulness for an existing use

- **Floor plans** - existing and proposed (for all applications involving use of a building) to a scale not less than 1:100. All plans must be referenced/numbered clearly
- **Sworn affidavit(s)** from the applicant or people with personal knowledge of the existing use or works carried out. The affidavit(s) needs to cover the relevant period
- **Description of all uses of land within the site** (if relevant)
- **Supporting Planning Statement** (to include statement of grounds on which the Certificate is sought)

Note: Use of buildings for more than one residential unit requires separate applications for each unit.

Application for a Certificate of Lawfulness for an existing development

- **Floor plans** - existing and proposed (for all applications involving use of a building) to a scale not less than 1:100. All plans must be referenced/numbered clearly
- **Elevations** - existing and proposed (for all proposed building works) to a scale not less than 1:100. All plans must be referenced/numbered clearly
- **Sworn affidavit(s)** from the applicant or people with personal knowledge of the existing use or works carried out. The affidavit(s) needs to cover the relevant period
- **Description of all uses of land within the site** (if relevant)
- **Supporting Planning Statement** (to include statement of grounds on which the Certificate is sought)

Prior notification applications

There are different types of Prior Notification applications, they are:

- Prior Notification for telecommunications development
- Prior Notification for agricultural or forestry development
- Prior Notification for demolition
- Notification of a proposed larger home extension
- Notification for Prior Approval of solar PV equipment on roofs of non-domestic buildings
- Notification for Prior Approval for Proposed change of use (see [planning portal for a full list of change of use application types](#))

National requirements (required for all Prior Approval/Notification applications)

The national requirements for prior notification applications differ from the general requirements and are listed below.

- A written description of the proposed development (including any building or other operations, where relevant)
- A plan indicating the site and showing the proposed development
- The developer's contact address
- The developer's email address (if the developer is content to receive communications electronically)
- The correct fee

Summary of local requirements (required for all Prior Approval/Notification applications)

All applications for Prior Approval/Notification must comply with the following local requirements:

- All plans must be drawn to a recognised scale, clearly stating the scale, paper size to which this relates AND showing an accurate metric scale bar and be clearly numbered/referenced
- Electronic documents must be saved in PDF format
- An electronic version on CD of plans and documents may be requested in addition to hard copies with all documents saved in pdf format

Further details will be required dependent upon the nature of the application. Please see below:

Additional national and local requirements

Further national and local requirements apply for specific development types and are set out under the relevant development headings below.

Prior Notification for telecommunications development

Additional national requirements

- Evidence that the developer has given notice of the proposed development to any person (other than the developer) who is an owner of the land to which the development relates, or a tenant, in accordance with A.3(1) of Part 16 of Schedule 2 to the General Permitted Development (England) Order 2015.
- 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 16 of Schedule 2 to the General Permitted Development (England) Order 2015, where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome.

Additional local requirements

- **Planning Statement** including:
 - Area of search
 - Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna
 - Technical justification – details about the purpose of the site and why the particular development is required
 - Details of alternative sites rejected with justification for rejecting them, including existing masts, structures and other buildings within the search area
 - An explanation if no alternatives have been considered
 - Visual impact assessment where relevant
 - Acoustic report where relevant
 - Any other relevant additional information
- **ICNIRP certificate for telecoms apparatus**

Prior notification for agricultural or forestry development

Additional national requirements

- Details of the materials to be used

Additional local requirements

- **Justification Statement** detailing why the development is necessary for the purpose of agriculture.
- **Proposed block plan** at a scale of not less than 1:500. All plans must be referenced/numbered clearly
- **Elevations** - existing and proposed - at a scale of not less than 1:100 or 1:200 (for all applications for buildings or dwellings)
- **Floor plans** - existing and proposed - at a scale of not less than 1:100 or 1:200 (for all applications for buildings or dwellings)

Prior Notification for demolition

Additional national requirements

- Evidence that the applicant has displayed a site notice in accordance with B.2 (b) (iv) of Part 11 of Schedule 2 to the General Permitted Development (England) Order 2015.

Additional local requirements

- **Justification Statement** – providing reasons as to why the proposed demolition is needed. Where these reasons relate to the structural condition of the building/structure, they should be supported by an independent structural survey.

Notification of a proposed larger home extension

Additional national requirements

- a written description of the proposed development including
 - how far the enlarged part of the dwelling house extends beyond the rear wall of the original dwelling house;
 - the maximum height of the enlarged part of the dwelling house; and
 - the height of the eaves of the enlarged part of the dwelling house;
- the addresses of any adjoining premises

Additional local requirements

- Details of materials used in the existing building and for the proposed extension
- The height of the eaves of the existing house

Notification for Prior Approval of solar PV equipment on roofs of non-domestic buildings

No additional national or local requirements however, the local planning authority may require the developer to submit such information as the authority may reasonably require in order to determine the application.

Notification for Prior Approval for a proposed change of use

Additional national requirements

- A site specific flood risk assessment (where required)
- The local planning authority may require the developer to submit such information as the authority may reasonably require in order to determine the application, which may include assessments of impacts or risks and how these are to be mitigated, including:
 - transport and highways impact
 - contaminated land survey
 - noise/odour impact survey
 - air quality impact
 - storage and handling of waste
 - impact of hours of opening
 - sustainability of services
 - details of the design or external appearance of proposed buildings
 - any other operations or information considered necessary

Additional local requirements

- All applications for prior approval for change of use to residential or retail require a completed [Community Infrastructure Levy \(CIL\) Additional Information Requirement form](#) (see Appendix 1 for further details)

Notification for Prior Approval for Proposed change of use of agricultural building to a dwelling house

Additional local requirements

- **Structural Appraisal and Construction Method Statement**
The appraising engineer must determine the condition of the existing building or structure and provide a written report on its suitability for future use as a dwelling without the addition of new structural elements to the building:
 - 1) The structural appraisal should clearly identify retained structural elements and if they are sufficient for future residential use.

2) The structural appraisal should clearly and specifically answer the question of whether any new structural elements are required for the scheme proposed and if so, identify them.

If a structural appraisal is deemed necessary but is not provided, or shows that new structural elements would be required, then an application may be refused.

Tree Works application

There are two types of tree works application, they are:

- Works to trees subject to a preservation order (TPO)
- Notification of proposed works to trees in conservation areas (CA).

In addition to the standard national requirements, the following details are required for Tree Works applications:

Works to trees subject to a preservation order (TPO)

- **A sketch plan showing the location of all tree(s).**
- **Full and clear specification of the works to be carried out.**
- **Statement of reasons for the proposed work.** Evidence in support of statement of reasons. In particular, you should provide:
 - A report by a tree professional (e.g. arboriculturalist or horticultural adviser) if your reasons relate to the health and/or safety of the tree(s).
 - A report by an engineer or surveyor, together with one from a tree professional (arboriculturalist) if you are alleging subsidence damage.

Notification of proposed works to trees in conservation areas (CA).

- **Precise and detailed information on your proposal** which may include:
 - A completed and dated form, with all questions answered.
 - A sketch plan showing the precise location of all tree(s).
 - A full and clear specification of the works to be carried out.

Summary of Local Requirements

- **A completed biodiversity and landscape checklist** will be required. Your application will not be valid unless a checklist is submitted (see Appendix 4 for more details)
- Following receipt of a checklist and application **you may be required to submit a species survey and /or appropriate mitigation measures** in relation to your proposal in accordance with guidance from Natural England. Failure to do so may invalidate your application.

Hedgerow Removal notice

In addition to the standard national requirements, the following details are required for Hedgerow Removal applications:

- **A plan showing the approximate position of start and finish of hedge length to be removed**
- **Evidence of the date of planting**

Summary of Local Requirements

- **A completed biodiversity and landscape checklist** will be required. Your application will not be valid unless a checklist is submitted (see Appendix 4 for more details)
- Following receipt of a checklist and application **you may be required to submit a species survey and /or appropriate mitigation measures** in relation to your proposal in accordance with guidance from Natural England. Failure to do so may invalidate your application.

Removal or Variation of Condition following grant of planning permission

Summary of Local Requirements

Further details are required dependent upon the nature of the application. Please see below:

- All plans must be drawn to a recognised scale, clearly stating the scale, paper size to which this relates AND showing an accurate metric scale bar and be clearly numbered/referenced
- Electronic documents must be saved in PDF format
- All applications for variation of condition where there is an increase in floor space require a completed [Community Infrastructure Levy \(CIL\) Additional Information Requirement form](#) (see Appendix 1 for further details)
- An electronic version on CD of plans and documents may be requested in addition to hard copies with all documents saved in pdf format

Approval of details reserved by condition

There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by condition except that they should be made in writing.

Summary of Local Requirements

- You must provide the original application reference number to which the condition/s relates (e.g. LW/15/0020)
- Clearly indicate which condition/s you intend to discharge, as numbered on the decision notice
- List of materials and/or evidence being submitted - details of how you intend to meet the conditions (e.g. details of materials to be used or how the work will be carried out)
- All plans must be drawn to a recognised scale, clearly stating the scale, paper size to which this relates AND showing an accurate metric scale bar and be clearly numbered/referenced
- Electronic documents must be saved in PDF format

Demolition of an unlisted building in a Conservation Area

This application type should **only** be used for relevant demolition in a conservation area. Planning permission for relevant demolition is required for the following demolition in a conservation area:

- To demolish a building with a volume of more than 115 cubic metres.
- To demolish a gate, fence, wall or railing of more than one metre high next to a highway (including a public footpath or bridleway) or public open space; or more than two metres high elsewhere
- There are certain exemptions from the general requirement to seek planning permission for relevant demolition in a conservation area. [They are listed in paragraph 31 of circular 01/01.](#)[PDF]

Summary of Local Requirements

- **Block plan** to show:
 - Any existing buildings/structures within the site, clearly showing those to be demolished
 - The position of any buildings/structures on land adjoining the site.
 - The positions of the nearest roads/streets and any accesses onto the site both vehicular and pedestrian.
 - The position and spread of all existing trees and other natural features, clearly showing any which it is proposed to remove.
 - The position of existing fences, walls or other means of enclosure.
 - Existing mains services, drains, manholes, septic tanks and cesspools.
- **Other plans** at a scale of not less than 1:100 of the building/ structure prior to demolition. This includes all floor plans, sections and elevations for each façade of the building
- All plans must be drawn to a recognised scale, clearly stating the scale, paper size to which this relates AND showing an accurate metric scale bar and be clearly numbered/referenced
- Electronic documents must be saved in PDF format
- **Statement of Heritage Significance** – (See Appendix 3 for details)
- **Justification Statement** - Reasons for the proposed demolition are needed, and where these relate to the structural condition, they should be supported by an independent structural survey of the building/structure.
- **Photographs** will be of help in deciding the application. Numbered/reference clearly
- **Written detailed description of the property** with a full and accurate drawn survey of it. This must include information on the history of the building or structure, and dates of construction and any later changes. Under Government guidance in the NPPF the Local Authority is expected to consider the proposed demolition of a building in a Conservation Area using similar guidelines to those used where demolition of a Listed Building is proposed.
- **Method of demolition and proposed site restoration.** Describe the method of demolition to be used and how you will to clear the site of debris and any site restoration works to take place.
- An electronic version on CD of plans and documents may be requested in addition to hard copies with all documents saved in pdf format