

National Requirements

Application form

All sections need be completed using the relevant national 1APP form -

<https://1app.planningportal.co.uk/Form/StartPlanningApplication>

If included in the application form, an ownership and agricultural holdings certificate (A, B, C or D) must be completed stating the ownership of the property and whether or not the site includes an agricultural holding. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. A notice to the owner of the application site must be completed and served in accordance with Article 12 of the Development Management Procedure Order. All agricultural tenants must be notified prior to the submission of the application.

Downloadable Form:

Householder Application form

https://ecab.planningportal.co.uk/uploads/appPDF/Z0835Form004_england_en.pdf

Householder Application and Listed Building Consent Combined Form:

https://ecab.planningportal.co.uk/uploads/appPDF/Z0835Form008_england_en.pdf

Location plan

The plan must show the site location outlined in red at a standard metric scale (typically 1:1250 or 1:2500) with a north point. Any other land owned by the applicant must be outlined in blue. Plans should identify sufficient roads and/or buildings on land adjoining the application site so that the exact location of the application site is clear.

Every plan (including all copies) based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice.

Guidance:

https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf

Site Plan

A site plan showing the proposal in relation to the site boundaries, other buildings and trees at a metric scale (suggestive scale 1:200 or 1:500). It must also show the (a) direction of North, (b) the proposed development in relation to the site boundaries and other existing buildings on the site, (and the following, unless these would NOT influence or be affected by the proposed development) (c) all buildings roads and footpaths on land adjoining the site including access arrangements, (d) all public rights of way crossing or adjoining the site, (e) the position of all trees on the site, and those on the adjacent land, (f) the extent and type of any hard surfacing; and (g) boundary treatment including walls or fencing where this is proposed.

Guidance:

https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf

Correct fee

Planning application fees are due to be paid at the point of submitting your application. The payment of a fee does not guarantee the outcome of the decision on your application. The fees are set nationally based on the [Town and Country Planning \(Fees for applications, deemed applications, requests and site visits\) \(England\) Regulations 2012 \(as amended\)](#). See the Planning Portal for a useful fee calculator:

<http://www.planningportal.gov.uk/PpApplications/genpub/en/StandaloneFeeCalculator>

Guidance: https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf

Design and Access Statement

A design and access (DAS) statement is a short report accompanying and supporting a planning application. They provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. Please refer to the Planning Portal for information about which types of application require a Design and Access Statement (DAS)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/222051/Streamlining_the_planning_application_process_-_government_response.pdf

A DAS does not form part of the application but is a short report to support and provide an evidence base for a planning application. It should seek to explain and justify the proposal in a structured way. The level of detail required in a DAS will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The DAS should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A section regarding Climate Change and Sustainability should also be included for major development proposals. Information provided within the DAS cannot be a substitute for other requirements in either the national or local list. ”

Guidance: <https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them>

Plans and Drawings

- Block plan of the site, showing: site boundaries; the type and height of boundary treatment (e.g. walls, fences), where a change is proposed; the position of any building or structure on the other side of such boundaries, where these could influence or be affected by the proposed development.
- Elevations – all existing and proposed elevations to be shown at a metric scale of 1:50 or 1:100 (unless retrospective)
- Floor plans – existing (where relevant) and proposed at a metric scale of 1:50 or 1:100.
- Sections – required where any proposal involves a change in levels or is on a sloping site. Drawings should include finished floor levels.
- Roof Plan – existing and proposed at a metric scale of 1:50 or 1:500