

Validation Checklist - Full Planning Application for Change of Use with External Building Works

Applications for the change of use of a building or land which also involves external alterations (e.g. construction of a flue, insertion of new windows) **MUST** therefore include the following:

DOCUMENT	Req'd? Yes/No
1 Copy of the completed planning application forms, signed and dated	
1 Copy of the Article 7 Certificate (Agricultural Holdings) and Certificate (A,B,C,D) signed and dated	
1 Copy of CIL Additional Information Requirements Form https://ecab.planningportal.co.uk/uploads/1app/forms/cil_questions.pdf	
1 Copy of a site location plan with the application sited outlined in RED and any adjoining land owned or controlled outlined in BLUE to a scale of 1:1250 or 1:2500.	
1 Copy of an existing and proposed block plan with the application sited outlined in RED and any adjoining land owned or controlled outlined in BLUE to a scale of 1:500.	
1 Copy of existing elevations to a scale of 1:100.	
1 Copy of existing floor plans to a scale of 1:50 or 1:100.	
1 Copy of proposed elevations to a scale of 1:100.	
1 Copy of proposed floor plans to a scale of 1:50 or 1:100	
Design and Access Statement. *NB a Design and Access statement is only required for Major Applications or for new dwellings and/or the erection of non-domestic buildings or extensions of 100sq.m or more in a Conservation Area	
Heritage Statement. * required if the works involve a listed building, ancient monument, conservation area or a non-designated heritage asset (Sensitive Buildings), includes works that are impacting on the setting of such assets.	
Tree Survey. *Only required when an application site and or adjacent land has trees/hedges on the land that are/may be affected by the proposed works.	
The Correct Planning Fee	

Additional information/documents listed below which **may** be required are explained in more detail in the **Local Requirements Guidance Notes**.

		Req'd? Yes/No
	Where applicable, details of any assistance or advice sought from a planning officer prior to submitting your application should be supplied – Please indicate dates of any correspondence or discussion, reference number and name of officer	
1	Affordable Housing Provision	
2	Agricultural Workers Dwellings	
3	Air Quality Assessment	
4	Archaeological Assessment	
5	Ecology Surveys, incorporating Geology and Biodiversity	
6	Economic Regeneration Statements	
7	External Lighting Schemes	
8	Flood Risk Assessment	
9	Land Contamination	
10	Landscape Proposals	
11	Land Suitability Report	
12	Levels/Sections	
13	Materials	
14	Parking Provision	
15	Photographs and Photo Montages	
16	Planning Obligations	
17	Pollution Statement (Dust, odour, noise)	
18	Recreation, Sport and Open Space	
19	Retail Impact Assessment	
20	Statement of Community Involvement	
21	Structural Survey (Barn Conversions etc)	
22	Supporting Planning Statement	
23	Surface and Foul Water Drainage	
24	Sustainability Statement including Building for Life	
25	Tourism	
26	Transport Assessment	
27	Travel Plan	
28	Viability Assessments	
29	Visual Impact Assessments	

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