



RUGBY BOROUGH COUNCIL

Validation Checklist

February 2024

Version 1 – April 2023 Version 2 – February 2024	Version 2 - to include reference to biodiversity net gain; community infrastructure levy; Townscape and Visual Impact Assessment; and updates to electric vehicle charging.
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Introduction

The Rugby Borough Council Validation Checklist sets out both national and local requirements for the submission of applications. Further information or clarification may still be required once an application has been validated, if necessary for assessment of the proposal.

1. This Validation Checklist details the information that Rugby Borough Council requires to be able to register, validate, assess and determine applications. The amount of information required will vary depending on the type, scale and location of the proposed development, as well as any site specific constraints. Not all the local requirements will apply to every application. The local requirements set out in the sections below are intended to provide clarity and ensure consistency for those submitting applications.
2. Rugby Borough Council will not be able to validate and process an application unless all the appropriate information listed has been provided. In relation to the local requirements, it will be dependent on the location of development, its size, scale and character and/or its impact on local amenities, including the environment. Links to other sources of information and guidance are provided with the various sections to assist in determining when additional information is required.
3. If in doubt of the requirements applicants/agents are encouraged to contact the Borough Council on rbc.planning@rugby.gov.uk as failure to provide the information specified under the national and local requirements will make an application invalid and will delay its processing until the information is supplied. Where an application is judged to be invalid, the Borough Council will write to explain what information is required. Where an application is initially considered to be valid, but it is later discovered to be invalid, it will be put on hold until such time as the required information is submitted.
4. All applications should be submitted through the Planning Portal, where there is a document size limit of 10Mb. Details on how to reduce file sizes are provided by the Planning Portal via this link: https://ecab.planningportal.co.uk/uploads/1app/1app_tips_reduce-file-size.pdf If larger documents need to be submitted they should be provided through a cloud based transfer system or by emailing rbc.planning@rugby.gov.uk any documents in excess of 10 Mb should be split.

Rugby Borough Council Validation Checklist

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This validation checklist sets out the documents and information when required when submitting applications to the planning department at Rugby Borough Council.

The different sections set out the requirements for different application types:

- Sections 1 and 2 - all planning applications;
- Sections 3, 5 & 6 - additional requirements based on application type;
- Section 4 – applications affecting heritage assets such as Listed Buildings or Conservation Areas;
- Section 7 – other types of application.

This information must be provided in order for your application to be validated.

In addition to this the Local Authority do not accept plans which state “Do Not Scale” on them.

1. Validation: National Requirements – for All Applications

1	National Requirement	Type of Application Required For	What is Required	Policy Driver: Further Information/Guidance
1.1	Application form	All applications	Forms (and guidance on completing them) are available from www.planningportal.co.uk and all sections of the form must be completed in full, dated and signed	Article 7 of the Town and Country Planning (Development Management Procedure) Order (England) 2015 www.planningportal.co.uk
1.2	Ownership certificate and agricultural land declaration	All applications	This forms part of the application form and must be fully completed, signed and dated.	Article 7 of the Town and Country Planning (Development Management Procedure) Order (England) 2015 www.planningportal.co.uk
1.3	Site location plan	All applications	This plan should identify the application site and surrounding area and usually be at a scale of 1:1250 or 1:2500. The application site should be outlined in red and any other land in the applicants' ownership outlined in blue. It should include two named roads and a north point	Article 7 of the Town and Country Planning (Development Management Procedure) Order (England) 2015 https://www.planningportal.co.uk/homepage/4/buy_a_planning_map

1.4	Plans/ drawings	All planning applications (other than S.73 – variation of condition)	Plans or drawings necessary to describe the development which is the subject of the application. Plans or drawings (including electronic versions) must be to an identified scale and plans should show the direction of north. Full details of what is required are provided in Section 2.	Article 7 of the Town and Country Planning (Development Management Procedure) Order (England) 2015
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1.5	Design and access statement	<p>A design and access statement (DAS) is required for:</p> <ul style="list-style-type: none"> - applications for major development; - applications for listed building consent; - applications for development in a designated area (Conservation Area) where the proposed development consists of: <ul style="list-style-type: none"> - one or more dwellings; or - a building or buildings with a floor space of 100 square meters or more. 	<p>A design and access statement (DAS) 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. A DAS must explain the design principles and concepts that have been applied to the development. It must also demonstrate how the proposed development's context has influences the design. The statement must also explain the applicant's approach to access and how relevant Local Plan policies have been taken into account, any consultation undertaken in relation to access issues, and how the outcome of this</p>	<p>The statutory requirements for design and access statements are set out in Article 9 of the Town and Country Planning (Development Management Procedure) Order (England) 2015 https://www.planningportal.co.uk/design-statement</p> <p>National Design Guide: https://www.gov.uk/government/publications/national-design-guide</p>
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			consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.	
1.6	Correct fee	All applications (unless exemption applies)	The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator.	Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017 as amended https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf
1.7	Fire statement	Multi-occupied residential buildings of 18 metres or more in height, or 7 or more storeys.	The application must be accompanied by a fire statement, completed by an expert and submitted as part of the application for planning permission.	Article 9A of the Town and Country Planning (Development Management Procedure) Order (England) 2015 covers Fire Statements Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK (www.gov.uk) Fire Safety (England) Regulations 2022 - GOV.UK (www.gov.uk)

2. Validation: Local Requirements – Basic Plans & Documents for All Applications

2	Local Requirement	Type of Application Required For	What is Required	Policy driver: Further Information/Guidance
2.1	Proposed Block/Site Plan	All planning applications for built development and applications for advertisement consent	The site/block plan should be drawn to scale (1:200 or 1:500). It should accurately show: the direction of north; the proposed development in relation to the site boundaries and other existing buildings on site; including those to the boundary; details of any car parking; details of hardstanding; details of boundary treatment; and the position of all trees on site and those on adjacent land.	Article 7 of the Town and Country Planning (Development Management Procedure) Order (England) 2015 Policy SDC1 of the Rugby Local Plan 2019
2.2	Existing and proposed floor plans	All planning applications for built development; applications for existing/proposed certificate of lawful development (where relevant)	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and any structures to be demolished.	Article 7 of the Town and Country Planning (Development Management Procedure) Order (England) 2015 Policy SDC1 of the Rugby Local Plan 2019

2.3	Existing and proposed elevations	All Planning applications for built development or change of use where external alterations are proposed; All advertisement consent applications; and Applications for	Elevation drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there and any	Article 7 of the Town and Country Planning (Development Management Procedure) Order (England) 2015 Policy SDC1 of the Rugby Local Plan 2019
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		existing/proposed certificate of lawful development	structures to be demolished.	
2.4	Existing and proposed roof plans	All planning applications for built development which include alterations to the roof	Plans should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Plans should be proportionate to the nature and size of the proposed	Article 7 of the Town and Country Planning (Development Management Procedure) Order (England) 2015 Policy SDC1 of the Rugby Local Plan 2019
2.5	Existing and proposed sections	Planning applications where there are level changes across the site or in relation to neighbouring properties.	Section drawings should be drawn to scale (1:50 or 1:100) with title, drawing number and scale bar. Drawings should be proportionate to the nature and size of the proposed development and should clearly show the proposed works in relation to what is already there.	Article 7 of the Town and Country Planning (Development Management Procedure) Order (England) 2015 Policy SDC1 of the Rugby Local Plan 2019
2.6	Levels	All applications for new buildings and householder applications where there is a change in level across the site or in relation to	Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Plans should show existing site levels and finished floor levels for the	Article 7 of the Town and Country Planning (Development Management Procedure) Order (England) 2015 Policy SDC1 of the Rugby Local Plan 2019
2.7	Sustainability Checklist	All planning applications	Checklist with relevant priorities requires completion.	Policies SDC1 & SDC4 of the Rugby Local Plan 2019 Climate Change & Sustainable Design and Construction SPD, 2023 Validation Checklist and Sustainability Checklist - Rugby Borough Council
2.8	Relevant Community Infrastructure Levy forms (From 01 April 2024)	Planning applications (except householder applications less than 100 sq m) Prior approval applications (except domestic extensions)	Planning applications (except householder applications less than 100 sq m) – Form 1 CIL FORMS Prior approval applications (except larger household extensions) – Form 5 CIL FORMS	Rugby Borough Council - CIL Part 11 – Planning Act 2008 (as amended) Community Infrastructure Regulations 2010 (as amended)

3. Validation: Local Requirements – Householder Applications

In addition to the national information requirements in Sections 1 & 2 the following information is required:

3	Type of Application Required For	Local Requirement	Policy Driver: Further Information/Guidance
3.1	Householder application for extension/alterations	All plans and drawings detailed in Section 2.	Article 7 of the Town and Country Planning (Development Management Procedure) Order (England) 2015 Policy SDC1 of the Rugby Local Plan 2019
3.2	Householder application for External Wall Insulation (EWI)	Block/Site plan indicating which elevations are to be insulated Photograph or detailed scale drawing of existing elevation(s) to be changed; Photo-montage or detailed scale drawing showing the proposed cladding, including details of any dentil course, headers, cills etc; Section detail of the proposed cladding; Details of the cladding finish.	Article 7 of the Town and Country Planning (Development Management Procedure) Order (England) 2015 Policy SDC1 of the Rugby Local Plan 2019
3.3	Householder application for a dropped kerb for vehicular access	Block/Site plan in accordance with Section 2.1; Details of any proposed driveway/ hard surfacing including drainage details; Existing and proposed elevational drawings of the dropped kerb Notice may need to be served on Warwickshire County Council highways as landowner and Certificate B completed.	Article 7 of the Town and Country Planning (Development Management Procedure) Order (England) 2015 Policies SDC1 of the Rugby Local Plan 2019

3.4	Householder application for planning permission and listed building consent.	All plans and drawings detailed in Section 2. Heritage application requirements (as appropriate) detailed in Section 4;	Policy SDC1 and SDC3 of the Rugby Local Plan 2019
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This information may also be required to support your application

3.8	Householder application affecting roof space or including demolition	All plans and drawings detailed in Section 2 must be provided; A bat scoping survey may be required, with further surveys in some cases depending upon initial findings: Applications must assess whether proposals are likely to impact upon bats, which are a European Protected	Policy SDC1 and NE1 of the Rugby Local Plan 2019 CIEEM - Surveys and Mitigation for Development Projects
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		<p>species. Good Practice Guidelines from the Bat Conservation Trust (2016) should be followed. Triggers for bat survey may include demolition, alteration of roof space or extension at the level of the eaves/roofline, favorable building condition, age and construction, evidence of nearby roosts and good quality habitat and existing trees to support bat species.</p>	
3.9	Householder application affecting trees	<p>All plans and drawings detailed in Section 2 must be provided;</p> <p>A tree protection plan may be required where there are trees within or adjacent to the site.</p> <p>Tree Protection Plan - to identify; the location and species of the trees, their trunk diameter at chest height, their Root Protection Areas, crown spread to N,E,S,W aspects, and distance from trunk centres to tree protection fence, together with the type of the temporary fence e.g. Heras barrier and method to anchor into ground.</p>	<p>Policies SDC1 & SDC2 of the Rugby Local Plan 2019</p> <p>BS 5837:2012 Trees in relation to design, demolition, and construction – Recommendations.</p> <p>Planning for Ancient Woodland – Planners’ Manual for Ancient Woodland and Veteran Trees (Woodland Trust).</p>

4. Validation: Local Requirements – Heritage Applications

In addition to information requirements in other sections for applications affecting heritage assets, such as Listed Buildings or Conservation Areas, the following information is required:

4	Local Requirement	Type of Application Required For	What is Required	Policy driver: Further Information/Guidance
4.1	Photographic record	Application for demolition of a listed building or building within a Conservation Area	Detailed photographic record of the building inside and out, identifying the location of all photographs this should show a level of detail suitable to assess the development proposed and the significance of the asset	Policy SDC3 of the Rugby Local Plan 2019
4.2	Heritage Statement	Applications affecting a listed building or that would have an impact on a Conservation Area; listed building consent applications	<p>Heritage statement: A document that describes the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the importance of the asset.</p> <p>It should set out details of the history and development of the asset and be accompanied by a photographic record showing the site context and spaces and features which may be affected by the proposal. It should include an assessment of the archaeological, architectural, historical or other significance of the asset and should include an assessment of the impact of the proposed works on the significance of the asset and a statement of justification for those works together with details of any mitigation measures proposed.</p>	<p>Policy SDC3 of the Rugby Local Plan 2019</p> <p>Historic England – Working with us</p> <p>Heritage Help – Heritage Statements</p>

4.3	Schedule of works	Listed building consent applications where structural alterations or	Where proposals include structural alterations or demolition a schedule of works and method statement should be	Policy SDC3 of the Rugby Local Plan 2019
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		demolition is proposed	included. In terms of demolition or alterations resulting in a loss of historic fabric a Level 2 recording level needs to be undertaken in accordance with Part 5, Recording Levels, of Historic England's Understanding Historic Buildings document.	Historic England – Understanding Historic Buildings – A Guide to Good Recording Practice
4.4	Archaeological Assessment	Applications involving groundworks that may have an impact on archaeological deposits and/or the significance of the historic environment	A desk based assessment from existing records, which highlights the nature, extent and significance of the historic environment within the application site which will establish the impact of the proposed development on the significance of the historic environment. Further reports of geophysics or evaluation work may also be required	Policy SDC3 of the Rugby Local Plan 2019 Historic Environment Record (HER)
4.5	Structural survey	Any application involving full or partial demolition of a listed building	Full or partial demolition of a listed building will require detailed justification. A structural survey should be carried out by a qualified surveyor	Policy SDC3 of the Rugby Local Plan 2019

5. Validation: Local Requirements – Minor Development including:

Commercial Development including change of use (less than 1000 sq.m of floor space or site area of less than 1ha)

Residential Development, including change of use to residential (up to 9 dwellings or site area of less than 0.5ha)

Where an outline application is submitted detailed information regarding the proposals, may not yet be available and it would be more appropriate to submit this with future reserved matters submissions.

In addition to the national and local information requirements in Section 1 and Section 2, and for a heritage application the requirements listed in Section 4, the following information is required:

5	Local Requirement	Type of Application Required For	What is Required	Policy driver: Further Information/Guidance
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5.1	Air Quality Assessment	<p>All applications where there may be relevant exposure to pollutant concentrations above statutory limits (EU or UK)</p> <p>Where the development meets DfT threshold criteria for Transport Assessment, as detailed at: Thresholds for Transport Assessments</p>	<p>A comprehensive report to enable full consideration of the impact of the proposal on the air quality of the area. The air quality assessment should address: the existing background levels of air quality; the cumulative background levels of air quality (related to the cumulative impact of development in an area) and the feasibility of any measures of mitigation that would prevent the national air quality objectives being exceeded or would reduce the extent of the air quality deterioration. Where increased building and/or transport emissions are likely or where the development is located in an area of existing poor air quality, reduction/mitigations measures should be set out in full.</p> <p>Detailed methodology for full air quality and exposure assessments</p>	<p>Policy HS5 of the Rugby Local Plan 2019</p> <p>Air Quality SPD 2021</p> <p>https://www.gov.uk/guidance/air-quality--3</p> <p>Defra Technical Guidance (TG16) on Local Air Quality Management</p>
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			should be agreed with the Council's Environmental Protection team.	
5.2	Bat Survey	Development where the proposals include demolition, affect roofspace, or removal of trees or are likely to impact upon bats which are a European protected species	<p>A bat scoping survey may be required, with further surveys in some cases depending upon initial findings:</p> <p>Applications must assess whether proposals are likely to impact upon bats, which are a European Protected species. Good Practice Guidelines from the Bat Conservation Trust (2016) should be followed. Triggers for bat survey may include demolition, alteration of roof space or extension at the level of the eaves/roofline, favourable building condition, age and construction, evidence of nearby roosts and good quality habitat and existing trees to support bat species.</p>	<p>Policy SDC3 of the Rugby Local Plan 2019</p> <p>CIEEM - Surveys and Mitigation for Development Projects</p> <p>Expert advice should be sought from a suitably qualified ecologist.</p>
5.3	Bin Storage	All applications (including changes of use)	A plan that indicates the location of bin storage and provides details of the size of bins and the design and materials of any proposed bin enclosure.	Policy SDC1 of the Rugby Local Plan 2019

5.4	Biodiversity and ecological survey and report	Any proposed schemes where the site appears to have ecological value.	<p>a. An Ecological Impact Assessment (EclA) should be submitted with the planning application, this should be in accordance with the EclA guidelines from CIEEM.</p> <p>b. A Preliminary Ecological Appraisal (PEA) should inform or be incorporated into this EclA in accordance with PEA guidelines from CIEEM.</p> <p>Surveys should be undertaken for protected species and priority species/habitats where identified as necessary through the PEA process. This should identify impact and propose mitigation where proposals are likely to affect: protected species (such as bats) or important habitats (such as ancient woodland); designated or locally-designated sites (such as a Local Wildlife Site); or which may have other, wider impacts on biodiversity. This includes proposals for demolition or refurbishment works, which may impact species using the existing building, such as swifts or bats.</p>	<p>Policy NE1 of the Rugby Borough Local Plan</p> <p>GOV.UK – Protected species and development</p> <p>Wildlife Assessment Check</p> <p>Expert advice should be sought from a suitably qualified ecologist.</p>
5.5	Biodiversity Net Gain Matrix From 02/04/2024	Schemes that will impact on over 25 square metres or over 5 linear metres of existing habitat	<p>A Biodiversity Matrix calculation should be submitted. Further information can be found here: https://www.warwickshire.gov.uk/biodiversityoffsetting</p>	<p>Policy NE1 of the Rugby Borough Local Plan.</p> <p>Environment Act, 2021</p>

5.6	Contaminated Land Assessment	Any application where the development is known or suspected to be affected by land contamination	<p>An environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report:</p> <ul style="list-style-type: none"> - Site inspection scope; - Review of historical land use; - Review of environmental setting; - Consultation with relevant regulatory authorities; - Qualitative environmental risk assessment; <p>Review of existing relevant reports.</p>	<p>National Policy and Guidance:</p> <p>GOV.UK – Land Contamination</p> <p>GOV.UK – Contaminated Land</p> <p>GOV.UK – Land Contamination Risk Management</p>
5.7	Flood Risk Assessment	<p>Any development falling into the following categories:</p> <ul style="list-style-type: none"> • within flood zone 2 or 3; • more than 1 hectare 	<p>A flood risk assessment (FRA) is required, appropriate to the scale and nature of the development proposed, assessing the level of flood risk from all sources. A typical FRA will include:</p> <ul style="list-style-type: none"> • Flood risk mapping; 	<p>Policy SDC5 and SDC6 of the Rugby Local Plan 2019</p> <p>Flood Risk Management & Drainage – Standing Advice</p> <p>GOV.UK – Flood Risk Assessments</p>

		<p>(ha) in flood zone 1;</p> <ul style="list-style-type: none"> • less than 1 ha in flood zone 1, which includes a change of use in development type to a more vulnerable class, where they could be affected by flooding from any other source or ; • within 20 metres of any watercourse; • Adjacent to, or including, any flood bank or other flood control structure <p>Flood zone information is available at: GOV.UK – Flood Risk Map</p>	<ul style="list-style-type: none"> • Existing drainage infrastructure / features; • Site history, including flooding events; • Topographical survey; • Drainage area plans and greenfield runoff rate calculations; • Surface water drainage strategy including hydraulic calculations; • Site ground conditions. <p>Where sites are considered to be at risk of flooding, within each flood zone, surface water and other sources of flooding also need to be taken into account.</p> <p>The FRA should identify opportunities to reduce the probability and consequences of flooding and should include the design of surface water management systems include Sustainable Drainage (SuDS) and address the requirement for safe access to and from the development in areas at risk of flooding. Details of Sequential testing; Exception testing; and Hydraulic modelling will be required.</p>	
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5.8	Floor space / accommodation schedule	All major development proposals	A schedule of accommodation types, mix and floorspace (gross internal area (GIA)). For residential development this shall include the number, sizes and types of residential units proposed (including number of bedrooms and	Policies H1, H2, ED2, ED3, TC2 and SDC1 of the Rugby Borough Local Plan 2019
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			tenure) and associated floorspace to ensure compliance with the housing mix for both market and affordable housing.	
5.9	Lighting Assessment	Proposals that include floodlighting	Applications for floodlighting must include a lighting assessment which must include: hours of operation, light levels, tilt/angle, off site light spillage, column heights, equipment design, layout plan with beam orientations and details of any mitigation measures required	Policies SDC1 & SDC2 of the Rugby Local Plan 2019 GOV.UK – Light Pollution
5.10	Marketing Information	Any proposals for the redevelopment of Rugby's protected employment sites contained within Policy ED1 of the Local Plan.	Details of marketing activity in accordance with the Local Plan and compliance with the Six Tests contained within policy ED1.	Policy ED1 of the Rugby Borough Local Plan 2019

5.11	Noise Impact Assessment	Planning applications that raise issues of disturbance, or are considered to be noise sensitive developments	The noise impact assessment should identify and quantify the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to mitigate any adverse issues identified by the assessment such that internal and external noise levels meet national guidance criteria. A noise impact assessment must be prepared by a qualified acoustician. The report should include details of any mitigation measures required.	<p>Policies SDC1 and HS5 of the Rugby Borough Local Plan 2019</p> <p>Institute of Acoustics/CIEH ProPG Planning and Noise Guidance</p> <p>British Standard BS8233:2014 Guidance on Sound Insulation and Noise Reduction for Buildings</p> <p>British Standard BS4142:2014 Method for Rating and Assessing Industrial and Commercial Sound</p>
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5.12	Sequential Test	Any proposals for retail and other Main Town Centre uses or office development that fall outside a defined centre.	<p>The assessment should be prepared in accordance with national guidance and look at the availability of sites within the main town centre and other centres identified within the network of centres. Only then should edge of centre and out of centre sites be considered.</p> <p>Details of the availability of other sites closer to a centre will be required together with reasons these sites were discounted. Evidence should be provided to show that there are no sequentially preferable sites.</p>	<p>NPPF Para. 91-95</p> <p>Policy ED2 and TC2 of the Rugby Borough Local Plan</p>
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5.13	Tree Survey	<p>Any development where there are significant or protected trees within or adjacent to the site. Arboricultural reports and plans must be carried out by a qualified arboriculturalist</p>	<p>For outline applications a Tree Survey, Tree Constraints Plan/ Tree removal and retention plan is required.</p> <p>For full applications the following would be required in accordance with BS5837:</p> <ul style="list-style-type: none"> • Tree Survey (TS) - to identify all on-site and off-site trees including hedges who's Root Protection Areas (RPA's) are located in full or partially fall within the application site. • Tree Constraints Plan (TCP) - to identify the radius RPA for each tree and hedgerow mentioned within the TS, with their existing & estimated ultimate canopy spread & height, plus a segment radius (north west to due east) representing the tree's shading upon the proposed development. It may also be necessary to illustrate the 	
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			<p>tree's current and ultimate dimensions as an elevation section in context to the proposed build's elevation. Areas for new planting should be indicated at this point in order to protect the ground from soil compaction. The above constraints need to be superimposed upon the proposed block plan.</p> <ul style="list-style-type: none">• Arboricultural Impact Assessment – to assess the direct and indirect implications of the trees upon the proposal and visa-versa, including locations for underground/over-ground services, level changes within RPA's, new hard surface areas, crane jib arcs, CCTV splays, locations for storage areas, etc. <p>Arboricultural Method Statement – to identify the methodology required if constructing</p>	
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6. Validation: Local Requirements – Major Development

Applications including change of use (10 or more residential dwellings or site area of 0.5ha or more/ more than 1000 sq.m of commercial floorspace or site area of 1 ha or more)

Where an outline application is submitted detailed information regarding the proposals, may not yet be available and it would be more appropriate to submit this with future reserved matters submissions.

In addition to the national and local information requirements in Section 1 and Section 2, and for a heritage application the requirements listed Section 4, in the following information is required:

6	Local Requirement	Type of Application Required For	What is Required	Policy driver: Further Information/Guidance
6.1	Aerodrome safeguarding assessment	Development involving buildings or works which would infringe on protected surfaces, obscure runway approach lights or have the potential to affect the performance of navigation aids, radio aids or telecom systems. Lighting, reflections and other development that have the potential to distract pilots, and development with landscape schemes that have the potential to increase bird hazard risk.	An accurate site plan with six figure (Ordnance Survey) 'eastings' and 'northings' grid references; Ground level of the site to an accuracy of 0.25m Above Ordnance Datum (AOD); The layout, dimensions, materials and heights of the development above ground level; Details of any landscaping and/or Sustainable Urban Drainage (SUDs) proposals; Details of any renewable energy schemes; and Details of any associated construction or development lighting	The Aerodrome Safeguarding Advice Notes written jointly by the AOA (Airport Operators Association) and GAAC (General Aviation Awareness Council) and supported by the CAA (Civil Aviation Authority) can be found at: AOA - Operations and Safety DfT/ODPM Circular 1/2003 – advice to planning authorities on safeguarding aerodromes: GOV.UK – Safeguarding aerodromes

6.2	Affordable housing statement	Planning applications for 11 or more dwellings or sites more than 0.36ha	Statement detailing the number and mix of residential units and affordable housing provision within the development.	Policy H1 and H2 of the Rugby Borough Local Plan 2019
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6.3	Air Quality Assessment	<p>All applications where there may be relevant exposure to pollutant concentrations above statutory limits (EU or UK); All major development proposals;</p> <p>Where the development meets DfT threshold criteria for Transport Assessment detailed at Thresholds for Transport Assessments ; and Where development requires an Environmental Statement (EIA).</p>	<p>A comprehensive report to enable full consideration of the impact of the proposal on the air quality of the area. The air quality assessment should address: the existing background levels of air quality; the cumulative background levels of air quality (related to the cumulative impact of development in an area) and the feasibility of any measures of mitigation that would prevent the national air quality objectives being exceeded or would reduce the extent of the air quality deterioration. Where increased building and/or transport emissions are likely or where the development is located in an area of existing poor air quality, reduction/ mitigations measures should be set out in full. Detailed methodology for full air quality and exposure assessments should be agreed with the Council's Environmental Protection team.</p>	<p>Policy HS5 of the Rugby Borough Local Plan 2019</p> <p>Air Quality SPD 2021</p>
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6.4	Bat Survey	All applications involving demolition or removal of trees, affecting a roofspace or where the development proposals are likely to impact upon bats which are a European protected species	A bat scoping survey will be required, with further surveys in some cases depending upon initial findings: Applications must assess whether proposals are likely to impact upon bats, which are a European Protected species. Good Practice Guidelines from the Bat Conservation Trust (2016) should be followed. Triggers for bat survey may include demolition, alteration of roof space	<p>Policy NE1 of the Rugby Borough Local Plan 2019</p> <p>CIEEM - Surveys and Mitigation for Development Projects</p> <p>Expert advice should be sought from a suitably qualified ecologist.</p>
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			or extension at the level of the eaves/roofline, favourable building condition, age and construction, evidence of nearby roosts and good quality habitat and existing trees to support bat species.	
6.5	Biodiversity and ecological survey and report	All major development proposals where there is potential impact on biodiversity	<p>a. An Ecological Impact Assessment (EcIA) should be submitted with the planning application, this should be in accordance with the EcIA guidelines from CIEEM.</p> <p>b. A Preliminary Ecological Appraisal (PEA) should inform or be incorporated into this EcIA in accordance with PEA guidelines from CIEEM.</p> <p>c. Surveys should be undertaken for protected species and priority species/habitats where identified as necessary through the PEA process. This should identify impact and propose mitigation where proposals are likely to affect: protected species (such as bats) or important habitats (such as ancient woodland); designated or locally-designated sites (such as a Local Wildlife Site); or which may have other, wider impacts on biodiversity. This includes proposals for demolition or refurbishment works, which may impact species using the existing building, such as swifts or bats.</p>	<p>Policy NE1 of the Rugby Borough Local Plan 2019</p> <p>GOV.UK – Protected species and development</p> <p>Expert advice should be sought from a suitably qualified ecologist.</p>

6.6	Biodiversity Net Gain Matrix	Schemes that will impact on over 25 square metres or 5 linear metres of existing habitat	<p>Biodiversity Impact Assessment/Biodiversity Matrix</p> <p>Any loss of biodiversity must be measured and compensated for. A Biodiversity Impact Assessment/Biodiversity Matrix calculation should be submitted. Information about the Warwickshire Offsetting Scheme can be found here: WCC - Biodiversity Offsetting</p> <p>For additional support with this calculator tool, contact Warwickshire County Council for their Biodiversity Impact Assessment support service: WCC Ecology preapp</p> <p>c. Ecological information should be provided in accordance with the Code of practice set out in British Standard BS42020:2013.</p>	<p>Policy NE1 of the Rugby Borough Local Plan 2019</p> <p>Environment Act, 2021</p> <p>Expert advice should be sought from a suitably qualified ecologist.</p> <p>Biodiversity Impact should be calculated using the latest DEFRA metric</p>
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6.7	Broadband Statement	All major development proposals	A statement detailing how the development will contribute to the provision of broadband infrastructure ensuring appropriate levels of service are available to those who need it.	Policy SDC9 of the Rugby Borough Local Plan 2019
6.8	Contaminated Land Assessment	Any application where the development is known or suspected to be affected by land contamination	<p>An environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report:</p> <ul style="list-style-type: none"> - Site inspection scope; - Review of historical land use; - Review of environmental setting; - Consultation with relevant regulatory authorities; - Qualitative environmental risk <p>Review of existing relevant reports.</p> <p>-</p>	<p>Policy SDC1 of the Rugby Borough Local Plan 2019</p> <p>National Policy and Guidance: GOV.UK – Land Contamination GOV.UK – Contaminated Land GOV.UK – Land Contamination Risk Management</p>

6.9	Drainage Plans and Strategy	All major development proposals	Details of Sustainable Urban Drainage Systems (SuDS) being provided onsite or within close proximity to assist with the management of surface water. Foul drainage details may also be required.	Policy SDC6 of the Rugby Borough Local Plan 2019
6.10	Electric Vehicle Charging plan	All major development proposals that include vehicle parking (excluding residential)	Plan showing electric and/or hybrid vehicle charging points to be provided as part of the development.	Policy D2 and Appendix 5 of the Rugby Borough Local Plan 2019
6.11	Energy Statements	All major development (with energy demands, although for outline applications this may be required at the Reserved Matters stage)	Required to demonstrate compliance with the sustainable policies of the Local Plan.	Policy SDC4 of the Rugby Local Plan 2019 Climate Change & Sustainable Design and Construction SPD, 2023

6.12	Environment Statement (EIA)	Developments that are likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 of the EIA regulations. Those developments included in Schedule 2 of the EIA Regulations may also require an EIA.	<p>The Town & Country Planning (Environmental Impact Assessment) Regulations, as amended, set out the circumstances in which an Environmental Impact Statement (EIA) is required. An EIA may obviate the need for more specific assessments.</p> <p>It may be helpful for the developer to request a 'screening opinion' from the local planning authority before submitting an application in terms of Schedule 2 developments.</p> <p>A 'scoping opinion' can also be</p>	<p>The Town & Country Planning (Environmental Impact Assessment) Regulations 2017</p> <p>GOV.UK - EIA</p>
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			submitted to determine the required contents of the Environmental Statement: Legislation – Section 15	
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6.13	Flood Risk Assessment	<p>All major development; and Flood zone information is available at: GOV.UK – Flood Risk Map</p>	<p>A flood risk assessment (FRA) is required, appropriate to the scale and nature of the development proposed, assessing the level of flood risk from all sources. A typical FRA will include:</p> <ul style="list-style-type: none"> - Flood risk mapping; - Existing drainage infrastructure / features; - Site history, including flooding events; - Topographical survey; - Drainage area plans and greenfield run off rate calculations; - Surface water drainage strategy including hydraulic calculations; - Site ground conditions. <p>Where sites are considered to be at risk of flooding, within each flood zone, surface water and other sources of flooding also need to be taken into account.</p> <p>The FRA should identify opportunities to reduce the probability and consequences of flooding and should include the design of surface water management systems include Sustainable Drainage (SuDS) and address the requirement for safe access to and from the development</p>	<p>Policies SDC5 and SDC6 of the Rugby Borough Local Plan</p> <p>Flood Risk Management & Drainage – Standing Advice GOV.UK – Flood Risk Assessments</p>
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			in areas at risk of flooding. Details of Sequential testing; Exception testing; and Hydraulic modelling will be required.	
6.14	Floor space / accommodation schedule	All major development proposals	A schedule of accommodation types, mix and floorspace (gross internal area (GIA)) for all types of major development. For residential development this shall include the number, sizes and types of residential units proposed (including number of bedrooms and tenure) and associated floorspace to ensure compliance with the housing mix for both market and affordable housing.	Policies H1, H2, ED2, ED3, TC2 and SDC1 of the Rugby Borough Local Plan 2019

6.15	Green space/ playing fields assessment	Development proposals that involve the loss of green space that is of value for amenity, recreational, outdoor sports and/or community use	An assessment should be provided to demonstrate that there is no longer a demand or prospect of demand for the recreational use of the green space or that a deficiency would not be created through its loss. Any loss should be replaced by equivalent or better provision. Plans should identify any areas of existing or proposed green space to be lost. Where there is loss of playing fields the assessment should include full details of the existing playing fields and associated facilities to be lost; reason for the proposed location of the development and any proposed changes in sports provision on the site.	Policy HS4 of the Rugby Borough Local Plan 2019
6.16	Health impact assessment screening report or assessment	Residential development for 150 or more dwellings or where the site area is 5ha or more; Industrial estate development exceeding 5 ha; All other forms of development on sites exceeding 1ha.	A Health Impact Assessment screening report is required and if this identifies that significant impacts on health and wellbeing would arise from the proposed development a full Health Impact Assessment is required. If negative impacts are identified details of mitigation should be provided.	Policy HS2 of the Rugby Borough Local Plan 2019

6.17	Landscape Plans (Hard and Soft)	All full applications or approval of reserved matters for major development proposals	Plans showing how the landscape aspects of a new development will be form an integral part of the overall design. A high standard of appropriate hand and soft landscaping will be required.	Policy SDC2 of the Rugby Borough Local Plan 2019
6.18	Landscape Visual Impact Assessment	For major applications that are likely to have a landscape impact	A Landscape Visual Impact Assessment of the proposals, including photomontages, carried out in accordance with relevant guidance.	Policies SDC1, SDC2 & NE3 of the Rugby Borough Local Plan 2019
6.19	Townscape and Visual Impact Assessment	For major applications that are likely to have an impact on the townscape of Rugby	A Townscape and Visual Impact Assessment of the proposals, including photomontages, carried out in accordance with relevant guidance.	Policy SDC1 of the Rugby Borough Local Plan 2019

6.20	Lighting Assessment	Any proposals including floodlighting.	Applications for floodlighting must include a lighting assessment which must include: hours of operation, light levels, off site light spillage, column heights, equipment design, layout plan with beam orientations and details of any mitigation measures required	Policy SDC1 of the Rugby Local Plan 2019. GOV.UK – Light Pollution
6.21	Marketing Information	Any proposals for the redevelopment of Rugby's protected employment sites contained within Policy ED1 of the Local Plan.	Details of marketing activity in accordance with the Local Plan and compliance with the Six Tests.	Policy ED1 of the Rugby Borough Local Plan 2019
6.22	Employment Loss Statement	Any proposals for the redevelopment of employment land as set out within Policy ED1.	Must address each test as set out in Policy ED1	Policy ED1 of the Rugby Borough Local Plan 2019
6.23	Masterplan	Proposals for large scale major development – particularly outline applications or where phasing is proposed	The masterplan should be a comprehensive document that sets out the development strategy for the site in the context of its surroundings, taking full account of existing site features and topography. It should clearly identify phasing of development along with the timely provision of supporting infrastructure. This could be included within the Design & Access Statement.	Policy SDC1 of the Rugby Borough Local Plan 2019 National Design Guide: https://www.gov.uk/government/publications/national-design-guide

6.24	Materials Plan	All full applications or approval of reserved matters for major development proposals	A materials plan should be submitted, detailing the types of materials to be used throughout the development, and distribution throughout the scheme.	Policy SDC1 of the Rugby Borough Local Plan 2019
6.25	Noise impact assessment	Planning applications that raise issues of disturbance, or are considered to be noise sensitive developments	The noise impact assessment should identify and quantify the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to mitigate any adverse issues identified by the assessment such that internal and external noise levels meet national guidance criteria. A noise impact assessment must be prepared by a qualified acoustician. The report should include details of any mitigation measures required.	<p>National Planning Policy Framework Para. 180</p> <p>Further guidance can be found in the Noise Policy Statement for England (NPSE): https://www.gov.uk/guidance/noise--2</p> <p>Institute of Acoustics/CIEH ProPG Planning and Noise Guidance</p> <p>British Standard BS8233:2014 Guidance on Sound Insulation and Noise Reduction for Buildings</p> <p>British Standard BS4142:2014 Method for Rating and Assessing Industrial and Commercial Sound</p>

6.26	Parameters plan	Proposals for large scale major development – particularly outline applications or where phasing is proposed	The parameters plan should be a comprehensive document that sets out the parameters of the proposed development. It should clearly identify the locations of the different elements of the proposed development including supporting infrastructure.	Policy SDC1 of the Rugby Borough Local Plan 2019 National Design Guide: https://www.gov.uk/government/publications/national-design-guide
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6.27	Planning Obligations – Head of Terms	Heads of terms relating to any proposed contributions	Details of any proposed contributions in relation to the development should be set out in a heads of terms document.	Policy D4 of the Rugby Borough Local Plan 2019 Planning Obligations SPD 2012
6.28	Planning Statement	All major applications.	The planning statement should: <ul style="list-style-type: none"> - Identify the context and need for the proposed development; - Assess how the proposed development accords with relevant national and local policies; Show how the application has been informed by local community engagement and any amendments that have resulted from such local consultation	All Local Plan Policies
6.29	Retail Impact Assessment	Any proposals for retail and other Main Town Centre uses in excess of 500 sq.m gross that fall outside a defined centre	The assessment of impact should be prepared in accordance with national guidance and consider the potential impact on the vitality, viability, role and character of a defined centre(s) within the centre(s). Requirements are set out in the NPPF	NPPF Para. 94 Policies TC2 and TC3 of the Rugby Borough Local Plan 2019

6.30	Sequential Test	Any proposals for retail and other Main Town Centre uses that fall outside a defined centre; New office development outside a defined centre.	The assessment should be prepared in accordance with national guidance and look at the availability of sites within the main town centre and other centres identified within the Local Plan. Only then should edge of centre and out of centre sites be considered. Details of the availability of other sites closer to a centre will	NPPF Section 7 Policies ED2 and TC2 of the Rugby Borough Local Plan 2019
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			be required together with reasons these sites were discounted. Evidence should be provided to show that there are no sequentially preferable sites.	
6.31	Site Waste Management Plan (inc bin storage)	All applications for residential or commercial development (including changes of use)	A plan that indicates the location of bin storage and provides details of the size of bins and the design and materials of any proposed bin enclosure. This shall also include collection points.	Policy SDC1 of the Rugby Borough Local Plan 2019
6.32	Transport Assessment/ Statement	Residential development up to 49 dwellings may require a Transport Statement; Residential development between 50 and 79 dwelling will require a Transport Statement; Other major development may require a Transport Assessment based on DfT threshold criteria for Transport Assessment detailed at Thresholds for Transport Assessments	The Transport Assessment should demonstrate that the trip generation generated by the site has been assessed. It should include all aspects of movement by people and vehicles and should be accompanied by a Travel Plan. The scope and details of the transport assessment should be agreed with the local highway authority.	Policy D1 of the Rugby Borough Local Plan 2019

6.33	Travel Plan/ Travel Plan Statement	All major applications with travel impacts.	<p>A Travel Plan is a package of measure or agreed outcomes aimed at reducing reliance on the private car and maximising the opportunities for sustainable travel modes to reduce congestion and improve the accessibility of a development site and requires management, continuous monitoring, review and improvement over time.</p> <p>A Travel Plan Statement should set out set out positive measures for promoting sustainable transport together with an action plan for their implementation but does not need to include specific targets.</p>	Policy D1 of the Rugby Borough Local Plan 2019
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6.34	Tree Survey	<p>Any development where there are significant or protected trees within or adjacent to the Site. Arboricultural reports and plans must be carried out by a qualified arboriculturalist</p>	<p>For outline applications a Tree Survey, Tree Constraints Plan/ Tree removal and retention plan is required.</p> <p>For full applications the following would be required in accordance with BS5837:</p> <ul style="list-style-type: none"> - Tree Survey (TS) - to identify all on-site and off-site trees including hedges who's Root Protection Areas (RPA's) are located in full or partially fall within the application site. - Tree Constraints Plan (TCP) - to identify the radius RPA for each tree and hedgerow mentioned within the TS, with their existing & 	<p>Policy SDC2 of the Rugby Local Plan 2019 2019</p> <p>BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations</p> <p>Planning for Ancient Woodland - Planners' Manual for Ancient Woodland and Veteran Trees (Woodland Trust).</p> <p>Impacts of nearby development on ancient woodland – addendum The Woodland Trust December 2012</p> <p>Ancient woodland and veteran trees:</p>
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			<p>estimated ultimate canopy spread & height, plus a segment radius (north west to due east) representing the tree's shading upon the proposed development. It may also be necessary to illustrate the tree's current and ultimate dimensions as an elevation section in context to the proposed build's elevation. Areas for new planting should be indicated at this point in order to protect the ground from soil compaction. The above constraints need to be superimposed upon the proposed block plan.</p>	protecting them from development
6.35	Viability Assessment	Any proposals where there is a viability case: applications where not all contributions can be paid;	Any viability assessment should be prepared on the basis that it will be made publicly available other than in exceptional circumstances.	Policy D4 of the Rugby Borough Local Plan 2019

7. Validation: National Requirements – Other Application Types

7	Type of Application Required For	Local Requirement	What is Required	Policy Driver: Further Information/Guidance
7.1	Non-Material Amendment	Sufficient information to identify the original permission and the proposed amendments	Completed application form identifying the original permission; Written schedule of the amendments proposed; & Amended plans highlighting the proposed amendments.	S.96A of The Town and County Planning Act 1990
7.2	Application for advertisement consent	Full details of the proposed signage and its location on the site / building	Details should be provided in accordance with the details set out in Section 1 and Sections 2.1, 2.3 & 2.5.	The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 https://www.gov.uk/guidance/advertisements GOV.UK – Guide to outdoor advertisements and signs
7.3	Discharge of Condition	Sufficient information to identify the original planning permission, the condition(s) to be discharged and necessary supporting information.	Completed application form identifying the original permission and condition(s) to be discharged; Full details to support discharge of the relevant condition.	S.72 of the Town & Country Planning Act

7.4	Lawful development certificate - existing	Lawful development certificates provide for the grant of a certificate only for lawfulness of	An application must specify in precise terms what the use, operational development, or other activity is. The planning authority need not consider any proposal which does not include specific details of what it	Town and Country Planning Act 1990: Section 191 as amended by section 10 of the Planning and Compensation Act 1991 Town and Country Planning (Development Management Procedure) Order (England) 2015
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		<p>development carried out in accordance with planning legislation</p>	<p>involves. Factual evidence about the development, this can include a sworn affidavit or written declaration under the Statutory Declarations Act or other evidence such as receipts, invoices, rent books, bills. The onus of providing sufficient evidence lies solely with the applicant.</p> <p>Details should be provided in accordance with the details set out in Section 1 and Section 2 as applicable.</p>	
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7.5	Lawful development certificate proposed	Lawful development certificates provide for the grant of a certificate only for lawfulness of development proposed in accordance with planning legislation	<p>An application must specify in precise terms what the use, operational development, or other activity is proposed to be. The planning authority need not consider any proposal which does not include specific details of what it involves.</p> <p>Information/ plans should be provided to demonstrate why the proposed use, operational development, or other activity is considered to be lawful. The onus of providing sufficient evidence lies solely with the applicant</p> <p>Details should be provided in accordance with the details set out in Section 1 and Section 2 as applicable.</p>	<p>Town and Country Planning Act 1990: Section 192 as amended by section 10 of the Planning and Compensation Act 1991</p> <p>Town and Country Planning (Development Management Procedure) Order (England) 2015</p>
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7.6	Prior notification demolition	Information to identify what is proposed	An application should include fully completed forms and information to fully identify what is proposed. This should include a Construction and Environmental Management Plan (CEMP), a bat scoping report, details of the method of demolition, details of any hoardings and how the land will be left following demolition.	Town and Country Planning (Development Management Procedure) Order (England) 2015
7.7	S.73 – Variation/ removal of condition application	Information to identify the original permission and condition to be varied/ removed	Completed application form identifying the original permission; Written schedule of the amendments proposed; & Amended plans highlighting the proposed amendments Where necessary plans should be provided in accordance with Section 2. A written justification as to why the condition should be varied/ removed.	S.73 of the Town and Country Planning Act 1990 Planning (Listed Building and Conservation Areas) Act 1990

7.8	Telecommunications applications	Detailed plans showing the proposals as set out in section 2; Justification for the proposed development and siting	In addition to the plans required in Sections 2.1 – 2.3, applications should include an ICNIRP certificate and detailed justification for the proposed siting of the development. Detailed evidence and justification for any new site should accompany any application.	Schedule 2, part 16 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Policy SDC9 of the Rugby Borough Local Plan 2019
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7.9	<p>Prior approval – Applications can be made for a range of developments or changes of use.</p>	<p>All prior approval applications require: Application form: all sections of the form completed in full, dated and signed; A written description of the proposed development, which (either contained within the application form or a separate document referred to in the application form); The correct fee; & A plan indicating the site and showing the proposed development.</p>	<p>The information requirements vary depending on the type of prior approval required.</p> <p>Further guidance is available on-line through the Planning Portal or in the Town and Country Planning (General Permitted Development) (England) Order 2015 as amended</p>	<p>Planning Portal - Prior Approval</p> <p>The Town and Country Planning (General Permitted Development) (England) Order 2015 as amended: https://www.legislation.gov.uk/uksi/2015/596/contents</p> <p>Planning fees are set by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017 as amended https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</p>
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7.10	Permission in Principle		Application form: all sections of the form completed in full, dated and signed	The Town and Country Planning (Permission in Principle) (Amendment) Order 2017 https://www.legislation.gov.uk/uksi/2017/1309/contents/made
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			<p>The correct fee</p> <p>A plan indicating the site to which the application relates drawn to an identified scale and showing the direction North</p> <p>Supporting information (if referred to in question 5 of application form).</p>	
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7.11	Application for a certificate of lawfulness of proposed works to a listed building		<p>Application form: all sections of the form completed in full, dated and signed;</p> <p>A plan which identifies the listed building to which the application relates showing the direction North;</p> <p>Such plans, drawings and information as are necessary to describe the proposed works, together with a description of the part or parts of the listed building or buildings that are likely to be affected;</p> <p>A statement explaining why the applicant believes the proposed works would not affect the character of the listed building or buildings as a building or buildings of special architectural or historic interest;</p>	
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			<p>Evidence verifying the information included in the application (if referred to in question 7 of application form);</p> <p>A statement setting out the applicants interests in the listed building or buildings, the name and address of any other persons known to the applicant to have an interest in the listed building or buildings and whether any such other person has been notified of the application; &</p> <p>Where the application is made in respect of Crown land and where such an application is made by a person authorised in writing by the appropriate, a copy of that authorization.</p>	
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