

Validation Of Planning Application

GUIDANCE NOTES



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Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —



Contents

1		1. Introduction	4
2		2. The Legislative And Regulatory Context	5
		Procedure for reviewing the Validation List	5
		National Requirements	6
3		3. The Validation List	7
		The Standard Planning Application Form	7
		The Local List	8
		Additional Information	11
 APPENDICES			
Appendix 1:			
THE PLANNING APPLICATION SUITE			24
Appendix 1A: Householder Applications			25
Appendix 1B: Application for Full Planning Permission			34
Appendix 1C: Applications under the Prior Notification			
Procedures (excluding Trees)			59
Appendix 1D: Other Planning Applications (including Trees)			65
Appendix 1E: Application under Prior Approval Procedure			79
Appendix 1F: Deemed Discharge of Conditions Notice			122

Part 1: Introduction

To submit a valid application, there are now National Requirements prepared by the Dept. for Communities and Local Government (DCLG) and Local Requirements prepared by the local planning authorities. The Validation Checklists stipulate what may be required to be submitted to make a valid application and these notes explain in more detail what is meant by each reference and expand on the circumstances in which the listed information is required.

In accordance with National Planning Policy and Guidance, the Planning Service strongly advises you to use the Pre-Application service prior to submission of any planning application. This will assist in assessing the development scheme and identify and seek to resolve any issues that may arise before the application stage.

Further details can be found here

<http://www.bassetlaw.gov.uk/everything-else/planning-building/development-control/pre-application-advice.aspx>



Part 2: The Legislative and Regulatory Context

(NPPG 2014) stipulate that a local planning authority may request supporting information with a planning application. Its requirements should be specified on a formally adopted 'local list' which has been published on its website less than two years before an application is submitted, in other words that such a list be updated every two years. Local information requirements have no bearing on whether a planning application is valid unless they are set out on such a list.

Further details are found in the provisions of the Town and Country Planning (Development Management Procedure) (England) Order 2015, the Town and Country Planning (General Permitted Development) Order 2015 and the Town and Country Planning (Listed Building and Conservation Areas Procedure) (England) Order 2015. All came into effect on 15th April 2015. Unless otherwise specified references to the DMPO will mean The Town and Country Planning (Development Management Procedure) (England) Order 2015 ("DMPO 2015"). The DMPO consolidates the provisions of the DMPO 2010 (as amended) which was itself a consolidation of the procedural provisions of the Town and Country Planning (General Development Procedure) Order 1995.

The DMPO introduces a new planning procedure which allows some planning conditions to be deemed to be discharged if the planning authority fails to make a decision within eight weeks is of note. Whilst such applications can already be appealed for non-determination the new procedure requires the submission of a 'deemed discharge notice' to the planning authority at least six weeks after submission of the application to discharge the condition and the notice takes effect two weeks later if the planning authority has not in the meantime made a decision. However, there is a long list of conditions excluded from these deeming provisions, including conditions that relate to the environment, flooding, SSSI's, contaminated land, archaeology, highways, approval of reserved matters and planning obligations.

Procedure for Reviewing Local Validation List

With regard to the review and adoption of a local validation list, CLG guidance formally withdrawn in 2014, recommends a consultation period of not less than 8 weeks. This has now been replaced by guidance in the NPPG.

The current process is set out in paragraph 44 of the NPPG and involves the following three-step process:

Step 1: Reviewing the existing local list

Local planning authorities should identify the drivers for each item on their existing local list of information requirements. These drivers should be statutory requirements, policies in the National Planning Policy Framework or development plan, or published guidance that explains how adopted policy should be implemented.

Having identified their information requirements, local planning authorities should decide whether they need to revise their existing local list. Where a local planning authority decides that no changes are necessary, it should publish an announcement to this effect on its website and republish its local list.

Step 2: Consulting on proposed changes

Where a local planning authority considers that changes are necessary, the proposals should be issued to the local community, including applicants and agents, for consultation.

Step 3: Finalising and publishing the revised local list

Consultation responses should be taken into account by the local planning authority when preparing the final revised list. The revised local list should be published on the local planning authority's website.

With regard to Bassetlaw's Validation List, several changes to legislation and procedure especially the advent of the NPPF and associated NPPG and the DMPO provide an opportune moment to update and validation list.

Overall National Requirements

In accordance with the NPPG as a minimum you must provide the following documents for your planning application to be valid:

- The standard planning application form
- Location Plan- which shows the site area and its surrounding context to an identified scale and indicate the direction of North
- Site (or Block) Plan which shows the proposed development in detail to an identified scale and indicate the direction of North
- An ownership certificate. This has 4 sections A, B, C and D for the different classes of ownership of the property and must be completed
- An agricultural holding certificate- required whether or not the site includes an agricultural holding. (all agricultural tenants must be notified prior to the submission of the application)
- Design and Access statement (if required) - this should outline the design principles and concepts that have been applied to the proposed development and how uses relating to access to the development have been dealt with.
- The correct application fee

Where an application is made electronically it is assumed that the applicant has agreed that for the purposes of the planning application has agreed the use of such communication the applicant's address unless the applicant gives notice in writing of the withdrawal of this consent under article 46 of the DMPO.

Design and access statements are mandatory for major developments proposals, and development proposals within conservation areas or a property appearing on the World Heritage List for 1 or more dwellings or where the floorspace of the proposed development is 100 square metres or more.

Part 3: The Validation List

The Local Planning Authority has drafted a updated local list with specific details and documentation are required to accompany the application. This list provides requirements base on the type of application submitted. Information requested with a particular planning application must be:

- Reasonable having regard, in particular to the nature and scale of the proposed development
- About matters which are thought reasonably to be a material consideration in the determination of the application.

The above statutory tests are set out in section 62 (4A) of the Town and Country Planning Act 1990, (as amended by the Growth and Infrastructure Act 2013).

From 6 April 2008, all planning applications have needed to be presented on a standard application form, which is available electronically. The Government wishes to encourage applicants to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs. However, applicants retain the option of submitting paper versions of the form. In that event, updated procedural guidance in the form of the DMPO requires three additional copies plus the original of the completed standard application form to be submitted.

The standard planning application form- General Local Requirements

The standard application form contains a number of headings whose details are required to be disclosed. Some of these headings may not be relevant to the particular application. Appendix 2 shows the content of the respective applications forms.

Ownership Certificates

Under the Town and Country Planning Act 1990, read in conjunction with Article 15 of the DMPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

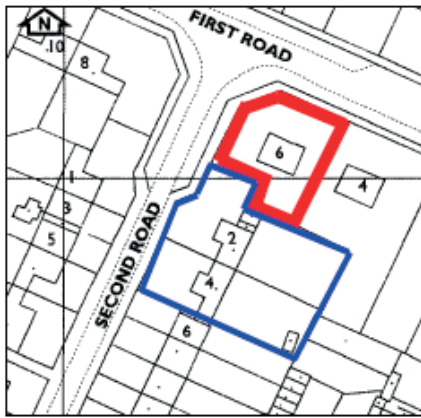
Notice(s)

A notice to owners of the application site must be completed and served in accordance with Article 15 of the DMPO and a copy provided with the application.

Agricultural Holdings Certificate

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or for advertisement consent.

The Location Plan



Scale 1:1250

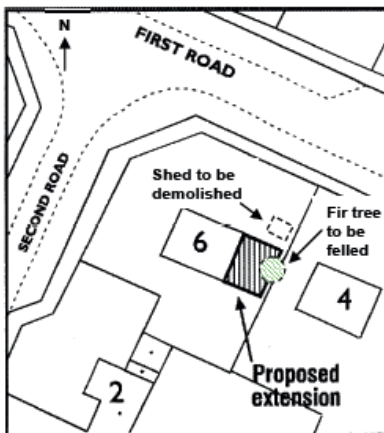
Figure 1: Example of a Site Location Plus

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. The DMPO 2015 requires three copies plus the original (unless submitted electronically). In exceptional circumstances plans at other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Site Plans

Site plan should be submitted. The legislation requires three copies plus the original (unless submitted electronically). The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:



Scale 1:500

- The direction of North;
- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- The position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- The extent and type of any hard surfacing; and
- Boundary treatment including walls or fencing where this is proposed.

In addition, other plans should be submitted (dependent on the type of application – refer to the relevant checklist for specific requirements) and may include:

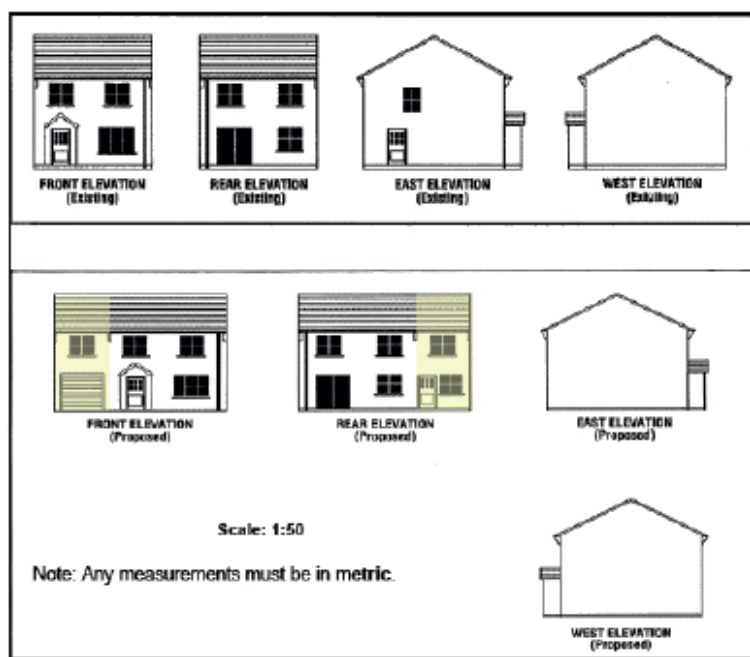
The Details locally recommended for most applications

Block plan of the site (e.g. at a scale of 1:100 or 1:200)

Copies of plans should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries.

Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included, if only to show that this is in fact the case. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.



Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

Figure 3: Example of Elevational Plans

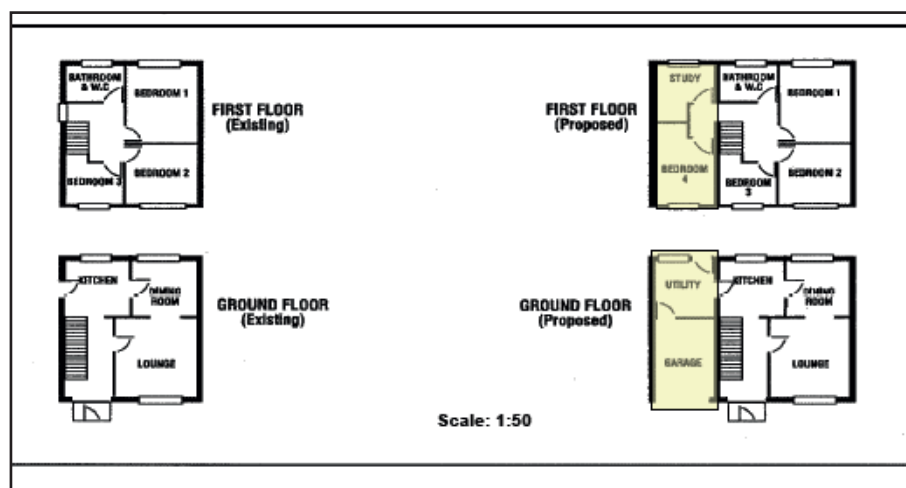


Figure 4: Example of Floor Plans

Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)

Such plans drawn at a scale of 1:50 or 1:100 should show across section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto

adjoining land is to be avoided. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

Roof plans (e.g. at a scale of 1:50 or 1:100)

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

Design and Access Statement

A Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following:

- Engineering or mining operations
- Development of an existing dwellinghouse, or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, where no part of that dwellinghouse or curtilage is within a designated area (as described above)
- A material change in the use of land or buildings, unless it also involves operational development
- Development of an existing flat for any purpose incidental to the enjoyment of the flat as such, where no part of that flat is within a designated area
- The extension of an existing building used for non-domestic purposes where the floorspace created by the development does not exceed 100 square metres and where no part of the building or the development is within a designated area
- The erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure, up to 2m high or the height of the existing means of enclosure, whichever is the higher, where no part of the building or the development is within a designated area or the curtilage of a listed building
- Development on operational land consisting of the erection of a building or structure up to 100 cubic metres in volume and 15m in height and where no part of the development is within a designated area
- The alteration of an existing building where the alteration does not increase the size of the building and where no part of the building or the development is within a designated area (as described above)
- The erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery would not exceed the greater of 15 metres above ground level, or the height of the original plant or machinery, and where no part of the development is within a designated area (as described above)
- Development of land pursuant to section 73 (determination of applications to develop land without conditions previously attached) of the Town and Country Planning Act 1990
- Applications relating to advertisement control
- Applications relating to tree preservation orders
- Applications relating to storage of hazardous substances.
- Applications for prior approval for proposed development
- Non-material amendments to existing planning permissions

All applications for listed building consent will also be required to be accompanied by a Design and Access Statement. In particular, such a statement should address:

- The special architectural or historic interest of the building;
- The particular physical features of the building that justify its designation as a listed building; and
- The building's setting.

The legislative requirements are set out in Regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 which were not subject to amendments by the 2015 regulations which came into force on 15th April 2015

The correct fee (where one is necessary)

Additional Information Requirements

Including and in addition to the above the following section below provides a description of the additional and supplementary information that may be required to be submitted with certain planning application. The local requirements are rarely prescriptive, rather the intention is to guide the applicant with regard to providing the necessary information and details that should be submitted to minimise any potential delay to the processing of the planning application. As a rule of thumb, the larger, more complex the application is coupled with the more sensitive nature of the site and its immediate surrounds, the more detail and variety of supplementary information should be provided.

Affordable housing statement

National policy exempts contributions for affordable housing on residential schemes of 10 units or less and those which have a maximum combined gross floor space of no more than 1,000 square metres. In excess of this, local policy will apply requiring contributions to affordable housing as a percentage of the total number of dwellings proposed. Targets for affordable housing are set out in Core Strategy policies CS2-CS9 and in the Affordable Housing SPD).

An affordable housing statement should set out details of levels of affordable housing that will be provided in line with national guidance and local policy. If the proposal is not to meet the full affordable housing ask the statement must set out relevant and justifiable reasons. If this justification is based on viability the statement must provide fully detailed reasons in line with the requirements of Chapter 5 and Appendix B of the Affordable Housing SPD. Viability appraisals must be completed by a suitably qualified person with supporting evidence. In these situations, the Council will have to appoint its own consultant to validate the viability assessment, the cost of which must be paid for by the applicant.

Biodiversity survey and report & Protected Species Guidance

Where there is a likelihood that a proposed development will have impacts on protected species, wildlife in general and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. This will include proposals that include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses and will need to provide information on them, any potential impacts for them, any mitigation proposals for such impacts and any enhancements proposed, a site ecological management plan and supporting ecological information.

Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. This information might form part of an Environmental Statement, where one is necessary.

Natural England also now provide 'standing advice' on protected species, which is available here:

<http://www.naturalengland.org.uk/ourwork/planningtransportlocalgov/spatialplanning/standingadvice/default.aspx>

Development Schedule

In order to assist the Council in forecasting appropriately its 5-year housing land supply, it is required that a projected delivery rate for major developments (10 units or more or developments in excess of 1000 square metres) is provided.

Environmental Statement

The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2017 set out the circumstances in which an Environmental Impact Assessment (EIA) is required. An EIA may obviate the need for other more specific assessments. Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the local planning authority decides whether to grant planning consent. It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether an EIA is required) from the local planning authority before submitting a planning application. Contact details

Flood Risk Assessment

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for most proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. Visit

<https://www.gov.uk/government/organisations/environment-agency/services-information> to find out when a FRA is required.

The DMPO 2015 has transferred responsibility to the Lead Local Flood Authority (LLFA). LLFAs are county councils and unitary authorities and are required to:

- prepare and maintain a strategy for local flood risk management in their areas, coordinating views and activity with other local bodies and communities through public consultation and scrutiny, and delivery planning
- maintain a register of assets – these are physical features that have a significant effect on flooding in their area
- investigate significant local flooding incidents and publish the results of such investigations
- establish approval bodies for design, building and operation of Sustainable Drainage Systems (SuDS)
- issue consents for altering, removing or replacing certain structures or features on ordinary watercourses
- play a lead role in emergency planning and recovery after a flood event.
- LLFAs and the Environment Agency will need to work closely together and ensure that the plans they are making both locally and nationally link up. An essential part of managing local flood risk will be taking account of new development in any plans or strategies.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SuDS) and address the requirement for safe access to and from the development in areas at risk of flooding.

The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015.

Paragraphs 101-103 of the NPPF lay out the criteria for applicants to assess the suitability of a potential development site that falls within a flood zone. Applicants will be expected to apply a sequential test; the aim of which is to steer new development to areas with the lowest probability of flooding. If, following application of the Sequential Test, it is not possible or consistent with wider sustainability objectives, for the development to be located in zones with a lower probability of flooding; the Exception Test will need to be applied. For this test to be passed applicants will need to demonstrate that the proposed development provides wider sustainability benefits to the community that outweigh flood risk. A site specific flood risk assessment (FRA) must adequately demonstrate that the development will be safe for its lifetime taking account the vulnerability of its users, without increasing flood risk elsewhere, and, where possible, will reduce flood risk overall. Both elements of the exception test will have to be passed for development to be permitted.

For more information, on whether a sequential and exception test need to be applied please refer to I always use the gov.uk link to confirm whether the ST and ET need to be applied, please visit:

<https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants>

For applications other than minor extensions Core Strategy Policy DM12: Flood risk, sewerage and drainage requires applicants to demonstrate that development will not exacerbate existing land drainage and sewerage problems in:

- Beckingham
- Claborough and Hayton
- East Drayton
- East Markham
- Harworth Bircotes
- North Leverton
- North Wheatley
- Misterton
- South Wheatley
- Sturton-le-Steeple
- Welham
- Walkeringham

See Core Strategy Policy DM12.

Gypsy and Traveller Questionnaire

Planning Policy for Traveller Sites (DCLG, 2015) Annex 1 provides the definition of gypsies and travellers for planning purposes.

See also Core Strategy Policy DM6: Gypsies, Travellers and Travelling Showpeople.

Heritage Impact Assessment

A Heritage Impact Assessment is required by Bassetlaw District Council to validate an application for listed building consent, demolition in a Conservation Area or development affecting the setting of a Listed Building or any other heritage asset. This reflects the requirement in the National Planning Policy Framework for authorities to make evidence based decisions, assessing the significance of a listed building or heritage asset, and the impact of the proposed works on that significance. The heritage impact assessment not only informs the local authority but also reminds applicants and agents that they need to consider the significance of the heritage asset as a factor central to designing their proposals. The assessment should be proportionate to the works for which consent is sought, but nevertheless must consider the heritage asset as a whole and not just the parts affected.

The first part of an assessment should be a statement of significance. The main phases of construction should be identified and significance attached to them. A heritage impact assessment in support of minor works or alteration need only be a simple document, drawing attention to these points, and in terms of research not going much further than using the list description, the Nottinghamshire Historic Environment Record,, and any readily available sources such as the Pevsner Buildings of England, and the Royal Commission and Victoria County History volumes if relevant.

If major works such as a major refurbishment or extension are envisaged, or if the building is one that would be particularly sensitive to change, a more detailed assessment will be appropriate. Phases of construction should be identified on a plan. To these can be attached significance, assessed by reference to the values (historical, aesthetic, communal and evidential) identified in Historic England's publication Conservation Principles <https://historicengland.org.uk/advice/constructive-conservation/conservation-principles/> . Schemes for the conversion of barns or other agricultural or industrial buildings should always be supported by full recording including survey drawings.

The heritage impact assessment should explain how the proposed works might affect the significance of the building. Changes can alter the historic character of a building dramatically, and also affect historic fabric. Ancillary buildings and landscaping will affect setting. The assessment should show that these considerations have been taken into account and the impact of the works mitigated accordingly.

Further guidance on Heritage Impact Assessment is available in the Council guidance document 'Heritage Impact Assessments' available at www.bassetlaw.gov.uk. Applicants are advised to look at the Bassetlaw Heritage Map which identifies Heritage Assets and provides access to historic Ordnance Survey Map, Bassetlaw Heritage Mapping is also available at www.bassetlaw.gov.uk.

For applications for demolition in a conservation area, a written statement that includes an analysis of the character and appearance of the building/structure, the justification for the proposed demolition and its impact on the special character of the area may be required. Where demolition is proposed on structural grounds a qualified structural engineer's report will be required. It is advisable to use an accredited Conservation Engineer.

For all applications involving the disturbance of ground in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Impact Assessment. It is advisable to employ a professional archaeologist, i.e. accredited by the Chartered Institute of Archaeologists (CIfA) or other relevant accreditation body.

See Core Strategy Policy DM8: The historic environment.

Land Contamination assessment

For previously-developed sites where contamination is suspected, applications should be accompanied by a land contamination assessment which should include an extended assessment of contamination. Guidance from the Environment Agency is found here:

<https://www.gov.uk/government/collections/land-contamination-technical-guidance>

Sufficient information should be provided to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. Planning Guidance and links are contained in the NPPG webpage here:

<http://planningguidance.planningportal.gov.uk/blog/guidance/land-affected-by-contamination/land-affected-by-contamination-guidance/>

Landfill pro forma

Whilst applications for the deposit of waste are County Matters needing to be submitted to Nottinghamshire County Council, there are applications which involve the importation and spreading of material to create new landforms, that do not fall within the definition of 'waste'.

<http://www.nottinghamshire.gov.uk/planning-and-environment>

Landscaping details

Where the retention of existing trees or new landscaping is an essential part of the development, the local planning authority may require details of structural landscaping proposals. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

See Core Strategy Policy DM9: Section C Landscape Character.

Lighting assessment

Proposals involving the provision of external lighting, particularly in the vicinity of residential property, a listed building or a conservation area or open countryside, must be accompanied by details of the external lighting and the proposed hours when the lighting would be switched on.

These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. Lighting in the countryside: Towards good practice (1997) is a valuable guide and the advice is applicable in towns as well as in the countryside.

See Core Strategy Policy DM4: Design and character and Policy DM9: Section C Landscape Character.

Noise assessment

Applications for developments that are considered to be noise sensitive (such as residential developments, care homes, etc) and which are close to a significant source of noise (such as a major road) should be supported by a noise assessment prepared by a suitably qualified acoustician. Further guidance is provided in the NPPG at:

<https://www.gov.uk/guidance/noise--2>

Open Space assessment

Where development would result in the loss of open space, whether publicly accessible or a private facility, applications should be accompanied by plans showing all areas of existing or proposed open space adjoining or nearby the application site. Planning consent is not normally given for development of existing open spaces which local communities need. An applicant should demonstrate through an independent assessment that the land is surplus to local requirements. Further national guidance from the NPPG is contained here:

<http://planningguidance.planningportal.gov.uk/blog/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space/open-space-sports-and-recreation-facilities/>

See Core Strategy Policy DM9: Section D Open space and sports facilities

Parking Provision

Applications resulting in the loss of existing parking provision or the provision of new parking areas should provide details of existing and proposed parking provision, including facilities for cycles and motorcycles. These details could be shown on a site layout plan.

See Core Strategy Policy DM13: Sustainable transport and Supplementary Planning Document: Residential Parking Standards

Photographs and Photomontages

These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. They are particularly important in relation to advertisement applications and for applications related to works to preserved trees. They are also helpful if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

Planning obligations in a draft Unilateral Undertaking

Planning obligations (or “section 106 agreements”) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”) and are intended to make acceptable development which would otherwise be unacceptable in planning terms. Where advice has been given that planning obligations are likely to be necessary in accordance with Local Plan policy, the local planning authority will require a draft of the proposed Heads of Terms to be submitted with the application. (Properly update with update of s106 policy)

See Core Strategy Policy DM11: Developer contributions and infrastructure provision.

Refuse Storage Provision

All applications for additional dwellings should include details of where refuse storage is to take place on the site in a statement or illustrated on the plans and drawings in order to satisfy the local planning authority that 'wheelie' bins, recycling facilities or commercial waste can be satisfactorily provided and stored without detriment to the appearance of the development and in locations accessible for refuse collection.

See Bassetlaw Supplementary Planning Document: Successful Places - Residential Design.

Retail Assessments

The National Planning Policy Framework sets out two key tests that should be applied when planning for town centre uses which are not in an existing town centre and which are not in accord with an up to date Local Plan – the sequential test and the impact test. These are relevant in determining individual decisions and may be useful in informing the preparation of Local Plans.

The sequential test should be considered first as this may identify that there are preferable sites in town centres for accommodating main town centre uses (and therefore avoid the need to undertake the impact test). The sequential test will identify development that cannot be located in town centres, and which would then be subject to the impact test. The impact test determines whether there would be likely significant adverse impacts of locating main town centre development outside of existing town centres (and therefore whether the proposal should be refused in line with policy). It applies only above a floorspace threshold as set out in paragraph 26 of the National Planning Policy Framework.

See Core Strategy Policies CS2 – CS9

Street Scene Elevations

Applications for 'in-fill' development or redevelopment proposals in residential streets and for two storey side extensions visible from the street need to be accompanied by a street scene elevation enabling the planning authority to properly consider the proposals in relation to existing development. Such elevations may also be required for development in sensitive locations such as Conservation Areas.

Structural Survey for New Uses (e.g Barn Conversions)

Where a new use is being introduced into an existing building and there are considerable works necessary, such as a barn conversion, a structural survey should be submitted to illustrate the capability of the building to accommodate the proposed works and how it will be managed during the works to prevent its reconstruction and only a minimum of alteration or change.

Sustainability – Design and Construction

This should provide details of sustainable design and construction measures showing how energy and water use and materials will be employed. The assessment should employ BREEAM (Building Research Establishment Environment Assessment Method. More information is found at www.breeam.org

It is recognised that the content of such reports will vary according to the scale of development and its likely impact, but will be expected to cover: sustainable construction issues, use of water resources, use of renewable energy facilities, general reduction in greenhouse gas emissions and protection of wildlife interests. The Council will be preparing guidance on the issues and sources of information.

<http://www.bassetlaw.gov.uk/everything-else/building-control.aspx>

Telecommunications Development – supplementary information

Planning applications for mast and antenna development by mobile phone network operators must be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development. Applications must also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

Transport assessment

Detailed guidance on whether a TA is required and on the content of a TA is available from Nottinghamshire County Council but the coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.

NPPF Paragraph 32

Tree survey/Constraints plan/Arboricultural implications

Where there are trees within the application site, or on adjacent land that could influence or be affected by the development (including street trees), information will need to be submitted on which trees are to be retained, which to be felled and on the means of protecting trees during construction works. This information should be prepared by a person competent to do so. Advice can be obtained from the Council's Tree Officer of the Planning Services.

<http://www.bassetlaw.gov.uk/everything-else/planning-building/protected-trees-hedgerows/tree-surveys-landscaping-assessments.aspx>

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

Ventilation/Extraction statement

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will generally be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment), and A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises). Such information is essential if the applicant does not control the whole of the building in which the premises are located.

Elevations to show any other attached buildings or showing buildings to be demolished.

Elevation drawings are required to scale 1:50 or 1:100 of any attached buildings, this is in order that a full elevational aspect can be considered with the application. When applying to demolish a building within a conservation area, a plan is required that clearly identifies the building(s) to be demolished. A scale of 1:100 or 1:200 is considered more appropriate.

Viability Assessment

It is recognised that some developments are financially constrained for a variety of factors, usually site abnormalities or changing markets. Where the full planning policy obligations cannot be met or there is a desire to stipulate payment triggers, there is a requirement to submit a viability assessment at a cost to the applicant.

Following Planning Committee approval on 5 December 2018, the Local Planning authority has opted to follow the national planning policy requirement which necessitates the submission of an executive summary for publication in the public domain for all major planning applications (10 units or more or developments in excess of 1000 square metres) in addition to a full viability assessment which will remain confidential, where obligations cannot be met or specific triggers are desired. A locally produced standardised template for completion is appended to this document which establishes the minimum information required for transparency in decision making purposes.

Waste Storage

The Council seeks to encourage all occupants to recycle waste and the storage of refuse and recyclables should be designed into a development in accordance with the quantum and space requirements set out in the current Waste Storage and Collection Guidance published on the Council's website.

Executive Summary Standardised Inputs to Viability Assessment

The minimum requirements necessary to be submitted as part of a viability appraisal executive summary include the following parameters:

Gross development value	See Definitions of Content Requirement
Benchmark land value including landowner premium	See Definitions of Content Requirement
Costs: Build costs Abnormals Site Specific infrastructure Policy requirements (Section 106/Community Infrastructure Levy) Financing (e.g. loans) Professional fees (e.g. marketing, legal, architects, overheads) Contingency Other (Please Detail)	See Definitions of Content Requirement
Developer return	See Definitions of Content Requirement
How the viability assessment has informed the planning application	See Definitions of Content Requirement
Developer contributions compared to policy requirements	See Definitions of Content Requirement

Definitions of Content Requirement

Principles for carrying out a viability assessment

Viability assessment is a process of assessing whether a site is financially viable, by looking at whether the value generated by a development is more than the cost of developing it. This includes looking at the key elements of gross development value, costs, land value, landowner premium, and developer return.

National Planning Guidance sets out the government's recommended approach to viability assessment for planning. The approach supports accountability for communities by enabling them to understand the key inputs to and outcomes of viability assessment.

Any viability assessment should be supported by appropriate available evidence informed by engagement with developers, landowners, and infrastructure and affordable housing providers. Any viability assessment should follow the government's recommended approach to assessing viability as set out in this National Planning Guidance and be proportionate, simple, transparent and publicly available. Improving transparency of data associated with viability assessment will, over time, improve the data available for future assessment as well as provide more accountability regarding how viability informs decision making.

In plan making and decision making viability helps to strike a balance between the aspirations of developers and landowners, in terms of returns against risk, and the aims of the planning system to secure maximum benefits in the public interest through the granting of planning permission.

How should gross development value be defined for the purpose of viability assessment?

Gross development value is an assessment of the value of development. For residential development, this may be total sales and/or capitalised net rental income from developments. Grant and other external sources of funding should be considered. For commercial development broad assessment of value in line with industry practice may be necessary.

For broad area-wide or site typology assessment at the plan making stage, average figures can be used, with adjustment to take into account land use, form, scale, location, rents and yields, disregarding outliers in the data. For housing, historic information about delivery rates can be informative.

For viability assessment of a specific site or development, market evidence (rather than average figures) from the actual site or from existing developments can be used. Any market evidence used should be adjusted to take into account variations in use, form, scale, location, rents and yields, disregarding outliers. Under no circumstances will the price paid for land be a relevant justification for failing to accord with relevant policies in the plan.

How should costs be defined for the purpose of viability assessment?

Assessment of costs should be based on evidence which is reflective of local market conditions. As far as possible, costs should be identified at the plan making stage. Plan makers should identify where costs are unknown and identify where further viability assessment may support a planning application.

Costs include:

- build costs based on appropriate data, for example that of the Building Cost Information Service
- abnormal costs, including those associated with treatment for contaminated sites or listed buildings, or costs associated with brownfield, phased or complex sites. These costs should be taken into account when defining benchmark land value
- site-specific infrastructure costs, which might include access roads, sustainable drainage systems, green infrastructure, connection to utilities and decentralised energy. These costs should be taken into account when defining benchmark land value
- the total cost of all relevant policy requirements including contributions towards affordable housing and infrastructure, Community Infrastructure Levy charges, and any other relevant policies or standards. These costs should be taken into account when defining benchmark land value
- general finance costs including those incurred through loans
- professional, project management, sales, marketing and legal costs incorporating organisational overheads associated with the site. Any professional site fees should also be taken into account when defining benchmark land value
- explicit reference to project contingency costs should be included in circumstances where scheme specific assessment is deemed necessary, with a justification for contingency relative to project risk and developers return.

How should land value be defined for the purpose of viability assessment?

- To define land value for any viability assessment, a benchmark land value should be established on the basis of the existing use value (EUV) of the land, plus a premium for the landowner. The premium for the landowner should reflect the minimum return at which it is considered a reasonable landowner would be willing to sell their land. The premium should provide a reasonable incentive, in comparison with other options available, for the landowner to sell land for development while allowing a sufficient contribution to comply with policy requirements. This approach is often called 'existing use value plus' (EUV+).
- In order to establish benchmark land value, plan makers, landowners, developers, infrastructure and affordable housing providers should engage and provide evidence to inform this iterative and collaborative process.

What factors should be considered to establish benchmark land value?

Benchmark land value should:

- be based upon existing use value
- allow for a premium to landowners (including equity resulting from those building their own homes)
- reflect the implications of abnormal costs; site-specific infrastructure costs; and professional site fees and
- be informed by market evidence including current uses, costs and values wherever possible. Where recent market evidence is used to inform assessment of benchmark land value this evidence should be based on developments which are compliant with policies, including for affordable housing. Where this evidence is not available plan makers and applicants should identify and evidence any adjustments to reflect the cost of policy compliance. This is so that historic benchmark land values of non-policy compliant developments are not used to inflate values over time.

In plan making, the landowner premium should be tested and balanced against emerging policies. In decision making, the cost implications of all relevant policy requirements, including planning obligations and, where relevant, any Community Infrastructure Levy (CIL) charge should be taken into account.

Where viability assessment is used to inform decision making under no circumstances will the price paid for land be a relevant justification for failing to accord with relevant policies in the plan. Local authorities can request data on the price paid for land (or the price expected to be paid through an option agreement).

What is meant by existing use value in viability assessment?

Existing use value (EUV) is the first component of calculating benchmark land value. EUV is the value of the land in its existing use together with the right to implement any development for which there are policy compliant extant planning consents, including realistic deemed consents, but without regard to alternative uses. Existing use value is not the price paid and should disregard hope value. Existing use values will vary depending on the type of site and development types. EUV can be established in collaboration between plan makers, developers and landowners by assessing the value of the specific site or type of site using published sources of information such as agricultural or industrial land values, or if appropriate capitalised rental levels at an appropriate yield. Sources of data can include (but are not limited to): land registry records of transactions; real estate licensed software packages; real estate market reports; real estate research; estate agent websites; property auction results; valuation office agency data; public sector estate/property teams' locally held evidence.

How should the premium to the landowner be defined for viability assessment?

The premium (or the 'plus' in EUV+) is the second component of benchmark land value. It is the amount above existing use value (EUV) that goes to the landowner. The premium should provide a reasonable incentive for a land owner to bring forward land for development while allowing a sufficient contribution to comply with policy requirements.

Plan makers should establish a reasonable premium to the landowner for the purpose of assessing the viability of their plan. This will be an iterative process informed by professional judgement and must be based upon the best available evidence informed by cross sector collaboration. For any viability assessment data sources to inform the establishment the landowner premium should include market evidence and can include benchmark land values from other viability assessments. Any data used should reasonably identify any adjustments necessary to reflect the cost of policy compliance (including for affordable housing), or differences in the quality of land, site scale, market performance of different building use types and reasonable expectations of local landowners. Local authorities can request data on the price paid for land (or the price expected to be paid through an option agreement).

Can alternative uses be used in establishing benchmark land value?

For the purpose of viability assessment alternative use value (AUV) refers to the value of land for uses other than its current permitted use, and other than other potential development that requires planning consent, technical consent or unrealistic permitted development with different associated values. AUV of the land may be informative in establishing benchmark land value. If applying alternative uses when establishing benchmark land value these should be limited to those uses which have an existing implementable permission for that use. Where there is no existing implementable permission, plan makers can set out in which circumstances alternative uses can be used. This might include if there is evidence that the alternative use would fully comply with development plan policies, if it can be demonstrated that the alternative use could be implemented on the site in question, if it can be demonstrated there is market demand for that use, and if there is an explanation as to why the alternative use has not been pursued.

Where AUV is used this should be supported by evidence of the costs and values of the alternative use to justify the land value. Valuation based on AUV includes the premium to the landowner. If evidence of AUV is being considered the premium to the landowner must not be double counted.

How should a return to developers be defined for the purpose of viability assessment?

Potential risk is accounted for in the assumed return for developers at the plan making stage. It is the role of developers, not plan makers or decision makers, to mitigate these risks. The cost of complying with policy requirements should be accounted for in benchmark land value. Under no circumstances will the price paid for land be relevant justification for failing to accord with relevant policies in the plan.

For the purpose of plan making an assumption of 15-20% of gross development value (GDV) may be considered a suitable return to developers in order to establish the viability of plan policies. Plan makers may choose to apply alternative figures where there is evidence to support this according to the type, scale and risk profile of planned development. A lower figure may be more appropriate in consideration of delivery of affordable housing in circumstances where this guarantees an end sale at a known value and reduces risk. Alternative figures may also be appropriate for different development types.

How does viability assessment apply to the build to rent sector?

The economics of build to rent schemes differ from build for sale as they depend on a long term income stream. For build to rent it is expected that the normal form of affordable housing provision will be affordable private rent. Where plan makers wish to set affordable private rent proportions or discount levels at a level differing from national planning policy and guidance, this can be justified through a viability assessment at the plan making stage. Developers will be expected to comply with build to rent policy requirements.

However, for individual schemes, developers may propose alternatives to the policy, such as variations to the discount and proportions of affordable private rent units across a development, and the ability to review the value of a scheme (rent levels) over the duration of its life. Plan makers can set out in plans where review mechanisms will be used for build to rent schemes.

Scheme level viability assessment may be improved through the inclusion of two sets of figures, one based on a build to rent scheme and another for an alternative build for sale scheme. This would enable authorities to compare and understand the differences, and agree any necessary adjustments to the affordable private rent contribution.

Waste Storage

The Council seeks to encourage all occupants to recycle waste and the storage of refuse and recyclables should be designed into a development in accordance with the quantum and space requirements set out in the current Waste Storage and Collection Guidance published on the Council's website.

APPENDIX 1

The Planning Application Suite: Validation Requirements

This section sets out the applications by type and the validation requirements for each one. For convenience and clarity this part is divided into 6 sections:

- Householder Applications
- Full (non Householder) Applications
- Other applications (non-material amendments, lawful development certificates etc.)
- Applications under Prior Notification Procedure
- Applications under Prior Approval Procedure
- Notice for deemed discharge of a planning condition

The DMPO has significantly extended permitted development allowances subject to the Prior Notification Procedure and an explanatory note with regard to what is and what is not allowed is set out before this section. Appendix 1 shows in table form the validation requirements for each section of applications as above.



Householder Applications

Validation Checklist

- 1 Application for planning permission for an extension, vehicular access or works to a single dwelling
- 2 Application for planning permission for an extension, vehicular access or works to a single dwelling and Consent for demolition in a Conservation Area.
- 3 Application for planning permission for an extension, vehicular access or works to a single dwelling and works to a Listed Building



PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

VAL 1 - Householder Planning Application for planning permission for works or extension to a dwelling.

APPLICATION VALIDATION CHECKLIST

Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
Site Location Plan – a plan which identifies the land to which the application relates drawn to an identified scale (not less than 1:1250) and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant	
Block Plan at a scale of 1:500 or 1:200 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments	
Floor Plans/Elevations necessary to fully describe the development ie Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes	
Ownership/Agricultural Holdings Certificate – completed section A, B, C or D as applicable and Agricultural Holdings Certificate	
Heritage Impact Assessment for extensions to a listed building or a building in a conservation area, registered park and garden, scheduled monument or a non-designated heritage asset (if not included as part of design and access statement)	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and at a scale of 1:50 or 1:100 with a Scale Bar indicating a minimum of 0-10 metres.

Local Requirements	Tick if included:
Protected Species (Biodiversity) Survey and Report required if there is a likelihood that protected species (particularly bats) will be affected.	
Flood Risk Assessment required if the property is located in a Flood Zone. For advice on flood risk go to Environment Agency website. (now Local Lead Flood Authority at Nottinghamshire County Council)	
Tree Survey and Report required if the development directly affects existing trees within or adjacent to the site boundaries.	
Community Infrastructure Levy Additional Information Form – to determine whether development is CIL liable if proposal seeks planning permission for development over 100 sq m (including residential extensions, new dwelling of an size, conversion/change of use of a building no longer in use).	

Other Documents Use the space below to list any other documents you are providing in support of your application:

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

VAL 2 - Planning Application for alteration, extension and demolition works in a Conservation Area.

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
Site Location Plan – a plan which identifies the land to which the application relates drawn to an identified scale (not less than 1:1250) and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant.	
Block Plan at a scale of 1:500 or 1:200 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Floor Plans/Elevations necessary to fully describe the development ie Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes	
Ownership/Agricultural Holdings Certificate – completed section A, B, C or D as applicable and Agricultural Holdings Certificate	
Design and Access Statement if your property is a listed building or in conservation area and development is over 100 sq m or more. The Design and Access Statement must demonstrate an understanding of the historic context of the site and its setting; this may be in the form of a Heritage Impact Assessment.	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

Local Requirements	Tick if included:
Protected Species (Biodiversity) Survey and Report required if there is a likelihood that protected species (particularly bats) will be affected. The need for a survey should be considered if the property is adjacent to a Site of Specific Interest, a Local Wildlife Site, a Local Nature Reserve or Ancient Woodland, a loft conversion is proposed.	
Flood Risk Assessment required if the property is located in a Flood Zone. For advice on flood risk contact the Environment Agency. (now Local Lead Flood Authority at Notts County Council)	
Heritage Impact Assessment required if you will be erecting a building or enclosure in the grounds of a Listed Building, in a Conservation Area or is deemed to affect the setting of a Listed Building, Scheduled Monument or a Non-Designated Heritage asset or you are undertaking excavations in an Archaeological Constraint area.	
Tree Survey and Report required if the development directly affects existing trees within or adjacent to the site boundaries.	
Community Infrastructure Levy Additional Information Form – to determine whether development is CIL liable if proposal seeks planning permission for development over 100 sq m (including residential extensions, new dwelling of an size, conversion/change of use of a building no longer in use).	
Structural Survey required if development involves the re-use or conversion of outbuilding(s) or structure(s) in order to ensure that they are structurally sound and capable of conversion without significant alteration(s).or where demolition is proposed on structural grounds.	
Other Documents Use the space below to list any other documents you are providing in support of your application:	

Notes for applicants for all 'heritage asset' applications

In accordance with paragraph 128 of the NPPF, Heritage Impact Assessments are required for applications for development or works directly affecting or within the setting of a heritage asset. This includes designated heritage assets (i.e. a Listed Building, a Conservation Area, a Registered Park & Garden or a Scheduled Ancient Monument) and 'non-designated heritage assets' (such as local interest buildings, unregistered parks and gardens, unscheduled archaeological remains, etc). The Council has produced guidance on how to produce a Heritage Impact Assessment. This document can be accessed on the website below:

http://www.bassetlaw.gov.uk/planning_and_building/conservation_heritage/heritage_impact_assessments.aspx

Where an application is a notifiable application to Historic England it is always advisable that a Heritage Impact Assessment is submitted. Notifiable applications include:

- Development in the setting of a Grade I or II* listed building.
- Listed Consent Applications for Grade I or II* listed buildings.
- Development in conservation areas where the land in respect of the application is more than 1000 square meters.
- Development that is likely to affect the site of a scheduled monument.
- Development that affects a Grade I or II* Registered Park and Garden or Battlefield.

In determining whether a building/site is regarded as a 'non-designated heritage asset', applicants are advised to read Bassetlaw District Council's criteria for the identification of such assets, 'Non designated Heritage Asset – Criteria' using the link below:-

http://www.bassetlaw.gov.uk/services/planning_building/conservation_heritage/non-designated_heritage_assets.aspx

Alternatively, advice can be sought from the Council's Conservation Team in the Planning Policy and Conservation section of the Planning Department

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

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Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

VAL 3 - Householder Planning Application for planning permission for works or extension to a dwelling and listed building consent.

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
Site Location Plan – a plan which identifies the land to which the application relates drawn to an identified scale (not less than 1:1250) and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant.	
Block Plan at a scale of 1:500 or 1:200 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Floor Plans/Elevations necessary to fully describe the development ie Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes	
Ownership/Agricultural Holdings Certificate – completed section A, B, C or D as applicable and Agricultural Holdings Certificate	
Design and Access Statement if your property is a listed building or in conservation area and development is over 100 sq m or more. The Design and Access Statement must demonstrate an understanding of the historic context of the site and its setting; this may be in the form of a Heritage Impact Assessment.	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

Local Requirements	Tick if included:
Protected Species (Biodiversity) Survey and Report required if there is a likelihood that protected species (particularly bats) will be affected. The need for a survey should be considered if the property is adjacent to a Site of Specific Interest, a Local Wildlife Site, a Local Nature Reserve or Ancient Woodland, a loft conversion is proposed.	
Flood Risk Assessment required if the property is located in a Flood Zone. For advice on flood risk contact the Environment Agency. (now Local Lead Flood Authority at Notts County Council)	
Heritage Statement required if you will be erecting a building or enclosure in the grounds of a Listed Building, in a Conservation Area or is deemed to affect the setting of a Listed Building, Scheduled Monument or a Non-Designated Heritage Asset or you are undertaking excavations in an Archaeological Constraint area.	
Tree Survey and Report required if the development directly affects existing trees within or adjacent to the site boundaries.	
Community Infrastructure Levy Additional Information Form - to determine whether development is CIL liable if proposal seeks planning permission for development over 100 sq m (including residential extensions, new dwelling of an size, conversion/change of use of a building no longer in use).	
Structural Survey required if development involves the re-use or conversion of outbuilding(s) or structure(s) in order to ensure that they are structurally sound and capable of conversion without significant alteration(s) or where demolition is proposed on structural grounds.	
Other Documents Use the space below to list any other documents you are providing in support of your application:	

Notes for applicants for all 'heritage asset' applications

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Where an application is a notifiable application to Historic England it is always advisable that a Heritage Impact Assessment is submitted. Notifiable applications include:

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- Listed Consent Applications for Grade I or II* listed buildings.
- Development in conservation areas where the land in respect of the application is more than 1000 square meters.
- Development that is likely to affect the site of a scheduled monument.
- Development that affects a Grade I or II* Registered Park and Garden or Battlefield.

In determining whether a building/site is regarded as a 'non-designated heritage asset', applicants are advised to read Bassetlaw District Council's criteria for the identification of such assets, 'Non designated Heritage Asset – Criteria' using the link below:-

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Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

Applications for Full Planning Permission

- 1 Application for Planning Permission (non-householder)
- 2 Application for Planning Permission and Advertisement Consent
- 3 Application for Planning Permission and Listed Building Consent
- 4 Application for Planning Permission for Relevant Demolition in a Conservation Area
- 5 Application for Outline Planning Permission (some matters reserved)
- 6 Application for Outline Planning Permission (all matters reserved)



PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

Form 1 - Planning Application for full planning permission

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
Site Location Plan – a plan which identifies the land to which the application relates drawn to an identified scale (not less than 1:1250) and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant.	
Block Plan at a scale of 1:500 or 1:200 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Floor Plans/Elevations necessary to fully describe the development ie Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes	
Ownership/Agricultural Holdings Certificate – completed section A, B, C or D as applicable and Agricultural Holdings Certificate	
Design and Access Statement if your property is a listed building or in conservation area and development is over 100 sq m or more. The Design and Access Statement must demonstrate an understanding of the historic context of the site and its setting; this may be in the form of a Heritage Impact Assessment.	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

Local Requirements	Tick if included:
Protected Species (Biodiversity) Survey and Report required if there is a likelihood that protected species (particularly bats) will be affected. The need for a survey should be considered if the property is adjacent to a Site of Specific Interest, a Local Wildlife Site, a Local Nature Reserve or Ancient Woodland, a loft conversion is proposed.	
Flood Risk Assessment required if the property is located in a Flood Zone. For advice on flood risk contact the Environment Agency. (now Local Lead Flood Authority at Notts County Council)	
Heritage Impact Assessment required if you will be erecting a building or enclosure in the grounds of a Listed Building, in a Conservation Area or is deemed to affect the setting of a Listed Building, scheduled monument or a non-designated heritage asset or you are undertaking excavations in an Archaeological Constraint area.	
Tree Survey and Report required if the development directly affects existing trees within or adjacent to the site boundaries.	
Community Infrastructure Levy Additional Information Form to determine whether development is CIL liable if proposal seeks planning permission for development over 100 sq m (including residential extensions, new dwelling of an size, conversion/change of use of a building no longer in use).	
Structural Survey required if development involves the re-use or conversion of outbuilding(s) or structure(s) in order to ensure that they are structurally sound and capable of conversion without significant alteration(s).	
Other Documents Use the space below to list any other documents you are providing in support of your application:	

Notes for applicants for all 'heritage asset' applications

In accordance with paragraph 128 of the NPPF, Heritage Impact Assessments are required for applications for development or works directly affecting or within the setting of a heritage asset. This includes designated heritage assets (i.e. a Listed Building, a Conservation Area, a Registered Park & Garden or a Scheduled Ancient Monument) and 'non-designated heritage assets' (such as local interest buildings, unregistered parks and gardens, unscheduled archaeological remains, etc). The Council has produced guidance on how to produce a Heritage Impact Assessment. This document can be accessed on the website below:

http://www.bassetlaw.gov.uk/planning_and_building/conservation_heritage/heritage_impact_assessments.aspx

Where an application is a notifiable application to Historic England it is always advisable that a Heritage Impact Assessment is submitted. Notifiable applications include:

- Development in the setting of a Grade I or II* listed building.
- Listed Consent Applications for Grade I or II* listed buildings.
- Development in conservation areas where the land in respect of the application is more than 1000 square meters.
- Development that is likely to affect the site of a scheduled monument.
- Development that affects a Grade I or II* Registered Park and Garden or Battlefield.

In determining whether a building/site is regarded as a 'non-designated heritage asset', applicants are advised to read Bassetlaw District Council's criteria for the identification of such assets, 'Non designated Heritage Asset – Criteria' using the link below:-

http://www.bassetlaw.gov.uk/services/planning_building/conservation_heritage/non-designated_heritage_assets.aspx

Alternatively, advice can be sought from the Council's Conservation Team in the Planning Policy and Conservation section of the Planning Department

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

Form 2 - Applications for Advertisement Consent

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
Site Location Plan – a plan which identifies the land to which the application relates drawn to an identified scale (not less than 1:1250) and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant.	
Block Plan at a scale of 1:500 or 1:200 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Floor Plans/Elevations necessary to fully describe the development ie Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes	

All plans must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

Form 3 - Listed Building Consent for Alterations, Consent, Extension or Demolition of Listed Building

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
Completed Application Form (1 copy)	
Site Location Plan – to scale of 1:250 or 1:2500 a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant.	
Block Plan at a scale of 1:500 or 1:200 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Floor Plans/Elevations necessary to fully describe the development i.e. Existing and Proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement Existing and Proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes	
Site Sections and Finished Floor Levels Existing and Proposed (at a scale not smaller than 1:100)	
Ownership/Agricultural Holdings Certificate – completed section A, B, C or D as applicable	
Design and Access Statement. The Design and Access Statement must demonstrate an understanding of the historic context of the site and its setting; this may be in the form of a Heritage Impact Assessment.	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

Local Requirements	Tick if included:
Sections through building where the proposed work would affect more than one floor, i.e. through the building such as the insertion of a stair case.	
Pre- application discussion: Details of any pre-application discussion held with the Local Planning Authority or Historic England.	
Structural survey of the building required if the proposals are for demolition or alteration on structural grounds to ensure that the local planning authority has necessary information to assess the extent of repair, replacement or rebuilding.	
Heritage Impact Assessment: A statement of significance of the architectural and historic interest of the building and its setting, in accordance with Section 12 of the National Planning Policy Framework. The Assessment must clearly explain the impact of the proposed works on the listed building and its setting. See detailed advice in Part 3 of the Validation Guidelines.	
Photographs of the listed building and the area affected by the proposals.	
Details of proposal for the site following demolition.	

Notes for applicants for all ‘heritage asset’ applications

In accordance with paragraph 128 of the NPPF, Heritage Impact Assessments are required for applications for development or works directly affecting or within the setting of a heritage asset. This includes designated heritage assets (i.e. a Listed Building, a Conservation Area, a Registered Park & Garden or a Scheduled Ancient Monument) and ‘non-designated heritage assets’ (such as local interest buildings, unregistered parks and gardens, unscheduled archaeological remains, etc). The Council has produced guidance on how to produce a Heritage Impact Assessment. This document can be accessed on the website below:

http://www.bassetlaw.gov.uk/planning_and_building/conservation__heritage/heritage_impact_assessments.aspx

Where an application is a notifiable application to Historic England it is always advisable that a Heritage Impact Assessment is submitted. Notifiable applications include:

- Development in the setting of a Grade I or II* listed building.
- Listed Consent Applications for Grade I or II* listed buildings.
- Development in conservation areas where the land in respect of the application is more than 1000 square meters.
- Development that is likely to affect the site of a scheduled monument.
- Development that affects a Grade I or II* Registered Park and Garden or Battlefield.

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

Form 4 – Planning Permission for Relevant Demolition in a Conservation Area

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
Site Location Plan – a plan which identifies the land to which the application relates drawn to an identified scale (not less than 1:1250) and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant.	
Block Plan at a scale of 1:500 or 1:200 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Floor Plans/Elevations necessary to fully describe the development i.e. Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes Roof plans (e.g. at a scale of 1:50 or 1:100) to show external changes	
Ownership/Agricultural Holdings Certificate – completed section A, B, C or D as applicable and Agricultural Holdings Certificate	
Design and Access Statement if your property is a listed building or in conservation area and development is over 100 sq m or more. The Design and Access Statement must demonstrate an understanding of the historic context of the site and its setting; this may be in the form of a Heritage Impact Assessment.	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

Local Requirements	Tick if included:
Protected Species (Biodiversity) Survey and Report required if there is a likelihood that protected species (particularly bats) will be affected by the demolition.	
Heritage Impact Assessment. A statement of significance of the architectural and historic interest of the building and its setting and its heritage value to the conservation area, in accordance with Section 12 of the National Planning Policy Framework. The Assessment must clearly explain the impact of the proposed works on Conservation Area. See detailed advice in Part 3 of the Validation Guidelines.	
Structural Survey required if the demolition of a building in a conservation area is proposed on structural grounds or if the development involves the re-use or conversion of outbuilding(s) or structure(s) in order to ensure that they are structurally sound and capable of conversion without significant alteration(s).	
Photographic Survey is required if the interior and exterior of the building that is proposed to be demolished.	
Other Documents Use the space below to list any other documents you are providing in support of your application:	

Notes for applicants for all 'heritage asset' applications

In accordance with paragraph 128 of the NPPF, Heritage Impact Assessments are required for applications for development or works directly affecting or within the setting of a heritage asset. This includes designated heritage assets (i.e. a Listed Building, a Conservation Area, a Registered Park & Garden or a Scheduled Ancient Monument) and 'non-designated heritage assets' (such as local interest buildings, unregistered parks and gardens, unscheduled archaeological remains, etc). The Council has produced guidance on how to produce a Heritage Impact Assessment. This document can be accessed on the website below:

http://www.bassetlaw.gov.uk/planning_and_building/conservation_heritage/heritage_impact_assessments.aspx

Where an application is a notifiable application to Historic England it is always advisable that a Heritage Impact Assessment is submitted. Notifiable applications include:

- Development in the setting of a Grade I or II* listed building.
- Listed Consent Applications for Grade I or II* listed buildings.
- Development in conservation areas where the land in respect of the application is more than 1000 square meters.
- Development that is likely to affect the site of a scheduled monument.
- Development that affects a Grade I or II* Registered Park and Garden or Battlefield.

In determining whether a building/site is regarded as a ‘non-designated heritage asset’, applicants are advised to read Bassetlaw District Council’s criteria for the identification of such assets, ‘Non designated Heritage Asset – Criteria’ using the link below:-
http://www.bassetlaw.gov.uk/services/planning__building/conservation__heritage/non-designated_heritage_assets.aspx

Alternatively, advice can be sought from the Council’s Conservation Team in the Planning Policy and Conservation section of the Planning Department

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an ‘article 12 notice’). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

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Bassetlaw District Council’s preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

Form 5 - Outline Permission with Some Matters Reserved

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
Site Location Plan – a plan which identifies the land to which the application relates drawn to an identified scale (not less than 1:1250) and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant.	
Block Plan at a scale of 1:500 or 1:200 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Existing and Proposed Floor Plans at a scale of 1:50 or 1:100 to show the internal arrangement. Only if Layout for Approval. Illustrative layout needed in all cases	
Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show external arrangement. Only if Appearance for Approval.	
Existing and Proposed Site Sections and Finished Floor Levels at a scale of 1:50 or 1:100 only if Layout, Scale or Appearance for approval	
Ownership/Agricultural Holdings Certificate – completed section A, B, C or D as applicable and Agricultural Holdings Certificate	
Design and Access Statement for major planning applications, dwellings in a Conservation Area and where development exceeds 100m ² in a Conservation Area	
Environmental Assessment is required for major developments over a certain size or where there would be a significant impact on the local environment	
Heritage Asset Statement for extensions to a listed building or a building in a conservation area, registered park and garden, scheduled monument or a non-designated heritage asset (if not included as part of design and access statement)	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

Local Requirements	Tick if included:
Protected Species (Biodiversity) Survey and Report Required if there is a likelihood that protected species (particularly bats) will be affected. The need for a survey should be considered if the property is adjacent to a Site of Specific Interest, a Local Wildlife Site, a Local Nature Reserve or Ancient Woodland, a loft conversion is proposed.	
Flood Risk Assessment Required if the property is located in a Flood Zone. For advice on flood risk contact the Environment Agency. (now Local Lead Flood Authority at Notts County Council)	
Heritage Statement Required if you will be erecting a building or enclosure in the grounds of a Listed Building, in a Conservation Area or is deemed to affect the setting of a Listed Building, scheduled monument or a non-designated heritage asset or you are undertaking excavations in an Archaeological Constraint area.	
Tree Survey and Report Required if the development directly affects existing trees within or adjacent to the site boundaries.	
Community Infrastructure Levy Additional Information Form Required for all applications for development of floor space (including residential extensions, for the creation of a new dwellings (of any size), or for the conversion of a new building no longer in use).	
Structural Survey Required if development involves the re-use or conversion of outbuilding(s) or structure(s) in order to ensure that they are structurally sound and capable of conversion without significant alteration(s)	
Proposed Floor Plans and Elevations to a scale of 1:50 or 1:100 when the application site is within a Conservation Area or within the setting of a Listed Building	
Transport Assessment if Layout and/or Access applied for	
Retail Impact Assessment depends on scale	
Planning Obligations for developments of over 10 dwellings a draft agreement/heads of terms document	
Statement of Community Involvement demonstrating the views of the local community have been taken into account and pre-application discussion with Bassetlaw District Council	
Noise Impact Assessment for proposals which raise issues of noise disturbance	
Air Quality Assessment for proposals which impact on air quality or are potential pollutants	
Utilities Statement required for residential development of 10 or more dwellings or creation of 1000 square metres or more of floor space	
Lighting Scheme where external lighting schemes are proposed	
Photographs and Photomontage	
Open Space required for major residential development	
Drainage Assessment required for new development in certain areas	
Archaeological Assessment required where an application affects any known or suspected archaeological site	

Affordable Housing/Viability Reports/Financial Appraisals required where development is more than 10 dwellings	
Odour Assessment required in circumstances where the proposed development may place constraints on existing landfill sites or near to sites regulated by the Environment Agency	
Crime Avoidance Statement required for larger schemes particularly those which would attract significant numbers of members of the public	
Coal Mining Risk Assessment required when the proposal falls within Coal Mining Development Referral Areas	
Submission Documents on CD Two Discs required for major developments with a copy of all documents, plans and forms in PDF format	

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

Form 6 - Outline Permission with all matters reserved

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
Site Location Plan – a plan which identifies the land to which the application relates drawn to an identified scale (not less than 1:1250) and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant.	
Block Plan at a scale of 1:500 or 1:200 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Proposed Floor Plans to a scale of 1:50 or 1:100 required if Layout for approval	
Proposed Elevations Including Roof Plans to a scale of 1:50 or 1:100 required if Appearance for approval	
Proposed Site Sections and Finished Floor Levels to a scale of 1:50 or 1:100 required if Layout, Scale or Appearance for approval	
Environmental Statement may be required – discuss with LPA	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

Local Requirements	Tick if included:
Protected Species (Biodiversity) Survey and Report – If not approved at outline stage Required if there is a likelihood that protected species (particularly bats) will be affected. The need for a survey should be considered if the property is adjacent to a Site of Specific Interest, a Local Wildlife Site, a Local Nature Reserve or Ancient Woodland, a loft conversion is proposed.	
Flood Risk Assessment – If not approved at outline stage Required if the property is located in a Flood Zone. For advice on flood risk contact the Environment Agency. (now Local Lead Flood Authority at Notts County Council)	
Heritage Impact Assessment– If not approved at outline stage Required if you will be erecting a building or enclosure in the grounds of a Listed Building, in a Conservation Area or is deemed to affect the setting of a Listed	

Building, Scheduled Monument or a Non-Designated Heritage Asset or you are undertaking excavations in an Archaeological Constraint area.	
Landscaping Proposals/Tree Survey and Report – If not approved at outline stage Required if the development directly affects existing trees within or adjacent to the site boundaries.	
Community Infrastructure Levy Additional Information Form Required for all applications for development of floor space (including residential extensions, for the creation of a new dwellings (of any size), or for the conversion of a new building no longer in use).	
Details of any Pre-Application Discussion required	
Parking Arrangements/Cycle Storage – If not approved at outline stage	
Refuse Storage/Recycling Details – If not approved at outline stage	
Contaminated Land Survey – If not approved at outline stage	
Green Travel Plan – If not approved at outline stage	
Noise Impact Assessment – If not approved at outline stage	
Air Quality Assessment – If not approved at outline stage	
Utilities Statement – If not approved at outline stage	
Details of any Lighting Scheme – If not approved at outline stage	
Photographs & Photomontage – Only if appearance applied	
Open Space – If not approved at outline stage	
Drainage Assessment – If not approved at outline stage	
Archaeological Assessment – If not approved at outline stage	
Submission Documents on CD Two Discs required for major developments with a copy of all documents, plans and forms in PDF format	

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

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Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

Validation Checklist

- 7 Application for Listed Building Consent
- 8 Lawful Development Certificates (Proposed Works and/or Use)
- 9 Lawful Development Certificate (Existing Works and/or Use)
- 10 Certificate of Lawfulness of Proposed Works to a Listed Building

PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

Form 7 - Listed Building Consent for Alterations, Consent, Extension or Demolition of Listed Building

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
Completed Application Form (1 copy)	
Site Location Plan – to scale of 1:250 or 1:2500 a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant.	
Block Plan at a scale of 1:500 or 1:200 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Floor Plans/Elevations necessary to fully describe the development i.e. Existing and Proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement Existing and Proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes	
Site Sections and Finished Floor Levels Existing and Proposed (at a scale not smaller than 1:100)	
Ownership/Agricultural Holdings Certificate – completed section A, B, C or D as applicable	
Design and Access Statement. The Design and Access Statement must demonstrate an understanding of the historic context of the site and its setting; this may be in the form of a Heritage Impact Assessment.	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

Local Requirements	Tick if included:
Sections through building where the proposed work would affect more than one floor, i.e. through the building such as the insertion of a stair case.	
Pre- application discussion: Details of any pre-application discussion held with the Local Planning Authority or Historic England.	
Structural survey of the building required if the proposals are for demolition or alteration on structural grounds to ensure that the local planning authority has necessary information to assess the extent of repair, replacement or rebuilding.	
Heritage Impact Assessment: A Statement of Significance of the architectural and historic interest of the building and its setting, in accordance with Section 12 of the National Planning Policy Framework. The Assessment must clearly explain the impact of the proposed works on the listed building and its setting. See detailed advice in Part 3 of the Validation Guidelines.	
Photographs of the listed building and the area affected by the proposals.	
Details of proposal for the site following demolition.	

Notes for applicants for all 'heritage asset' applications

In accordance with paragraph 128 of the NPPF, Heritage Impact Assessments are required for applications for development or works directly affecting or within the setting of a heritage asset. This includes designated heritage assets (i.e. a Listed Building, a Conservation Area, a Registered Park & Garden or a Scheduled Ancient Monument) and 'non-designated heritage assets' (such as local interest buildings, unregistered parks and gardens, unscheduled archaeological remains, etc). The Council has produced guidance on how to produce a Heritage Impact Assessment. This document can be accessed on the website below:

http://www.bassetlaw.gov.uk/planning_and_building/conservation_heritage/heritage_impact_assessments.aspx

Where an application is a notifiable application to Historic England it is always advisable that a Heritage Impact Assessment is submitted. Notifiable applications include:

- Development in the setting of a Grade I or II* listed building.
- Listed Consent Applications for Grade I or II* listed buildings.
- Development in conservation areas where the land in respect of the application is more than 1000 square meters.
- Development that is likely to affect the site of a scheduled monument.
- Development that affects a Grade I or II* Registered Park and Garden or Battlefield.

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

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Bassetlaw District Council’s preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

Form 8 - Applications for A Certificate of Lawfulness (Proposed Use) (S192 TCP Act)

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
Site Location Plan – a plan which identifies the land to which the application relates drawn to an identified scale (not less than 1:1250) and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant.	
Such evidence verifying the information included in the application as can be provided Other information relevant to the application where this is operational development Floor Plans/Elevations necessary to fully describe the development ie Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes are required	

All plans must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

Community Infrastructure Levy Administration Forms		Tick if included:
The CIL Additional Information Form – to determine whether development is CIL liable if proposal seeks planning permission for development over 100 sq m (including residential extensions, new dwelling of an size, conversion/change of use of a building no longer in use).		

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

Form 9 - Applications for A Certificate of Lawfulness (Existing (S191 TCP Act)

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
Site Location Plan – a plan which identifies the land to which the application relates drawn to an identified scale (not less than 1:1250) and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant.	
Such evidence verifying the information included in the application as can be provided Other information relevant to the application where this is operational development Floor Plans/Elevations necessary to fully describe the development ie Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes are required	

All plans must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

Form 10 - Certificate of Lawfulness of Proposed Works to a Listed Building

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
Completed Application Form (1 copy)	
Site Location Plan to scale of 1:250 or 1:2500 a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (1 copy). The building should be highlighted with a coloured boundary or shaded.	
Description of the proposed works (including existing and proposed materials and finishes) together with details of those part(s) of the building likely to be affected. This may include a schedule of works. This should include photographs of the affected areas.	
A Heritage Impact Assessment that explains the reasons the applicant thinks they are entitled to a Certificate of Lawfulness of Proposed Works i.e. why they think the proposed works do not affect the special architectural or historic interest of the listed building	
Interest in the building. A statement as to the applicant's interest (ownership, tenancy etc) in the listed building(s) and any interest of any other person, see Section 8 of the application form.	
Supporting information (where appropriate) <ul style="list-style-type: none"> Floor Plans/Elevations. Photographs to show the building and areas affected by the application. Evidence in support of the application. 	

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

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Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

WARNING

Section 26J of the Planning (Listed Buildings and Conservation Areas) Act 1990 provides that it is an offence to furnish false or misleading information or to withhold material information with intent to deceive. Section 26I(6) enables the authority to revoke, at any time, a Certificate they may have issued as a result of such false or misleading information.

Prior Notification Applications (Except works to Trees in a Conservation Area)

Application for prior notification of:

- 1 Proposed demolition works
- 2 Proposed agricultural development
- 3 Proposed development (telecommunications)



Application for prior notification of proposed demolition.

APPLICATION VALIDATION CHECKLIST

National Requirement	Tick if included:
The correct fee (https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7)	
Completed Application Form (1 copy)	
Site Location Plan – a plan to a suitable scale (1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (1 copy) with the site of the proposed building clearly outlined with a red line, and any other land owned by the applicant showing edged blue	
Site Notice - The Applicant must display a site notice by site display on or near the land on which the building to be demolished is sited and must leave the notice in place for not less than 21 days in the period of 28 days beginning with the date on which the application was submitted to the local Planning Authority, A copy of this site notice must be included as part of the prior notification submission. Please note a site notice template is available if required on the Bassetlaw District Council Website.	
Written Request to check whether the building has been nominated – In cases where the building is not a community asset and is used for a purpose falling within Class A4 (drinking establishments) of the schedule to the Use Classes Order, a written request to the local planning authority as to whether the building has been nominated needs to be submitted.	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

Application for prior notification of proposed development by telecommunications code system operators.

APPLICATION VALIDATION CHECKLIST

National Requirement	Tick if included:
The correct fee (https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7)	
Completed Prior Notification Form (1 copy)	
Site Location Plan – a plan to a suitable scale (1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (1 copy) with the site of the proposed building clearly outlined with a red line, and any other land owned by the applicant showing edged blue.	
Where sub-paragraph (3) of the Regulations applies, evidence that the Civil Aviation Authority, the Secretary of State for Defence or the aerodrome operator, as the case may be, has been notified of the proposal - Where the proposed development consists of the installation, alteration or replacement of a mast within 3 kilometres of the perimeter of an aerodrome, the developer must notify the Civil Aviation Authority, the Secretary of State for Defence or the aerodrome operator, as appropriate, before submitting the proposal to the Local Authority.	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

Application for prior notification of proposed agricultural development: Road, building, excavation/deposit of waste material, fish tank)

APPLICATION VALIDATION CHECKLIST

National Requirement	Tick if included:
The correct fee (https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7)	
Completed Prior Notification Form (1 copy)	
Site Location Plan – a plan to a suitable scale (1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (1 copy) with the site of the proposed building clearly outlined with a red line, and any other land owned by the applicant showing edged blue.	
May require the following; Existing and proposed elevations Site sections and floor plans (Scale 1:50 or 1:100), finished floor and site levels Photographs/photomontages Landscaping details Statement justifying development	
Where sub-paragraph (3) of the Regulations applies, evidence that the Civil Aviation Authority, the Secretary of State for Defence or the aerodrome operator, as the case may be, has been notified of the proposal - Where the proposed development consists of the installation, alteration or replacement of a mast within 3 kilometres of the perimeter of an aerodrome, the developer must notify the Civil Aviation Authority, the Secretary of State for Defence or the aerodrome operator, as appropriate, before submitting the proposal to the Local Authority.	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

*Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome, evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with Part 16 of the General Permitted Development Order 1995

Other relevant additional information (based upon the Supplementary Information Template as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development) and including:

- Site selection criteria and alternatives considered
- Pre-application consultation carried out and responses
- Consultation with nearby schools and responses
- Details of structures
- ICNIRP declaration
- Coverage plots and Mast sharing options

Other Applications

Validation Requirements

- 1 Application for Planning Permission (non-householder)
- 2 Application for Planning Permission and Advertisement Consent
- 3 Application for Planning Permission and Listed Building Consent
- 4 Application for Planning Permission for Relevant Demolition in a Conservation Area
- 5 Application for Outline Planning Permission (some matters reserved)
- 6 Application for Outline Planning Permission (all matters reserved)



Application for Hedgerow removal notice

APPLICATION VALIDATION CHECKLIST

National Requirement	Tick if included:
The correct fee (https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7)	
Completed Prior Notification Form (1 copy)	
Site Location Plan – a plan to a suitable scale (1:1250 or 1:2500) showing length and location of hedgerows to be removed	
Evidence of date of Planting	
Additional information including species within hedgerow, presence of trees, wildlife habitats and any replanting proposals or mitigating measures	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

Removal or Variation of a Condition Following Grant of Planning Permission

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
Floor Plans/Elevations necessary to fully describe the development ie Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes	
Ownership/Agricultural Holdings Certificate – completed section A, B, C or D as applicable and Agricultural Holdings Certificate	
Block Plans to a scale of 1:500 and information necessary to describe the subject of the application	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

Local Requirements	Tick if included:

Community Infrastructure Levy Administration Forms	Tick if included:
The CIL Additional Information Form – to determine whether development is CIL liable if proposal seeks planning permission for development over 100 sq m (including residential extensions, new dwelling of an size, conversion/change of use of a building no longer in use).	

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

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Bassetlaw District Council’s preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

Non-Material amendment following a grant of planning permission

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
None	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

Local Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
Site Location Plan – a plan which identifies the land to which the application relates drawn to an identified scale (not less than 1:1250) and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant.	
Floor Plans/Elevations necessary to fully describe the development ie Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes	

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

Application for Approval of Details Reserved by Condition

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

Local Requirements	Tick if included:
Information required by the condition – The condition should clearly state the information required. Failure to submit clear and concise information may result in the application being refused	

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

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Removal or Variation of a Condition Following Grant of Planning Permission

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
Floor Plans/Elevations necessary to fully describe the development ie Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes	
Ownership/Agricultural Holdings Certificate – completed section A, B, C or D as applicable and Agricultural Holdings Certificate	
Block Plans to a scale of 1:500 and information necessary to describe the subject of the application	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

Local Requirements	Tick if included:

Community Infrastructure Levy Administration Forms	Tick if included:
The CIL Additional Information Form – to determine whether development is CIL liable if proposal seeks planning permission for development over 100 sq m (including residential extensions, new dwelling of an size, conversion/change of use of a building no longer in use).	

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

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Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

Works to Trees Subject or Tree Preservation Orders (TPOs) or trees within a Conservation Area.

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
Site Location Plan – a plan which identifies the land to which the application relates drawn to an identified scale (not less than 1:1250) and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant.	
Full and clear specification of proposed works and statement of reasons for the proposed works Whether the Trees is subject to a TPO or lies within a Conservation Area	
Sketch plan showing location of tree(s)	
Additional information including: <ul style="list-style-type: none">• Photographs and illustrations• Arboricultural report or statement by Arboriculturalist• Details of any assistance or advice sought from LPA prior to submission of this form	
For TPO applications evidence and support in statement of reasons submitted as required by application form with regard to health and safety concerns, or alleged and potential subsidence	

The Site Location Plan must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

Local Requirements	Tick if included:
Tree Survey and Report required if the development directly affects existing trees within or adjacent to the site boundaries.	

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

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Notification for Deemed Discharge of Conditions

S29 of Infrastructure Act 2015 (inserting s74A into the Town and Country Planning Act 1990). Part 5 of the Town and Country Planning (Development Management Procedure (England) Order 1995

National Requirements Only

- An application must be giving sufficient information to identify the permission; provide details of the application and identify the condition.
- Include particulars, plans and drawings (as necessary) to deal with the application.
- Application must be minimum of 6 weeks from date relevant planning application registered and confirm that no appeal has been lodged (if more than 8 weeks).
- The deemed discharge notice must Specify the date on which the deemed consent will take effect (either the 8 week date or 14 days after the notice is received, whichever is later unless an agreed later date has been agreed with the Local Planning Authority.
- A plan identifying the buildings to which the application referred.
- There is no fee for this notice
- The type of conditions which are excepted from the deemed discharge procedure are set out in Schedule 6 of the and Country Planning (Development Management Procedure (England) Order 1995

Please note that the deemed consent provisions do not apply to all planning permissions or all types of conditions. The exemptions are set out in Article 30 and Schedule 6 of the DMPO.

Deemed Discharge of Conditions

APPLICATION VALIDATION CHECKLIST

National Requirements Only	Tick if included:
The is no fee for this notice	
Completed Application Form (1 copy)	
An application must be giving sufficient information to identify the permission; provide details of the application and identify the condition.	
Include particulars, plans and drawings (as necessary) to deal with the application.	
Application must be minimum of 6 weeks from date relevant planning application registered and confirm that no appeal has been lodged (if more than 8 weeks	
Site Location Plan: Identifying the buildings/land to which the application referred Suggested Scales 1: 500 or 1:1250 or 1:2500 whatever is considered more appropriate	
The type of conditions which are excepted from the deemed discharge procedure are set out in Schedule 6 of the and Country Planning (Development Management Procedure (England) Order 1995	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

You are strongly recommended to speak to the Local Planning Authority Prior to service of such a Notice

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

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Article 4 Direction in a Conservation Area

Householder Planning Application for planning permission for works or extension to a dwelling.

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
No Fee - provided the development being applied for is only as a result of the removal of permitted rights by the Article 4 Direction.	
Completed Application Form (1 copy)	
Site Location Plan – a plan which identifies the land to which the application relates drawn to an identified scale (not less than 1:1250) and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant.	
Block Plan at a scale of 1:500 or 1:200 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Ownership/Agricultural Holdings Certificate – completed section A, B, C or D as applicable and Agricultural Holdings Certificate	
The following is required depending on development proposed that includes the enlargement, improvement or alteration to a principle elevation fronting a highway, waterway or open space or on a side elevation including the following:	
Replacement Windows/Doors: Colour photographs or elevation drawings that clearly show the elevation of the building and the windows/doors to be replaced. The windows/doors should be clearly identified and annotated on the photograph/ drawing. Detail of the proposed new windows/doors in the form of drawings (sections/elevations) or product supplier literature.	
Replacement roof materials: Colour photographs or elevation drawings that clearly show the elevation(s) of the building including roof to be replaced. The photographs or drawings should be clearly annotated to show the roof affected. Details of the proposed new roofing material, including ridge tiles should be provided in the form of samples or product supplier literature.	
Erection of porch: Floor Plans/Elevations necessary to fully describe the development i.e. Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement. Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes. Details of the material(s) should be provided in the form of samples or product supplier literature.	
Erection, construction, alteration, improvement of gate, wall or fence: Plans/Elevations necessary to fully describe the development i.e. Existing and proposed plans and elevations (at a scale of 1:50 or 1:100) to show the changes. Details of the material(s) and finish should be provided in the form of samples or product supplier literature.	
Erection, alteration, removal of chimney: Plans/Elevations necessary to fully describe the development i.e. Existing and proposed plans and	

elevations (at a scale of 1:50 or 1:100) to show the changes. Details of the material(s) should be provided in the form of samples or product supplier literature.	
Removal of a chimney only. Colour photographs or elevation drawings that clearly show the elevation of the building and the chimney affected. The photographs or drawings should be annotated to clearly identify the chimney.	
Exterior painting of masonry or render: Colour photographs or elevation drawings that clearly show the masonry or render to be painted. The photograph or drawings should be annotated to clearly identify the affected area. Details of the proposed paint colour in the form of a colour/paint swatch.	
Installation, replacement of solar PV or thermal equipment: Colour photographs or elevation drawings that clearly show the roof or elevation(s) of the building affected by the proposal. The photographs or drawings should be annotated to clearly show where the equipment would be installed. Details of the appearance of the proposed solar or thermal equipment including sizes, dimensions, and method of fixing in the form of product supplier literature.	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

Local Requirements	Tick if included:
Heritage Impact Assessment required if you will be erecting a building or enclosure in the grounds of a Listed Building, in a Conservation Area or is deemed to affect the setting of a Listed Building, scheduled monument or a non-designated heritage asset or you are undertaking excavations in an Archaeological Constraint area.	
Structural Survey required if development involves the demolition of a building or structure on structural grounds.	
Other Documents Use the space below to list any other documents you are providing in support of your application.	

Notes for applicants for all 'heritage asset' applications

In accordance with paragraph 128 of the NPPF, Heritage Impact Assessments are required for applications for development or works directly affecting or within the setting of a heritage asset. This includes designated heritage assets (i.e. a Listed Building, a Conservation Area, a Registered Park & Garden or a Scheduled Ancient Monument) and 'non-designated heritage assets' (such as local interest buildings, unregistered parks and gardens, unscheduled archaeological remains, etc). The Council has produced guidance on how to produce a Heritage Impact Assessment. This document can be accessed on the website below:

http://www.bassetlaw.gov.uk/planning_and_building/conservation_heritage/heritage_impact_assessments.aspx

Where an application is a notifiable application to Historic England it is always advisable that a Heritage Impact Assessment is submitted. Notifiable applications include:

- Development in the setting of a Grade I or II* listed building.
- Listed Consent Applications for Grade I or II* listed buildings.
- Development in conservation areas where the land in respect of the application is more than 1000 square meters.
- Development that is likely to affect the site of a scheduled monument.
- Development that affects a Grade I or II* Registered Park and Garden or Battlefield.

In determining whether a building/site is regarded as a 'non-designated heritage asset', applicants are advised to read Bassetlaw District Council's criteria for the identification of such assets, 'Non designated Heritage Asset – Criteria' using the link below:-

http://www.bassetlaw.gov.uk/services/planning_building/conservation_heritage/non-designated_heritage_assets.aspx

Alternatively, advice can be sought from the Council's Conservation Team in the Planning Policy and Conservation section of the Planning Department

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

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Prior Approval Notifications made under The Town & Country Planning (General Permitted Development) Order 2015

The GPDO 2015 consolidated development which was allowed under prior approval, most particularly larger extensions to dwelling-houses and extension of changes of use within this on document.

The procedural forms are not yet bespoke to local planning authorities on the Government's Planning Portal but the list of these can be found here:

<http://www.planningportal.gov.uk/planning/applications/paperforms>

With regard to time limits for determination of applications under Prior Approval the decision in relation to the application must be made by the authority:

- within the period specified in the relevant provision of Schedule 2,
- where no period is specified, within a period of 8 weeks beginning with the day immediately following that on which the application is received by the authority, or
- within such longer period as may be agreed by the applicant and the authority in writing.

It is important to point out that the allowances under the GPDO 2015 are subject to limitations and do not apply in certain instances and these are set out below:

1. Notification for Prior Approval of a proposed larger home extension

Does not apply to Article 2(3) land (Land within a National Park, the Broads, an area of outstanding natural beauty, an area designated as a conservation area and land within World Heritage Sites) and sites of special scientific interest (SSSIs).

Form PN 1 - Notification for Prior Approval for a Proposed Larger Home Extension

APPLICATION VALIDATION CHECKLIST

National Requirement	Tick if included:
Completed Prior Approval Form (1 copy) – Please note the relevant form is available on the planning portal but the application cannot currently be submitted through the planning portal	
Site Location Plan – a plan to a suitable scale (1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (1 copy) with the site of the proposed building clearly outlined with a red line, and any other land owned by the applicant showing edged blue	
Block Plan at a scale of 1:500 or 1:200 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings to which the enlarged part will be joined.	
Written description of the proposed development where the enlarged part will be joined to an existing enlargement of the maximum height of and height of the eaves must be provided. Where added to an existing enlargement this will include the total enlargement (including the existing enlargement to which it would be joined.	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

Does not apply to Article 2(3) land (Land within a National Park, the Broads, an area of outstanding natural beauty, an area designated as a conservation area and land within World Heritage Sites) and sites of special scientific interest (SSSIs).

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

2. Notification for prior approval for a Proposed Change of Use of a building from Office Use (Class B1(a) to a Dwelling house (Class C3)

Does not apply to a Listed Building or within the curtilage of a listed building or the site is, or contains, a Scheduled Monument, or is or forms part of a safety hazard area or military explosives storage area.

Form PN 2 - Notification for Prior Approval for a Proposed Change of Use of a building from Office Use (Class B1(a)) to a Dwellinghouse (Class C3)

1. APPLICATION VALIDATION CHECKLIST

National Requirement	Tick if included:
The correct fee (https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7)	
Completed Prior Approval Form (1 copy) – Please note the relevant form is available on the planning portal but the application cannot currently be submitted through the planning portal	
Site Location Plan – a plan to a suitable scale (1:1250 or 1:2500) which identifies the land to which the application relates drawn to an identified scale and showing the direction of north (1 copy) with the site of the proposed building clearly outlined with a red line, and any other land owned by the applicant showing edged blue	
Information for determination as to whether the prior approval of the authority will be required as to— (a) transport and highways impacts of the development, (b) contamination risks on the site, (c) flooding risks on the site, and (d) impacts of noise from commercial premises on the intended occupiers of the development,	
Flood Risk Assessment – Where the application site falls within any of the Flood Zones (Zones 1, 2 and 3) a site specific flood risk assessment is required	

Community Infrastructure Levy Administration Forms	Tick if included:
CIL Notice of Chargeable Development – It is the responsibility of the applicant/agent to serve a Notice of Chargeable Development to the Council prior to development commencing. The notice must be accompanied by a plan which identifies: the land to which the notice relates; any building that is relevant for the purposes of calculating the charge under regulation 40; the development which is subject of the notice. The CIL charge will then be calculated and applied.	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

Development under Class O is permitted subject to the condition that it must be completed within a period of 3 years starting with the prior approval date.

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

3. Notification for prior approval of Proposed Change of Use of Agricultural building to dwelling house (Use Class C3), and for associated Operational Development

Does not apply where the building is a listed building, the site is or contains a scheduled monument, is located on Article 2 (3) land, or the site is, or forms part of a site of special scientific interest, a safety hazard area or a military explosives storage area or

where the proposed change of use would result in more than 3 dwelling-houses that have a cumulative floor space of more than 450 square metres being created within an “established agricultural unit” (which means agricultural land occupied as a unit for the purposes of agriculture on or before 20 March 2013, or for ten years before the date the proposed development will begin).

PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

Form PN 3 - Notification for Prior Approval of Proposed Change of Use of Agricultural Building to a Dwelling-house (Use Class C3), and for Associated Operational Development under Part 3 Class Q of the Town and Country planning General Permitted Development) Order 2015.

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
A plan indicating the site and which buildings are to change use at a suggested scale of 1:1250	
A plan drawn to an identified scale (suggested 1:100) will assist the authority in assessing your development proposal	
Cumulative number of units proposed (including existing) a written description of the proposal which includes details of the likely transport and highways impact of the proposed change of use	
whether the site is occupied under an agricultural tenancy agreement , whether both parties consent to the change of use, that the use has expired within the last year and whether an agricultural use is still required	
the use of the site at 20th March 2013 and if not in use when it was last in use	
relevant information on noise, transport and highways impacts of the development and contamination and flooding risks on site. (A flood risk assessment should be provided with the application in Flood Zones 2 and 3, and in Flood Zone 1 where an area which has critical drainage problems has been notified to the Local Planning Authority by the Environment Agency)	

All plans and drawings must include a North point, paper size (e.g. A1, A3)

Does not apply when
Does not apply where the building is a listed building, the site is or contains a scheduled monument, is located on Article 2 (3) land, or the site is, or forms part of a site of special scientific interest, a safety hazard area or a military explosives storage area or
where the proposed change of use would result in more than 3 dwelling-houses that have a cumulative floor space of more than 450 square metres being created within an “established agricultural unit” (which means agricultural land occupied as a unit for the purposes of agriculture on or before 20 March 2013, or for ten years before the date the proposed development will begin).

Community Infrastructure Levy Administration Forms	Tick if included:
CIL Notice of Chargeable Development – It is the responsibility of the applicant/agent to serve a Notice of Chargeable Development to the Council prior to development commencing. The notice must be accompanied by a plan which identifies: the land to which the notice relates; any building that is relevant for the purposes of calculating the charge under regulation 40; the development which is subject of the notice. The CIL charge will then be calculated and applied.	

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

4. Notification for prior approval of proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (dwelling house) and for Associated Operational Development

Does not apply to Article 2(3) land, in a site of special scientific interest, in a safety hazard area or in a military explosives storage area or where the cumulative floor space changing use exceeds 150 square metres.

Form PN 4 - Notification for Prior Approval for a Change of Use from Retail and Specified Sui Generis Uses to Dwellinghouses (Class C3) under Part 3, Class N of the Town and Country Planning (General Permitted Development) Order 2015.

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
A plan indicating the site and which buildings are to change use.	
A plan drawn to an identified scale (suggested 1:100) will assist the authority in assessing your development proposal	
Description the proposed development, including relevant information covering transport and highways impacts of the development, contamination and flooding risks in relation to the building	
Gross floor area of existing and gross floor area subject to change of use to residential	
Whether any of the building or land within its curtilage been previously changed under Class N Amusement Arcades/Centres and Casinos, (Sui Generis Uses) to Dwelling-houses (Class C3)	
If Yes what was the total floorspace to residential?	
Gross floor area of existing and gross floor area subject to change of use	
Was the building and any land within its curtilage used solely as an amusement arcade/centre or casino on the 19th March 2014?	
If no, provide the date of when it was last in use solely as an amusement arcade/centre or casino:	

All plans and drawings must include a North point, paper size (e.g. A1, A3)

If the questions relating to use are not fully known the LPA may require further information

Development under Class M is permitted subject to the condition that—

(a) development under Class M(a), and under Class M(b), if any, must be completed within a period of 3 years starting with the prior approval date; and
(b) a building which has changed use under Class M is to be used as a dwelling house within the meaning of Class C3 of the Schedule to the Use Classes Order and for no other purpose, except to the extent that the other purpose is ancillary to the primary use as such a dwelling house.

Does not apply when

Does not apply to land within National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites for Listed Buildings or land within the curtilage of Listed Buildings, Scheduled Monuments, or in Sites of Special Scientific Interest, Safety Hazard Areas and Military Explosives Storage Areas

Development is allowed for a change of use of amusement arcades/centres and casinos (sui generis) of up to 150 m² and after changing to a residential use, existing permitted development rights for dwelling houses (Class C3) will not apply.

Community Infrastructure Levy Administration Forms

Tick if included:

CIL Notice of Chargeable Development – It is the responsibility of the applicant/agent to serve a Notice of Chargeable Development to the Council prior to development commencing. The notice must be accompanied by a plan which identifies: the land to which the notice relates; any building that is relevant for the purposes of calculating the charge under regulation 40; the development which is subject of the notice. The CIL charge will then be calculated and applied.

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

5. Notification for prior approval of Proposed Change of Use to State-Funded School or Registered Nursery

Does not apply where the building is a listed building, a scheduled monument or the site is, or forms part of, a safety hazard area or military explosives storage area.

This permitted development right is for the use of a building and land within its curtilage as a state-funded school or as a registered nursery and for no other purpose apart from purposes ancillary to those uses. A building qualifies for this permission only if it is currently used for a purpose falling within use class B1 (business), C1 (hotels), C2 (residential institutions), C2A (secure residential institutions) or D2 (assembly and leisure).

PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

Form PN 5 - Notification for Prior Approval for Proposed Change of Use of a building and any land within its curtilage from Business (Class B1), Hotels (Class C1), Residential Institutions (Class C2), Secure Residential Institutions (Class C2A) or Assembly and Leisure (Class D2) to a state-funded school or a registered nursery, under Part 3 Class T of the Town and Country Planning (General Permitted Development) Order 2015.

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
A plan indicating the site and showing the proposed development.	
A plan drawn to an identified scale (suggested 1:100) will assist the authority in assessing your development proposal	
Current Use of the building	
The use of the site at 20th March 2013 and if not in use when it was last in use	
Relevant information on noise, transport and highways impacts of the development	
All plans and drawings must include a North point, paper size (e.g. A1, A3) and at a scale of 1:50 or 1:100 with a Scale Bar indicating a minimum of 0-10 metres.	
Does not apply when	
Does not apply where if the building is a listed building, a scheduled monument or the site is, or forms part of, a safety hazard area or military explosives storage area.	
This permitted development right is for the use of a building and land within its curtilage as a state-funded school or as a registered nursery and for no other purpose apart from purposes ancillary to those uses. A building qualifies for this permission only if it is currently used for a purpose falling within use class B1 (business), C1 (hotels), C2 (residential institutions), C2A (secure residential institutions) or D2 (assembly and leisure).	

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

6. Notification for prior approval of Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery

Does not apply where the building is a listed building, the site is or contains a scheduled monument, or the site is, or forms part of a site of special scientific interest, a safety hazard area or a military explosives storage area or where the combined floor area of building and land (“the site”) proposed to change use exceeds 500 square metres.

PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

Form PN 6 - Application for Notification for Prior Approval for a Proposed Change of Use from an Agricultural Building and any land within its curtilage to a State-Funded School* or Registered Nursery** under Part 3, Class S of the Town and Country Planning (General Permitted Development) Order 2015.

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
Site Location Plan: A plan indicating the site and which buildings are to change use at a suggested scale of 1:1250	
A plan drawn to an identified scale will assist the authority in assessing your development proposal	
Cumulative number of units proposed (including existing) a written description of the proposal which includes details of the likely transport and highways impact of the proposed change of use	
Whether the site is occupied under an agricultural tenancy agreement, whether both parties have consented to the change of use, whether that use has expired within the last year and whether an agricultural use is still required	
Cumulative floor area of the buildings to be converted and subject to a change of use	
The use of the site at 20th March 2013 and if not in use when it was last in use	
Relevant information on noise, transport and highways impacts of the development and contamination and flooding risks on site. (A flood risk assessment should be provided with the application in Flood Zones 2 and 3, and in Flood Zone 1 where an area which has critical drainage problems has been notified to the Local Planning Authority by the Environment Agency)	

All plans and drawings must include a North point, paper size (e.g. A1, A3)

***“state-funded school” means a school funded wholly or mainly from public funds including an Academy school, and alternative provision. Academy or a 16 to 19 Academy established under the Academies Act 2010, or a school maintained by a local authority as defined in section 142(1) of the School Standards and Framework Act 1998.**

****“registered nursery” means non-domestic premises in respect of which a person is registered under Part 3 of the Childcare Act 2006 to provide early years provision”**

Does not apply when

Does not apply where the building is a listed building, a scheduled monument or the site is, or forms part of, a safety hazard area or military explosives storage area.

This permitted development right is for the use of a building and land within its curtilage as a state-funded school or as a registered nursery and for no other purpose apart from purposes ancillary to those uses. A building qualifies for this permission only if it is currently used for a purpose falling within use class B1 (business), C1 (hotels), C2 (residential institutions), C2A (secure residential institutions) or D2 (assembly and leisure).

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

7. Notification for prior approval of Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional Services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure

Does not apply where the building exceeds 500 square metres or is a Listed Building or Scheduled Ancient Monument or is or forms part of a safety hazard area or military explosives storage area.

PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

Form PN 7 - Development consisting of a change of use of a building and any land within its curtilage from a use as an agricultural building to a flexible use falling within Class A1 (shops), Class A2 (financial and professional services), Class A3 (restaurants and cafes), Class B1 (business), Class B8 (storage or distribution), Class C1 (hotels) or Class D2 (assembly and leisure) of the Schedule to the Use Classes Order under Part 3 Class R, of the Town and Country Planning (General Permitted Development) Order 2015.

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included :
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
A plan indicating the site and showing the proposed development.	
A plan drawn to an identified scale (suggested 1:100) will assist the authority in assessing your development proposal	
Where the cumulative floor space of the building or buildings which have changed use under Class R within an established agricultural unit does not exceed 150 square metres, provide the following information to the local planning authority; (i) the date the site will begin to be used for any of the flexible uses; (ii) the nature of the use or uses; and (iii) a plan indicating the site and which buildings have changed use;	
Where the cumulative floor space of the building or buildings which have changed use under Class R within an established agricultural unit exceeds 150 square metres, apply to the local planning authority for a determination as to whether the prior approval of the authority will be required as to;	
Relevant information on noise, transport and highways impacts of the development	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and at a scale of 1:50 or 1:100 with a Scale Bar indicating a minimum of 0-10 metres.

Does not apply when

- (a) the building was not used solely for an agricultural use as part of an established agricultural unit;
- (i) on 3rd July 2012;
- (ii) in the case of a building which was in use before that date but was not in use on that date, when it was last in use, or
- (iii) in the case of a building which was brought into use after 3rd July 2012, for a period of at least 10 years before the date development under Class R begins;
- (b) the cumulative floor space of buildings which have changed use under Class R within an established agricultural unit exceeds 500 square metres;
- (c) the site is, or forms part of, a military explosives storage area;
- (d) the site is, or forms part of, a safety hazard area; or
- (e) the building is a listed building or a scheduled monument.

Community Infrastructure Levy Administration Forms

Tick if included:

The CIL Additional Information Form – to determine whether development is CIL liable if proposal seeks planning permission for development over 100 sq m (including residential extensions, new dwelling of an size, conversion/change of use of a building no longer in use).

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

8. Notification for prior approval for a Change of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwelling Houses (Class C3)

Does not apply for land within National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites, Listed Buildings or land within the curtilage of Listed Buildings, Scheduled Monuments, or in Sites of Special Scientific Interest, Safety Hazard Areas and Military Explosives Storage Areas and

Is limited to the change of use of a building (up to 500m² of floor space) to a use falling within Class C3 (dwelling houses) of the Schedule to the Use Classes Order from a use falling within Class B8 (storage or distribution buildings) of that Schedule and

After changing to a residential use, existing permitted development rights for dwelling houses (Class C3) will not apply.

PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

Form PN 8 - Notification for Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3) Under Part 3, Class P of the Town and Country Planning (General Permitted Development) Order 2015.

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
A plan indicating the site and which buildings are to change use.	
A plan drawn to an identified scale (suggested 1:100) will assist the authority in assessing your development proposal	
Description of the proposed development, including relevant information covering transport and highways impacts of the development, air quality impacts on intended occupiers, noise impacts of the development, risks of contamination, flooding, and the impact the change of use would have on existing industrial uses and or storage or distribution uses:	
Gross floor area of existing and gross floor area subject to change of use	
Details of agricultural tenancy including consent of parties to change of use	
Was the use of the site use class B8 at 19th March 2014	
Has the use of the site been class B8 before the date development begins?	

All plans and drawings must include a North point, paper size (e.g. A1, A3)
If the questions relating to use are not fully known the LPA may require further information

Does not apply when
Does not apply for land within National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites, Listed Buildings or land within the curtilage of Listed Buildings, Scheduled Monuments, or in Sites of Special Scientific Interest, Safety Hazard Areas and Military Explosives Storage Areas and
Is limited to the change of use of a building (up to 500m ² of floor space) to a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order from a use falling within Class B8 (storage or distribution buildings) of that Schedule and
After changing to a residential use, existing permitted development rights for dwelling houses (Class C3) will not apply.

Community Infrastructure Levy Administration Forms		Tick if included:
CIL Notice of Chargeable Development – It is the responsibility of the applicant/agent to serve a Notice of Chargeable Development to the Council prior to development commencing. The notice must be accompanied by a plan which identifies: the land to which the notice relates; any building that is relevant for the purposes of calculating the charge under regulation 40; the development which is subject of the notice. The CIL charge will then be calculated and applied.		

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

9. Notification for prior approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to dwelling houses (Class C3)

Does not apply to land within National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites for Listed Buildings or land within the curtilage of Listed Buildings, Scheduled Monuments, or in Sites of Special Scientific Interest, Safety Hazard Areas and Military Explosives Storage Areas

Development is allowed for a change of use of amusement arcades/centres and casinos (sui generis) of up to 150 m² and after changing to a residential use, existing permitted development rights for dwelling houses (Class C3) will not apply.

PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

Form PN 9 - Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) to any land within its curtilage to Dwellinghouses (Class C3) under Part 3, Class N of the Town and Country Planning (General Permitted Development) Order 2015. Householder Planning Application for planning permission for works or extension to a dwelling.

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
A plan indicating the site and which buildings are to change use.	
Site Location Plan – a plan which identifies the land to which the application relates drawn to an identified scale (not less than 1:1250) and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant.	
A plan drawn to an identified scale (suggested 1:100) will assist the authority in assessing your development proposal	
Description the proposed development, including relevant information covering transport and highways impacts of the development, contamination and flooding risks in relation to the buildingBlock Plan at a scale of 1:500 or 1:200 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Floor Plans/Elevations necessary to fully describe the development ie Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes	
Ownership/Agricultural Holdings Certificate – completed section A, B, C or D as applicable and Agricultural Holdings Certificate	
Gross floor area of existing and gross floor area subject to change of use to residential	
Design and Access Statement (if your property is a listed building or in a conservation area and development is over 100 sq m or more)	
Whether any of the building or land within its curtilage been previously changed under Class N Amusement Arcades/Centres and Casinos, (Sui Generis Uses) to Dwelling-houses (Class C3)Heritage Asset Statement for extensions to a listed building or a building in a conservation area, registered park and garden, scheduled monument or a non-designated heritage asset (if not included as part of design and access statement)	
If Yes what was the total floorspace to residential?	
Gross floor area of existing and gross floor area subject to change of use	

Was the building and any land within its curtilage used solely as an amusement arcade/centre or casino on the 19th March 2014?	
If no, provide the date of when it was last in use solely as an amusement arcade/centre or casino:	
<p>All plans and drawings must include a North point, paper size (e.g. A1, A3) and at a scale of 1:50 or 1:100 with an appropriate Scale Bar indicating a minimum of 0-10 metres.</p> <p>If the questions relating to use are not fully known the LPA may require further information</p>	

Does not apply when Local Requirements	Tick if included:
<p>Does not apply to land within National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites for Listed Buildings or land within the curtilage of Listed Buildings, Scheduled Monuments, or in Sites of Special Scientific Interest, Safety Hazard Areas and Military Explosives Storage Areas</p> <p>Development is allowed for a change of use of amusement arcades/centres and casinos (sui generis) of up to 150 m² and after changing to a residential use, existing permitted development rights for dwelling houses (Class C3) will not apply. Protected Species (Biodiversity) Survey and Report required if there is a likelihood that protected species (particularly bats) will be affected. The need for a survey should be considered if the property is adjacent to a Site of Specific Interest, a Local Wildlife Site, a Local Nature Reserve or Ancient Woodland, a loft conversion is proposed. Flood Risk Assessment required if the property is located in a Flood Zone. For advice on flood risk contact the Environment Agency website. (now Local Lead Flood Authority at Nottinghamshire County Council)</p>	
Heritage Statement required if you will be erecting a building or enclosure in the grounds of a Listed Building, in a Conservation Area or is deemed to affect the setting of a Listed Building, scheduled monument or a non-designated heritage asset or you are undertaking excavations in an Archaeological Constraint area.	
Tree Survey and Report required if the development directly affects existing trees within or adjacent to the site boundaries.	
Community Infrastructure Levy Additional Information Form required for all applications for development of floor space (including residential extensions, for the creation of a new dwellings (of any size), or for the conversion of a new building no longer in use).	
Structural Survey required if development involves the re-use or conversion of outbuilding(s) or structure(s) in order to ensure that they are structurally sound and capable of conversion without significant alteration(s).	

<p>Other Documents Use the space below to list any other documents you are providing in support of your application:</p>

Community Infrastructure Levy Administration Forms		Tick if included:
CIL Notice of Chargeable Development – It is the responsibility of the applicant/agent to serve a Notice of Chargeable Development to the Council prior to development commencing. The notice must be accompanied by a plan which identifies: the land to which the notice relates; any building that is relevant for the purposes of calculating the charge under regulation 40; the development which is subject of the notice. The CIL charge will then be calculated and applied.		

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

10. Notification for prior approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Class A3)

Does not apply to Listed Buildings or for land within the curtilage of Listed Buildings or Scheduled Monuments, to Sites of Special Scientific Interest, Safety Hazard Areas and Military Explosives Storage Areas.

Development is allowed for a change of use of shops (Class A1), financial and professional services (Class A2), betting offices, pay day loan shops and casinos of up to 150m² floor and for limited building works to allow the installation of extraction and ventilation units, and for waste storage and management.

Premises may revert from Class A3 use to their original use class if that was Class A1 (shops) or Class A2 (financial and professional services) under existing permitted development rights. A planning application will be required for change of use from Class A3 to a betting office or pay day loan shop.

PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

Form PN 10 - Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3) under Part 3, Class C of the Town and Country Planning (General Permitted Development) Order 2015.

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
A plan indicating the site and which buildings are to change use.	
A plan drawn to an identified scale (suggested 1:100) will assist the authority in assessing your development proposal	
Please describe the proposed development, including relevant information covering noise, odour, storage and handling waste, hours of opening and transport and highways impacts of the development. Where the building is located in a key shopping area, please provide details of any undesirable impact on the sustainability of that shopping area	
The gross floor space in square metres of the existing building?	
The floor space to be changed to assembly and leisure uses if different from the above? (square metres)	
Whether any of the building been previously changed under Class J Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)	
If Yes, what was the total floor space in square metres changed to Assembly and Leisure Uses?	
Was the building used solely as shops, financial and professional services, betting offices or pay day loan shops on 5th December 2013	

All plans and drawings must include a North point, paper size (e.g. A1, A3)
If the questions relating to use are not fully known the LPA may require further information

Does not apply when

Does not apply to Listed Buildings or for land within the curtilage of Listed Buildings or Scheduled Monuments, to Sites of Special Scientific Interest, Safety Hazard Areas and Military Explosives Storage Areas.

Development is allowed for a change of use of shops (Class A1), financial and professional services (Class A2), betting offices, pay day loan shops and casinos of up to 150m² floor and for limited building works to allow the installation of extraction and ventilation units, and for waste storage and management.

Premises may revert from Class A3 use to their original use class if that was Class A1 (shops) or Class A2 (financial and professional services) under existing permitted development rights. A planning application will be required for change of use from Class A3 to a betting office or pay day loan shop. Development is not permitted in the case of a building that was brought into use after the 5th December 2013, for a period of at least 5 years before the date development under Class J begins.

Community Infrastructure Levy Administration Forms

Tick if included:

CIL Notice of Chargeable Development – It is the responsibility of the applicant/agent to serve a Notice of Chargeable Development to the Council prior to development commencing. The notice must be accompanied by a plan which identifies: the land to which the notice relates; any building that is relevant for the purposes of calculating the charge under regulation 40; the development which is subject of the notice. The CIL charge will then be calculated and applied.

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

11. Notification for prior approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)

Does not apply within conservation areas, National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage sites nor for Listed Buildings and land within the curtilage of Listed buildings, Scheduled Monuments, Sites of Special Scientific Interest, Safety Hazard Areas or Military Explosives Storage Areas.

Development consisting of a change of use of shops (Class A1) and financial and professional services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) with an upper threshold of 200 sqm. of total floor space to a use falling within Class D2 assembly and leisure uses of the Schedule to the Use Classes Order

Permitted development rights to convert a D2 premises to a registered nursery or state funded school do not apply to premises that change to D2 use under these rights.

PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

Form PN 11 - Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3) under Part 3, Class C of the Town and Country Planning (General Permitted Development) Order 2015.

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
A plan indicating the site and which buildings are to change use.	
A plan drawn to an identified scale (suggested 1:100) will assist the authority in assessing your development proposal	
Please describe the proposed development, including relevant information covering noise, odour, storage and handling waste, hours of opening and transport and highways impacts of the development. Where the building is located in a key shopping area, please provide details of any undesirable impact on the sustainability of that shopping area	
The gross floor space in square metres of the existing building?	
The floor space to be changed to assembly and leisure uses if different from the above? (square metres)	
Whether any of the building been previously changed under Class J Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)	
If Yes, what was the total floor space in square metres changed to Assembly and Leisure Uses?	
Was the building used solely as shops, financial and professional services, betting offices or pay day loan shops on 5th December 2013	
All plans and drawings must include a North point, paper size (e.g. A1, A3) If the questions relating to use are not fully known the LPA may require further information	
Does not apply when	
Does not apply to Listed Buildings or for land within the curtilage of Listed Buildings or Scheduled Monuments, to Sites of Special Scientific Interest, Safety Hazard Areas and Military Explosives Storage Areas.	
Development is allowed for a change of use of shops (Class A1), financial and professional services (Class A2), betting offices, pay day loan shops and casinos of up to 150m2 floor and for limited building works to allow the installation of extraction and ventilation units, and for waste storage and management.	

Premises may revert from Class A3 use to their original use class if that was Class A1 (shops) or Class A2 (financial and professional services) under existing permitted development rights. A planning application will be required for change of use from Class A3 to a betting office or pay day loan shop Development is not permitted in the case of a building that was brought into use after the 5th December 2013, for a period of at least 5 years before the date development under Class J begins.

Community Infrastructure Levy Administration Forms		Tick if included:
CIL Notice of Chargeable Development – It is the responsibility of the applicant/agent to serve a Notice of Chargeable Development to the Council prior to development commencing. The notice must be accompanied by a plan which identifies: the land to which the notice relates; any building that is relevant for the purposes of calculating the charge under regulation 40; the development which is subject of the notice. The CIL charge will then be calculated and applied.		

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

12. Notification for prior approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage Shop

Does not apply within conservation areas, National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites nor for land within the curtilage of Listed Buildings or Scheduled Monuments, or Sites of Special Scientific Interest.

The provision of a single click and collect facility within the curtilage of a shop, for example, on car parks. One facility per retail premises may be erected. Any buildings will be limited to 4 metres in height and a gross floor space of up to 20 sqm.

PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

Form PN 12 - Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop under Part 7, Class C of the Town and Country Planning (General Permitted Development) Order 2015.

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
A plan indicating the site and which buildings are to change use at a suggested scale of 1:1250	
A plan drawn to an identified scale (suggested 1:100) will assist the authority in assessing your development proposal	
Please describe the proposed development, including relevant information covering the impact of development in respect of siting, design and external appearance of the new structure which must include details of any building operations proposed	
The gross floor space in square metres of the proposed structure	
Details of the building or structure's position within the curtilage of the premises including distances from the boundaries	
Does not apply when	
Does not apply within conservation areas, National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites nor for land within the curtilage of Listed Buildings or Scheduled Monuments, or Sites of Special Scientific Interest.	
The provision of a single click and collect facility within the curtilage of a shop, for example, on car parks. One facility per retail premises may be erected. Any buildings will be limited to 4 metres in height and a gross floor space of up to 20 sqm	

Community Infrastructure Levy Administration Forms	Tick if included:
CIL Notice of Chargeable Development – It is the responsibility of the applicant/agent to serve a Notice of Chargeable Development to the Council prior to development commencing. The notice must be accompanied by a plan which identifies: the land to which the notice relates; any building that is relevant for the purposes of calculating the charge under regulation 40; the development which is subject of the notice. The CIL charge will then be calculated and applied.	

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

13. Notification for prior approval for the Temporary Use of Buildings or Land for the purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant

Does not apply in conservation areas, National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites nor to Listed Buildings or land within the curtilage of Listed Buildings, Scheduled Monuments, to Sites of Special Scientific Interest, Safety Hazard Areas or Military Explosives Storage Areas and

Development is not permitted on land which is more than 1.5 hectares or for overnight accommodation.

The new right allows the temporary use of any land or buildings for a period not exceeding 9 months in any 27 month period for the purpose of commercial film making and the provision on such land, during the filming period, of any temporary structures, works, plant or machinery required in connection with that use.

PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

Form PN 13 - Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant under Part 4 Class C of the Town and Country Planning (General Permitted Development) Order 2015

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
A plan indicating the site and which buildings are to change use at a suggested scale of 1:1250	
A plan drawn to an identified scale (suggested 1:100) will assist the authority in assessing your development proposal	
The application must be accompanied by— <ul style="list-style-type: none">(a) a written description of the proposed development;(b) the schedule of dates which make up the filming period in question and the hours of(c) operation,(d) transport and highways impacts of the development,(e) noise impacts of the development,(f) light impacts of the development, in particular the effect on any occupier of neighbouringland of any artificial lighting to be used, and(g) a site-specific flood risk assessment	

All plans and drawings must include a North point, paper size (e.g. A1, A3)

Does not apply when
Does not apply in conservation areas, National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites nor to Listed Buildings or land within the curtilage of Listed Buildings, Scheduled Monuments, to Sites of Special Scientific Interest, Safety Hazard Areas or Military Explosives Storage Areas and
Development is not permitted on land which is more than 1.5 hectares or for overnight accommodation.
The new right allows the temporary use of any land or buildings for a period not exceeding 9 months in any 27 month period for the purpose of commercial film making and the provision on such land, during the filming period, of any temporary structures, works, plant or machinery required in connection with that use.

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

14. Notification for prior approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the roofs of non-domestic buildings, up to a capacity of 1 megawatt

Does not apply for any roof slope which fronts a highway in conservation areas, National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites, nor to Listed Buildings or on a building within the curtilage of a Listed Building or Scheduled Monuments.

PLANNING SERVICES

Queens Buildings, Potter Street, Worksop, Notts, S80 2AH

Form PN 14 - Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt, subject to certain limitations under Part 14, Class J of the Town and Country Planning (General Permitted Development) Order 2015.

APPLICATION VALIDATION CHECKLIST

National Requirements	Tick if included:
The correct fee https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7	
Completed Application Form (1 copy)	
A plan indicating the site and which buildings are to change use at a suggested scale of 1:1250	
A plan drawn to an identified scale (suggested 1:100) will assist the authority in assessing your development proposal	
Please describe the proposed development, including relevant information covering the design and external appearance, in particular the impact of the glare on occupiers of neighbouring land	
Whether the solar PV equipment will be installed on a flat roof	
The degree of protrusion beyond the plane of the roof (Measured from the perpendicular with the external surface of the roof slope)	
The highest part of the solar PV equipment in metres above the highest part of the roof? (excluding any chimney)	
The distance from the solar PV equipment to the external edge of the roof	

All plans and drawings must include a North point, paper size (e.g. A1, A3)

Does not apply when
Does not apply for any roof slope which fronts a highway in conservation areas, National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites, nor to Listed Buildings or on a building within the curtilage of a Listed Building or Scheduled Monuments

What happens where the applicant/agent disagrees with the local planning authority request to provide additional information?

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

For internal use only		
Validation	Checked by	Date

Deemed Discharge of Conditions Notice

Validation Checklist

Receipt of Notification for Deemed Discharge of Conditions

S29 of Infrastructure Act 2015 (inserting s74A into the Town and Country Planning Act 1990). Part 5 of the Town and Country Planning (Development Management Procedure (England) Order 1995

National Requirement Only

- An application must be giving sufficient information to identify the permission; provide details of the application and identify the condition.
- Include particulars, plans and drawings (as necessary) to deal with the application.
- Application must be minimum of 6 weeks from date relevant planning application registered and confirm that no appeal has been lodged (if more than 8 weeks
- The deemed discharge notice must Specify the date on which the deemed consent will take effect (either the 8 week date or 14 days after the notice is received, whichever is later unless an agreed later date has been agreed with the Local Planning Authority.
- A plan identifying the buildings to which the application referred.
- There is no fee for this notice
- The type of conditions which are excepted from the deemed discharge procedure are set out in Schedule 6 of the and Country Planning (Development Management Procedure (England) Order 1995

Please note that the deemed consent provisions do not apply to all planning permissions or all types of conditions. The exemptions are set out in Article 30 and Schedule 6 of the DMPO.

Deemed Discharge of Conditions

APPLICATION VALIDATION CHECKLIST

National Requirements Only	Tick if included:
The is no fee for this notice	
Completed Application Form (1 copy)	
An application must be giving sufficient information to identify the permission; provide details of the application and identify the condition.	
Include particulars, plans and drawings (as necessary) to deal with the application.	
Application must be minimum of 6 weeks from date relevant planning application registered and confirm that no appeal has been lodged (if more than 8 weeks	
Site Location Plan: Identifying the buildings/land to which the application referred Suggested Scales 1: 500 or 1:1250 or 1:2500 whatever is considered more appropriate	
The type of conditions which are excepted from the deemed discharge procedure are set out in Schedule 6 of the and Country Planning (Development Management Procedure (England) Order 1995	

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.

You are strongly recommended to speak to the Local Planning Authority Prior to service of such a Notice

For internal use only		
Validation	Checked by	Date

Bassetlaw District Council's preferred method for receiving applications electronic using the Planning Portal website (www.planningportal.co.uk)

Contact us



01909 533 533



www.bassetlaw.gov.uk



customer.services@bassetlaw.gov.uk



Text us on 07797 800 573



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17B The Square, Retford DN22 6DB

Worksop One Stop Shop
Queens Building's, Potter Street, Worksop S80
2AH

All offices are open Monday to Friday 9am to 5pm

If you need any help communicating with us or understanding any of our documents, please contact us on **01909 533 533**.

We can arrange for a copy of this document in large print, audiotape, Braille or for a Language Line interpreter to help you.



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —