

Introduction

This document lists and explains each nationally set planning application requirement and covers 17 planning areas to help you.

These should be read in conjunction with the *[Local Planning Application Requirements](#) to ascertain the plans and documents required to be submitted with your planning application

Application forms

There are different application forms depending on the type of application you are submitting. In some cases the application form combine consent types, so there is no longer the need to complete multiple forms for the same development.

Please ensure you select the form relevant to your proposal, as completion of the wrong form may result in your application being returned to you for amendment. Using the Planning Portal online submission route will assist with selecting the correct form.

Planning application forms can be submitted through the [Planning Portal website](#). It is helpful to include with your application a covering letter giving details of the background of the site, the submitted proposal and key considerations.

Where to go for technical help/tips

Go online with the Planning Portal and submit a planning application electronically. The intelligent nature of the online forms will assist customers in identifying the correct planning consent and ensure all sections are completed.

If applying using paper forms, remember to download the help guidance that accompanies the forms. These notes provide information on how to complete the forms correctly.

Ownership and agricultural holdings certificates

For most planning applications an ownership certificate must be completed stating the ownership of the land relating to which the application relates and whether or not the site is subject to an agricultural holding. (Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015).

Where required ownership certificates will form part of the application form pack. Please note that in some cases a certificate B will be required as the development (including foundations or eaves) encroach onto land outside the ownership of the applicant(s). Where the plans show encroachment onto other land and a certificate A has been submitted, we will contact you to confirm details.

Where to go for technical help/tips

For further information and details refer to [the guidance that accompanies the application forms](#) on our website.

[Tip: Have you signed the correct certificate of ownership? This needs to be signed in all cases.](#)

Notice(s)

A notice to owners of the application site must be completed (where necessary) and served in accordance with Article 11 of the DMPO. Hard copies can be downloaded from the planning website or in the technical help section of this page.

Where to go for technical help/tips

- [Notice number 1](#)
- [Notice number 2](#)

The site location plan

All applications must include copies of a site location plan (also known as a location plan) based on an up-to date Ordnance Survey map and show direction of north. This should be at a metric scale of 1:1250 or 1:2500 for larger sites, it should be scaled to fit on A4. In exceptional circumstances plans of other scales may also be required.

Plans should wherever possible show at least two named roads and the relationship of the proposed development to 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 (not subject to the planning application) owned by the applicant, close to or adjoining the application site.

[Where to go for technical help/Tips](#)

A link to a [Site Location Plan Creator](#) can be found on the Planning Portal website.

Detailed site layout plan or block plan

The site plan should be drawn at a scale of 1:200 (in some case 1:500 may be accepted) and should accurately show:

- the direction of north
- the proposed development in relation to the site boundaries and other existing buildings on the site, and adjacent properties with written dimensions including those to the boundaries
- The following details may also be required to be shown on the plans, unless these would NOT influence or be affected by the proposed development
- all the surrounding buildings, roads and footpaths on land adjoining the site including access arrangements
- clearly marked existing and proposed buildings and structures within the site in relation to the site boundaries
- show the proposed works shaded or hatched
- identify any buildings to be demolished
- indicate the type and height of boundary treatment (e.g. walls, fences etc.)
- parking arrangements
- all public rights of way (including footpath, bridleway, restricted byway or byway open to all traffic) crossing or adjoining the site;
- the position and canopy spread of all trees and mature hedges on the site, and those on adjacent land that could influence or be affected by the development
- identify trees to be felled
- show the position and size of existing and proposed hard surfaced areas e.g. parking spaces, turning areas, paths etc.
- boundary treatment including walls or fencing where this is proposed
- where appropriate, any existing/proposed provisions for cycle sheds and bin stores

In the case of minor and major applications cases a site survey will also be required.

Where to go for technical help/tips

A link to a [Site Location Plan Creator](#) can be found on the Planning Portal website.

When the application is validated, officers will check that the details contained with the application, plans and drawings match.

[Tip: Have you shown details of any walls, gates or fences, and access arrangement to the site?](#)

Large Scale Plans

For Listed Building Consent applications where there are changes to windows and doors, or construction details that are important to the appearance of the building, then large scale plans will be required.

Plans for construction details may be provided at a minimum scale of 1:10 whereas plans for new joinery details should be to a minimum scale of 1:5, with full or half scale sections showing profiles. The scale should be clearly indicated on all plans

Plans/drawings containing disclaimers such as “Not to Scale” and “Do Not Scale will not be accepted. The images below illustrate the style and level of detail expected in large scale joinery drawings, including cross sections of the key components of the windows. These are provided solely for information purposes only and are not to scale.

[Where to go for technical help/tips](#)

[Tip: Each plan should be clearly labelled existing and proposed.](#)

The scale should be clearly indicated on all plans

Existing and proposed elevations

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. They must be sufficiently detailed to show width & appearance of window frames, overhang of eaves etc. 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. In all instances show the property boundary and parts of the adjoining properties.

Where to go for technical help/tips

[Tip: Each plan should be clearly labelled existing and proposed.](#)

The scale should be clearly indicated on all plans

Plans/drawings containing disclaimers such as “Not to Scale” and “Do Not Scale will not be accepted.

Existing and proposed floor plans

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), on land adjoining the site.

Existing and proposed plans should either be on separate drawings or new works should be clearly indicated. Clearly label each floor and state the use of each room and include position of windows, doors, walls and partitions.

[Where to go for technical help/Tips](#)

Tip: Each plan should be clearly labelled existing and proposed.

The scale should be clearly indicated on all plans Plans/drawings containing disclaimers such as “Not to Scale” and “Do Not Scale will not be accepted

State whether or not there will be encroachment (e.g. foundations) onto any adjoining property if the proposed building is sited on a boundary.

Existing and proposed site sections and finished floor and site levels

Such plans drawn at a scale of 1:50 or 1:100 should show a cross 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. Identify existing and proposed ground levels where significant cut and fill operations are proposed, or where slopes in excess of 1 in 20 exist (or will exist).

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.

Where to go for technical help/tips

[Tip: Each plan should be clearly labelled existing and proposed.](#)

The scale should be clearly indicated on all plans and should state the paper size i.e. 1:50 @ A1 Including a linear scale as well is always helpful. Plans/drawings containing disclaimers such as “Not to Scale” and “Do Not Scale will not be accepted.

Street Scene or context plan

Usually required for works that will be visible from the road, especially new buildings or large side extensions that will be near to the boundary/neighbouring building, or where there is a notable difference in heights between the proposed works and neighbouring dwellings/buildings.

- these should be of a scale of 1:100 or 1:200
- as a minimum, accurately show the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors
- accurately show any differences in levels
- include written dimensions for gaps between buildings
- state the direction in which the street scene faces (e.g. view from the road)

Where to go for technical help/tips

[Tip: Each plan should be clearly labelled existing and proposed.](#)

The scale should be clearly indicated on all plans and should state the paper size i.e. 1:50 @ A1 Including a linear scale as well is always helpful Plans/drawings containing disclaimers such as “Not to Scale” and “Do Not Scale will not be accepted.

Landscaping and survey plans

Applications for operational development should be accompanied by full hard and soft landscape details proportionate to the development involved. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during construction. The details should be provided at 1:200 scale and clearly identify all existing trees and other vegetation to be retained or removed, consistent with the recommendations of the arboriculture report produced for the site. The plan should also include a planting specification and proposals for long term maintenance and management of all soft landscape works. Where necessary plans should indicate any hard or soft landscape areas that may be offered for adoption by the council. Reference should be made to landscape proposals which follow from the design concept in the Design and Access Statement.

Where there are no proposed changes to the landscaping, this will need to be identified by the applicant in the submission details.

Where to go for technical help/tips

[Tip: Each plan should be clearly labelled existing and proposed.](#)

The scale should be clearly indicated on all plans and should state the paper size i.e. 1:50 @ A1 Including a linear scale as well is always helpful Plans/drawings containing disclaimers such as “Not to Scale” and “Do Not Scale will not be accepted.

Further information can be found at [NPPF](#) and [SGC - Design Checklist SPD](#)

Design and access statements

A Design and access statement must accompany applications where they relate to any of the following:

- major developments excluding developments for mining operations or waste development
- a listed building
- the development is for the erection of a building where the cubic content of the development exceeds 100 cubic metres and falls within a designated area
- an extension to an existing building where the floorspace created by the development exceeds 100 square metres and falls within a designated area

Note: A designated area means a conservation area or World Heritage Site.

A design and access statement is not required for applications:

- for a material change of use of land and buildings, (unless it also involves operational development)
- for engineering or mining operations
- for development which is waste development

A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly.

The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long.

Where to go for technical help/tips

For further information on design and access statement please see [the CABE website](#) for advice on how to use, read and write design and access statements and the South Gloucestershire Design Checklist SPD [South Gloucestershire Design Guide](#)

[Tip: Applications affecting heritage assets whether designated or not also need a statement of significance. This may be combined with the design and access statement or may be submitted as a separate document.](#)

Community infrastructure levy further information form

The Community Infrastructure Levy Regulations 2010 (as amended CS6 - infrastructure and Developer Contributions Infrastructure Development Plan (IDP)

The Community Infrastructure Levy (CIL) is a charge on development, introduced by the Planning Act 2008 and allows local authorities to raise funds from developers carrying out new building projects in their area.

Certain developments may be liable for relief or exemptions, see further information links for further details.

Hard copies of the CIL liability form can be downloaded from the [Planning Portal](#).

Type of application or development/and or

Development comprising 100m² or more of new floor space.

Development of one or more dwellings

The conversion of a building that is no longer in lawful use

Please note: in some cases development may be CIL Liable but not require planning permission.

Developers must submit a [Notice of Chargeable Development](#)

Constraint

SGC CIL Charging Zones (can be found in SGC CIL webpages and advice)

Where to find further information and help

[SGC CIL webpages and advice](#)

[SGC Supplementary Planning Document - CIL and S106](#)

[Additional information requirement form](#) will assist developers and the LPA in determining whether the development is CIL Liable and the amount of the charge.

[CIL Regulations](#)

[Planning Portal website](#)

Environmental impact assessment

To assess the availability of sequentially preferable sites and the impact of retail and other town centre developments on matters including the vitality and viability of town, district and local centres and travel demand.

The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal. The scope of work should be agreed with officers before commencement.

The assessment should include the capacity/need for development, whether it is of an appropriate scale, that there are no sites close to a centre for the development, that there are no unacceptable impacts on existing centres and if locations are accessible.

Proposals should also be accompanied by evidence showing how the development would contribute to social inclusion in terms of access to jobs, services and facilities, training opportunities and other positive effects on disadvantaged communities.

Justification, which should include details of policy driver (national, regional or adopted local policy)

Town and Country Planning (Environmental Impact Assessment) Regulations 2017

Type of application or development/and or

In accordance with the 2017 Regulations (Schedules 1 and 2 type development)

Where to find further information and help

[EIA Regulations](#)

Flood risk assessment

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 for the lifetime of the proposed development. 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) (England and Wales) Regulations 2011 as amended. Technical Guidance to the National Planning Policy Framework provides comprehensive guidance for both local planning authorities and applicants. Further FRA guidance is included in the South Gloucestershire SFRA Level 1 and Level 2 Reports.

A Flood Warning Evacuation Plan should be prepared for any development within Flood Zones 2 and 3, and reviewed by the Local Planning Authority's Emergency Planners.

Flood Risk Sequential Test Evidence is required for all applications within Flood Zones 2 and 3 except for minor and change of use applications (with the exception of those changes of uses detailed within the National Planning Policy Framework).

Justification, which should include details of policy driver (national, regional or adopted local policy)

- The National Planning Policy Framework Core Strategy
- CS9 - Managing the Environment & CS1 - High Quality Design South Gloucestershire Local Plan - policy
- Sites and Places Plan - PSP Policy 20: Flood Risk, Surface Water, and Watercourse Management
- EP2

Type of application or development/and or

In line with National and Local Flood Risk standing advice issued by Environment Agency - See [Environment Agency flood risk matrix](#) Standard advice flood risk matrix and flood zones

A flood risk assessment (FRA) will be required for development proposals of one hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. An FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the local planning authority by the Environment Agency

Where to find further information and help

- [Flood risk standing advice](#)
- [NPPF](#) and [Technical Guidance to the NPPF SGC - Planning & Flood Risk Assessments](#)
- [Environment Agency](#)

- [Flood risk assessment for planning applications](#)

Ecological survey and report

Where appropriate, planning applications will need to include surveys identifying the semi-natural habitat on site and any notable or protected species of flora or fauna. Particular emphasis should be placed on species protected under the Wildlife and Countryside Act 1981 (as amended) and the Conservation (Natural Habitats etc.) Regulations 2018, as well as national Priority Species listed under Section 41 of the Natural Environment & Rural Communities (NERC) Act 2006 and any species of birds included on the RSPB Red, Amber or Green Lists of Species of Conservation Concern. Badger surveys will also be expected to include details of any work subject to the licensing provisions of the Protection of Badgers Act 1992. Where development would impact on the above or wider biodiversity, the application should include details of measures to avoid or to mitigate harm.

Applications for development that will affect a local site - areas designated as an Site of Nature Conservation Interest (SNCI) or Regionally Important Geological Site (RIGS) - will be considered against national and development plan policies and for impacts on their features of interests and may require proposals for long term maintenance and management.

Where a proposed development is for substantial conversion or demolition of a building which may have possible impacts on wildlife, the application will need to include the appropriate surveys and supporting information to enable the authority to fully consider and assess those impacts. Where European Protected Species (for example, great crested newt, bats or dormouse) are affected the information will need to be in sufficient detail to enable the application to be subject to 'test' under the Habitat Regulations 2018 in accordance with past judicial reviews.

Any development affecting a European site, either directly or indirectly, alone or in combination with other plans or projects, will be subject to the provisions of the Habitat Regulations 2018. Similarly, any development affecting a Site of Special Scientific Interest (SSSI) will be subject to the statutory provisions of the Wildlife & Countryside Act 1981 (as amended). Both will be carried out in full consultation with Natural England.

This above information might form part of an environmental statement, where one is necessary.

Government planning policies for biodiversity are set out in the National Planning Policy Framework. NPPF is accompanied by the Government Circular: *Biodiversity and Geological Conservation - Statutory obligations and their impact within the planning system* (ODPM Circular 06/2005, Defra Circular 01/2005 and *Planning for Biodiversity and Geological Conservation*:

Justification, which should include details of policy driver (national, regional or adopted local policy)

- The National Planning Policy Framework
- Core Strategy
- CS2 - Green Infrastructure
- CS9 - Environmental Resources and Built Heritage
- West of England Green Infrastructure Strategy
- South Gloucestershire Biodiversity Action Plan
- Biodiversity & Planning Process Supplementary Document

- 06/2005 ODPM Circular
- 01/2005 DEFRA Circular
- Wildlife and Countryside Act 1981 (as amended)
- Habitat Regulation 2018
- Hedgerow Regulation 1997
- Protection of Badgers Act 1992
- NERC Act 2006
- Policies, Sites and Places Development Plan Document Policy PSP18: National and International Sites
- Policies, Sites and Places Development Plan Document Policy PSP19: Wider Biodiversity
- Type of application or development/and or
- Likely requirement for:
 - Conversion of agricultural or rural buildings
 - Major operational development
 - Brown field sites (urban or rural, including back garden)
 - Development requiring demolition of existing property(ies)
 - Residential or mixed-use development (major or otherwise)
 - Wind turbines
 - Photovoltaic (solar) farms
 - Change of use of land (equestrian)
 - National infrastructure projects
 - Constraint - geographical or built
 - In or adjacent to:
 - European Site (SAC/SPA/Ramsar)
 - SSSI
 - National Nature Reserve (NNR)
 - Site of Nature Conservation Interest (SNCI)
 - Regionally Important Geological Sites (RIGS)
 - Local Nature Reserve (LNR)

Where development will affect a nationally or internationally protected species or their habitat (listed in national, regional or local biodiversity action plans) or nationally notable species

Where to find further information and help

- [Bristol Regional Environmental Records Centre](#)
- [NERC Act 2006](#)
- [Biodiversity & the Planning Process SPG](#)
- [Natural England](#)
- [Association of Local Government Ecologists](#)
- [NPPE](#)

Statement of significance

Statements of significance are required for applications affecting heritage assets - whether designated or not - and their settings. Heritage assets include listed, curtilage listed and locally listed buildings, scheduled monuments, registered parks and gardens, battlefields and conservation areas, as well as sites and structures recorded on the South Gloucestershire HER or the Heritage Gateway and heritage assets identified by the local planning authority through the process of plan making or planning decision making.

The NPPF requires that any application (including planning permission, listed building consent or conservation area consent) affecting a heritage asset or its setting is accompanied by an assessment of the significance of the asset(s) affected by the proposals, and the potential impact of the proposal on that significance. The scope and degree of detail necessary for the statement of significance will vary according to the particular circumstances of each application and applicants are advised to discuss proposals with the council's conservation officers or archaeologists before any application is made. The following is a guide to the sort of information that may be required for different types of application, and the assessment should be proportionate to the development/works proposed.

For applications for development affecting heritage assets (including applications for works to listed buildings and conservation area consent, a written statement that includes a schedule of works, an analysis of the significance of the heritage asset and its setting (including where appropriate assessments of archaeology, history, historic fabric and character), and a justification for the proposed works and their impact on the heritage asset or its setting. A structural survey may be required in support of an application where substantial demolition or demolition of a principal feature is involved or structural works to listed buildings.

For all applications affecting Scheduled Ancient Monuments and all other applications for development (excluding householder applications), involving ground disturbance within historic settlements (recorded on the 1st edition Ordnance Survey Map c. 1881) and archaeological heritage assets recorded on the South Gloucestershire HER, an assessment of the archaeological potential of the development site may be required. Applicants are advised to discuss proposals with the council's conservation team before any application is made. The applications should be accompanied by the results of any assessment including any proposed mitigation where heritage assets or their setting are affected.

Additional guidance is available from Historic England in their publication Planning for the Historic Environment Practice Guide, London 2010. The council have also published technical advice notes to assist applicants in submitting applications: "Heritage Statements" and "Compiling a Written Scheme of Investigation for Archaeological Projects". These can be [downloaded from the council's website](#).

Type of application or development/and or

- Applications affecting a nationally or locally listed building (including applications for listed building consent)[1]
- Applications in and affecting a conservation area*
- Application affecting a registered Historic Battlefield*
- Applications affecting nationally and locally designated parks and gardens*

- Application affecting a Scheduled Ancient Monument*
- Applications affecting archaeological sites - including Scheduled Ancient Monument*

*and their settings

Excludes: Change of use, advertisements and householder applications unless adjoining or adjacent.

- Constraint - geographical or built
- Designated heritage assets
- Listed buildings
- Conservation areas
- Nationally designated parks and gardens
- Scheduled ancient monuments
- Locally designated parks and gardens
- Historic battlefields
- Undesignated heritage assets
- Locally listed buildings
- Heritage assets identified by the local planning authority through the process of plan making or planning decision making

Where to find further information and help

- [SGC - Historic Environment](#)
- [Heritage Gateway](#)
- [Historic England](#)
- [NPPF](#)

The NPPF requires that any application (including planning permission, listed building consent or conservation area consent) affecting a heritage asset or its setting is accompanied by an assessment of the significance of the asset(s) affected by the proposals, and the potential impact of the proposal on that significance. In some cases, whether the proposal affects the setting of a heritage asset or not, can only be determined following a site visit