

## MAJOR PLANNING APPLICATION CHECKLIST

THIS IS A GUIDE ONLY. INDIVIDUAL AUTHORITIES ARE LIKELY TO HAVE THEIR OWN CHECKLISTS AND SPECIFIC REQUIREMENTS. GO TO THE [LOCAL AUTHORITY LINKS PAGE](#) FOR YOUR AUTHORITY.

The following list is information that may be required as part of a MAJOR planning application.

**A major application is defined differently by authorities but may amount to development involving as few as 10 or more dwellings or an application site of 0.5 hectares or more on outline applications. For other types of applications including commercial or industrial development a major application may be defined as being 1,000m<sup>2</sup> floorspace or more, or an application site of 1 hectare or more on an outline application.**

You should check with your authority to establish what will be required in your case.

Providing all necessary information will ensure that statutory consultees will have a full picture of the proposed development and will help the Planning Officers to deal with your application efficiently. In the long run this should help to obtain a quicker decision.

Council's encourage developers and their agents to enter into **pre-application discussions** regarding development proposals to identify any issues that may be relevant.

SHOULD AN APPLICATION BE SUBMITTED WITHOUT ALL OF THE NECESSARY INFORMATION, IT COULD RESULT IN A DELAY IN THE REGISTRATION OF THE APPLICATION AND COULD ULTIMATELY RESULT IN THE REFUSAL OF PLANNING PERMISSION.

This checklist supplements the application forms and the accompanying guidance notes. The list is not exhaustive and there may be a requirement for additional information. If there is any doubt, please contact the relevant Planning Department.

### Some key questions to start with:-

**What are the planning policy documents and policies that will be relevant to my development proposal?**

- [National Planning Policy Guidance \(PPGs\)](#)
- [National Planning Policy Statements \(PPSs\)](#)
- [Regional Spatial Strategy](#)
- [Unitary Development Plan](#)
- [Local Plan](#)
- Supplementary Planning Guidance (specific to the local authority)

**Are there any special designations affecting the site that may be relevant to the development proposal?**

- Airport Consultation Zone
- [Conservation Area](#)
- Designated Nature Conservation Site
- [Flood Risk Area](#)
- [Green Belt](#)
- Health and Safety Executive Consultation Zone
- [Listed Buildings](#)
- Special Landscape Area
- [Tree Preservation Order](#)

**What assessments/information will I need to provide as part of my planning application submission?** (see below for more detail)

- Access Statement
- Agricultural Justification Statement
- Environmental Impact Assessment
- Air Quality Impact Remediation Statement
- Contaminated Land Desktop Study/Intrusive Investigation Report/Remediation Statement
- Contextual Drawings
- Design Statement
- Employment Land Supply Analysis
- Evidence of Marketing Statement
- Nature & Wildlife Survey
- Noise Survey
- Retail Impact Assessment
- Sequential Test (retail & leisure uses)
- Statement of Community Involvement
- Structural/Building Condition Survey
- Survey Plans With Demolition Marked
- Sustainability Assessment
- Sustainable Drainage Strategy (SUDS)
- Transport Assessment
- Tree Survey & Tree Report
- Vitality & Viability Assessment (retail & leisure uses)

**Will any developer contributions and/or planning obligations be required?**

- Affordable Housing Provision/Contribution
- Education/Buildings Contribution
- Employment Training Initiatives
- Green Space Provision
- Highways Works Provision/Contribution
- Open Space Provision/Contribution
- Public Art Provision
- Public Realm Provision/Contribution
- Riverside Walkway/Access Provision
- Transportation Contribution
- Travel Plans

**What bodies will be statutory consultees on my development proposal?**

- British Waterways
- CABE (Commission for Architecture and the Built Environment)
- Department of Trade and Industry
- English Heritage
- English Nature
- Environment Agency
- Forestry Commission
- Health and Safety Executive
- Highways Agency
- Highways Authority
- MAFF
- Network Rail
- Regional Assembly
- Sport England

**How can I involve the community and elected Members in my development proposal?**

- Area Committee Meeting
- Community/Local Groups
- Community/Local Groups Exhibition
- Neighbour Notification

- Parish/Town Council Liaison
  - Presentation to Plans Panel
  - Press Advertisement
  - Public Drop-In-Session
  - Public Meeting
  - Site Notices
  - Ward Member Liaison
  - Workshop
- 

## 1) ENVIRONMENTAL IMPACT ASSESSMENT

An Environmental Impact Assessment will be required for major developments over a certain size where the development would impact on a sensitive environment such as a SSSI or where there are significant impacts on the local environment. You may request a 'screening' opinion from the Council as to whether or not an Environmental Statement [ES] is required for a particular proposal. To obtain a screening opinion, you should write to the Council giving a brief description of the nature and purpose of the development and its possible effects on the environment including a plan to identify the site and any photographs where necessary.

- [Do I need an EIA?](#)
- [Town and Country Planning \(Environmental Impact Assessment\) \(England and Wales\) Regulations 1999](#)
- [Circular 02/99: Environmental impact Assessment](#)

## 2) TRANSPORT ASSESSMENT

When the traffic impact of the proposed development is expected to be small and the surrounding road network has sufficient capacity, only a basic traffic analysis is likely to be required. However, most large developments are likely to be the subject to the need for a Transport Assessment [TA].

The Council will usually reserve the right to request a TA in other instances, especially where the location and/or type of the development is/are particularly sensitive.

- [Planning Policy Guidance Note 13: Transport](#)

Also check to see if the Council has its own Design Guides for Residential and Industrial Developments.

## 3) TRAVEL PLAN

A Travel Plan will usually be required in connection with major developments comprising jobs, shopping, leisure, services and school facilities. Most developments will require a Travel Plan (TP) to be submitted as part of any TA (above) or in general support of a planning application. The trigger levels for TP's can be obtained from the Council's Highway authority.

- [Planning Policy Guidance Note 13: Transport](#)
- [Making residential Travel Plans Work](#)
- [Making Commercial Travel Plans Work](#)

## 4) ACCESS STATEMENT

It may be necessary to provide suitable access and parking arrangements for people with disabilities in applications for buildings that are accessible to the public. This would include offices, shops, factories, schools and other public access areas. A statement should be provided to show the measures that have been taken to ensure suitable access arrangements.

- [Planning and access for disabled people: a good practice guide](#)

## 5) **RETAIL IMPACT ASSESSMENT**

---

A Retail Impact Assessment [RIA] must be submitted on larger retail. It should provide an assessment of the development's impact on existing retail areas and centres; taking into account recently completed developments and outstanding permissions. Both quantitative and qualitative information relating to the need for the development should also be included as part of any Retail Impact Assessment. Retail applications in 'edge of centre' or 'out of town' locations must be accompanied by evidence demonstrating that there is a need for the development and that a sequential approach (see below) to site selection has been followed. Small schemes may also be required to provide similar information if it is considered that the development would have a significant impact on the smaller district and local centres within its catchment area.

- [Planning Policy Statement 6: Planning for Town Centres](#)
- [Planning for Town Centres: Guidance on Design and Implementation tools](#)

## 6) **NEEDS AND SEQUENTIAL TEST**

---

Proposals for other key town centre uses (e.g. leisure uses such as hotels, bars, cinemas and restaurants) in edge of centre or out of centre locations may also need to be accompanied by evidence demonstrating that there is a need for the proposal and that a sequential approach to site selection has been followed. The sequential test should demonstrate that all town centre options have been thoroughly assessed before less central locations have been considered.

- [Planning Policy Statement 6: Planning for Town Centres](#)

## 7) **FLOOD RISK ASSESSMENT**

---

A Flood Risk Assessment will normally be required if the development falls within the flood zone as identified on the maps produced by the Environment Agency (refer to EA web site). A drainage assessment may also be required where the water table is high, if the surface water is to drain into streams or rivers or if the proposal incorporates non-mains drainage. A Sustainable Urban Drainage System (SUDs) statement should be submitted for major applications where there is a potential for significant surface water run-off (e.g. development of Greenfield sites usually results in new large areas of impermeable surfaces such as roofs, roads and car parking).

- [Planning Policy Guidance 25: Development and Flood Risk](#)
- [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)
- [www.pipernetworking.com](http://www.pipernetworking.com)

## 8) **ECOLOGICAL APPRAISAL**

---

An ecological survey will be required wherever there are features of wildlife interest either on or adjacent to the application site. Wildlife features can include the following: grassland, woodland or individual trees, water bodies or wet areas, scrub, hedges, buildings or old underground features such as wells. A survey report, prepared by a professional ecological surveyor should advise of any wildlife interest present, the likely impact of the development on any wildlife interest, and provide a mitigation scheme to ensure that interests are protected, and enhanced wherever possible.

- [Planning Policy Guidance Note 9: Nature Conservation](#)

## 9) **LANDSCAPE ASSESSMENT**

---

Applications for full planning permission involving the erection of buildings or engineering works must be submitted with an accompanying landscape master plan including drawings and a supporting written

statement. Applications for outline planning permission, where landscaping is to be approved as a reserved matter will usually require the submission of a landscape master plan as supporting information.

## **10) TREES AND HEDGEROWS SURVEY**

---

Where there are trees within, overhanging or in close proximity of the application site (within half their height of the boundary of a site), an application should include the accurate plotting of all tree stems and crowns, accompanied by a tree survey which details species, size, condition, any surgery work recommended and a scheme for tree protection during the development of the site. An arboricultural implications study may be required on sites with an important tree resource.

Always check to see if there are any [Tree Preservation Orders](#) on individual trees or blocks of woodland.

## **11) HERITAGE CONSERVATION**

---

If the proposed development involves alterations to a listed building, an assessment of the impact on the special architectural or historic interest of the building should be submitted. Proposals within a Conservation Area should include an assessment of the appearance of the proposed development within the context of its historic setting and the street-scene, together with an assessment of the effect of the development on the character and appearance of the Conservation Area. Any proposals to demolish an historic building or a building within a Conservation Area will need to be accompanied by detailed justification including structural surveys and an alternative scheme for development where appropriate.

- [Planning Policy Guidance Note 15: Planning and the Historic Environment](#)

## **12) ARCHAEOLOGICAL SURVEY**

---

An archaeological survey and/or scheme for a watching brief may be required when a development is in an archaeologically important area, especially if it involves major earthworks. Please contact South Yorkshire Archaeological Service for further advice.

- [Planning Policy Guidance Note 16: Archaeology and Planning](#)

## **13) PLANNING STATEMENT**

---

Planning applications should include a supporting statement indicating how the proposal accords with national guidance and any relevant parts of the Development Plan and Supplementary Planning Guidance. The statement should also include details of any pre-application consultations with the local planning authority and wider statutory consultees.

A statement of community involvement, identifying the steps undertaken to promote public involvement, details of any public meetings or exhibitions held and copies of all correspondence with anyone affected by the proposed development may also be required.

- [Planning Policy Statement 1: Delivering Sustainable Development \(Para. 40-44\)](#)
- [Creating Local Development Frameworks: A companion guide to PPS12 \(Chapter 7\)](#)

## **14) DESIGN and ACCESS STATEMENT**

---

Applications for planning permission should as a minimum provide a written statement setting out the design principles adopted as well as illustrative material in plan and elevation. Consideration needs to be given to the wider context and not just the development site and its immediately adjacent buildings; inclusion of perspective views can also be of value. Such material will be particularly important in relation to complex or large-scale development proposals and those involving sensitive sites.

For small-scale developments, this level of detail is unlikely to be necessary. Instead, illustrative materials might comprise photographs of the development site and its surroundings, drawings of the proposed design itself and where appropriate, plans of the proposed layout in relation to neighbouring development and uses.

- [Design and Access Statements](#)
- [Planning Policy Statement 1: Delivering Sustainable Development \(Para. 33-39\)](#)
- [www.cabe.org.uk](http://www.cabe.org.uk)

## **15) SUSTAINABILITY APPRAISAL**

---

A Sustainability Appraisal should be submitted for all applications showing how sustainability measures have been incorporated into the proposal. A Sustainability Appraisal should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications.

- [Planning Policy Statement 1: Delivering Sustainable Development](#)
- [The Planning Response to Climate Change: Advice on Better Practice](#)

## **16) TOPOGRAPHICAL SURVEY**

---

Proposals for new buildings should take account of significant differences in site levels. Where relevant, applications should include full details of existing and proposed ground levels within the site and on land adjoining the site by means of spot heights and cross sections. The proposed siting and finished floor levels of all buildings and structures should also be submitted.

## **17) NOISE AND/OR VIBRATION IMPACT ASSESSMENT**

---

A Noise Assessment may be required on applications for potentially noise producing developments and uses. Noise Assessments may also be required for applications on sites adjacent to noise producing sites i.e. residential development adjacent to an industrial use. A Noise Assessment should include information and measurement of existing and proposed noise levels where relevant and should make recommendations for a scheme of measures to mitigate against noise impact.

A Vibration Impact Assessment may also be required for developments that could be affected by vibration (e.g. residential development next to a railway line or road).

- [Planning Policy Guidance Note 24: Planning and Noise](#)

## **18) CONTAMINATION SURVEY**

---

A survey of the site may be necessary to establish the degree of contamination and remedial measures may be required depending on the previous uses on the site. A survey is more likely to be needed for sensitive uses (e.g. housing) when the site has been previously occupied by an industrial use.

- [Planning Policy Statement 23 \(Annex 2\): Development on land affected by contamination](#)

## **19) AIR QUALITY ASSESSMENT**

---

Proposals that impact upon air quality or are potential pollutants should be supported by an Air Quality Assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary. An Air Quality Assessment is more likely for development that is within or close to an Air Quality Management Area or for developments that result in significant pollution (especially from traffic).

- [Planning Policy Statement 23 \(Annex 1\): Pollution Control, Air and Water Quality](#)

## 20) **PLANNING OBLIGATIONS**

---

A draft Section 106 Agreement or a Unilateral Undertaking should be provided with the application. Applicants should seek clarification of the Local Planning Authority's requirements in pre-application discussions and confirm any planning obligations that they would agree to when submitting the application.

- [Circular 05/05: Planning Obligations](#)

This list is not necessarily exhaustive and other issues may be identified as part of pre-application discussions or when your application is received.