

Application for Full Planning Permission and Listed Building Consent alterations, extension or demolition of a Listed Building

VALIDATION CHECKLIST

This type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

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- Immediate delivery and acknowledgement
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- Online help function when completing applications
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If you prefer, you can complete your application form online and submit supporting documents and fees by post, this could delay the validation of your application.

National Application Requirements – Mandatory Information

Application Form <ul style="list-style-type: none"> • Application for Full Planning Permission and Listed Building Consent alterations, extension or demolition of a Listed Building form 	<input type="checkbox"/>
Certificates <ul style="list-style-type: none"> • The completed ownership certificate (A, B, C or D) as appropriate (This now includes the Agricultural Holdings Certificate) <ul style="list-style-type: none"> ○ If ownership certificate B is completed, Notice 1 is required ○ If ownership certificate C is completed, Notices 1 and 2 are required ○ If ownership certificate D is completed, Notice 2 is required 	<input type="checkbox"/>
Application Fee <ul style="list-style-type: none"> • You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid <p>Download the fees schedule for all English applications here</p>	<input type="checkbox"/>
Location Plan <ul style="list-style-type: none"> • At a typical scale of 1:1250 or 1:2500 (Scale must be annotated on the plan) • Site must be outlined in red (A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site) • Show the direction of North 	<input type="checkbox"/>

<p>Site Plan (Only required if operational development is taking place)</p> <ul style="list-style-type: none"> • At a scale of 1:500 or 1:200 (the scale must be annotated on the plan) • Show the direction of North • Show the development in relation to adjoining properties 	<input type="checkbox"/>
<p>Design and Access Statement</p> <p>Required for</p> <ul style="list-style-type: none"> • All Listed Buildings Consent Applications • Where the provision of one or more dwelling houses is in a conservation area • Development which is major development (10 or more dwellings) or where the floor space to be built is 1,000 square metres or more or where the site area is 1 hectare or more • The provision of a building or buildings where the floor space created by the development is 100 square metres or more within a conservation area. <p>Further information can be obtained here - See Design and Access Guidance Note</p>	<input type="checkbox"/>

Local Application Requirements

<p>Additional Plans and Drawings</p> <p>All at a scale of 1:50 1:100</p> <ul style="list-style-type: none"> • Elevations (if required) - Existing and proposed full elevations showing all sides of the development even if they do not contain windows/door openings • Internal Layouts – Existing and proposed plans showing the proposed internal layout of each unit type • Landscaping (if required) - Plans showing details of the proposed landscaping scheme • Street Scene Plans (if required) - indicating or including at least 1 existing house either side of the proposed development • Shutter Details (if proposed) - details of the roller to be submitted, including cross section through the front of the property, showing the roller shutter housing if appropriate • Extraction Details (if proposed) - Elevational drawings showing all external ductwork and termination points, if possible include adjacent buildings. Confirmation that the system discharges vertically and showing that it will be one metre higher than the highest residential window or one metre higher than eaves level • Cross-section for advertisement applications clearly showing method of illumination 	<input type="checkbox"/>
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<ul style="list-style-type: none"> • Computer Aided Design (CAD) model (for all planning applications for major development) illustrating the external appearance, layout, scale and massing of the proposed development provided in one of the following formats: .max (3D Studio Max) .FBX (Exported from AutoCad, Revit) .Skp (Sketchup) 	
<p>Aerodrome Safeguarding Assessment Development involving buildings or works which would infringe on protected surfaces, obscure runway approach lights or have the potential to affect the performance of navigation aids, radio aids or telecom systems.</p> <p>Lighting, reflections and other development such as solar power systems that have the potential to distract pilots, and development with landscape schemes that have the potential to increase bird hazard risk.</p>	<input type="checkbox"/>
<p>Affordable Housing Statement When 15 or more dwellings are proposed.</p>	<input type="checkbox"/>
<p>Air Quality Assessment For all schemes where there may be relevant exposure to pollutant concentrations above statutory limits (EU or UK).</p> <ul style="list-style-type: none"> - Where the development meets DfT threshold criteria for Transport Assessment. - Where development requires an EIA. - Where development is likely to increase traffic flows by more than 5% on roads with >10,000 AADT or change average vehicle speeds by > 10 kph/likely to cause increased congestion (DfTCongestion) - Where a proposal is likely to increase traffic by more than 5% on road canyons with > 5,000 AADT. - Where a development requires a Transport Assessment and HGV movements are \geq 10% of total trips 	<input type="checkbox"/>
<p>Archaeological Assessment When any proposed development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest (regardless of the need for a Design and Access Statement).</p>	<input type="checkbox"/>
<p>Biodiversity and Geological Survey and Report Applications in or adjacent to designated sites of national or local importance (Site of Special Scientific Interest [SSSI], National Nature Reserve [NNR], Local Nature Reserve [LNR], Site of Importance for Nature Conservation [SINC] or Site of Local Importance for Nature Conservation [SLINC]), or Potential Sites of Importance (PSI) or other sites which support important habitats or important geological features.</p> <p>Further information is provided in Part 1 of the Council's Local Requirements for biodiversity and geological conservation.</p> <p>Developments which have the potential to affect protected species and other important species. Further information is provided in Part 2 of the Council's Local Requirements for biodiversity and geological conservation.</p>	<input type="checkbox"/>
<p>CIL Additional Information Requirement Form All planning applications for a new dwelling, or creating over 100sqm of new floorspace, or 100sqm of change of use floorspace</p>	<input type="checkbox"/>

<p>Coal Mining Risk Assessment Full applications (excluding change of use), outline applications and applications for the winning or working of minerals will require a Coal Mining Risk Assessment if they fall within a Coal Mining Referral Area</p>	<input type="checkbox"/>
<p>Energy Statement All planning applications for major development.</p>	<input type="checkbox"/>
<p>Environmental Impact Assessment The applicant can request a screening opinion from the Local Planning Authority to determine whether an EIA is required. This screening can be requested prior to an application being submitted.</p>	<input type="checkbox"/>
<p>Financial Viability Assessment Where an applicant is proposing that they cannot provide the full range of Section 106 requirements (including affordable housing), due to financial viability issues.</p>	<input type="checkbox"/>
<p>Flood Risk Assessment A site specific flood risk assessment will be required for all new development (including minor development and change of use) in:</p> <ul style="list-style-type: none"> • flood zones 2 and 3; or • flood zone 1 that are: <p>1 hectare or greater or in areas of critical drainage (as defined by the LPA or Environment Agency), unless otherwise agreed in writing by the Environment Agency The Birmingham Level 1 Strategic Flood Risk Assessment defines these critical areas as</p> <ul style="list-style-type: none"> - Any development proposals at risk of surface water flooding (as defined by the 'locally agreed surface water information') <ul style="list-style-type: none"> - Any development proposals within 250m of an historic flooding location - Any development proposals within a 'local flood risk area' defined by the Surface Water Management Plan 	<input type="checkbox"/>
<p>Flues & Ventilation extraction details All applications relating to the sale or preparation of cooked food, launderettes and other uses where air conditioning or extraction equipment is required.</p>	<input type="checkbox"/>
<p>Health Impact Statement All planning applications requiring an EIA.</p>	<input type="checkbox"/>
<p>Heritage Statement All Planning Applications where the development affects a designated heritage asset (listed building, registered park or conservation area). Also applied to non-designated heritage assets (other than a heritage assets of archaeological interest) or their settings (regardless of the need for a Design and Access Statement)</p>	<input type="checkbox"/>
<p>Land Contamination Assessment All developments vulnerable to the effects of contamination (residential housing, schools and preschool nurseries) or where the site is known, or suspected to, have been contaminated.</p>	<input type="checkbox"/>
<p>Landscaping Scheme All major applications, including outline proposals that include any external space must be accompanied by a landscape strategy plan and a written landscape statement detailing the design approach proposed.</p>	<input type="checkbox"/>

Lighting Assessment Proposals for external lighting – including floodlighting and lighting in connection with a publicly accessible development or proposal in the vicinity of a residential property, listed building, conservation area, a site of nature conservation value (SSSI, LNR, SINCR, SLINCR, PSI) or an area which is currently unlit and contributes to the wider network of dark corridors for wildlife.	<input type="checkbox"/>
Loss Of Industrial Land Assessment All planning applications, which include employment uses and developments which would result in the loss of employment floor space.	<input type="checkbox"/>
Mineral Deposits Investigation Planning applications for sites over 5ha.	<input type="checkbox"/>
Noise Impact Assessment and Sound Insulation Details Planning applications that raise issues of disturbance, or are considered to be noise sensitive developments. The following developments should include a noise impact assessment / noise mitigation scheme for the impact of noise on nearby residential uses: <ul style="list-style-type: none"> (i) change of use to A3, A4, A5 (ii) conversion of buildings to residential use (iii) new residential development sited on classified roads (iv) new residential development nearby to licensed premises (v) new commercial development within Use Classes B2 or B8 adjacent to existing residential development (vi) any application for an entertainment and licensed premise Other developments (including day nurseries, sports facilities, smoking areas, places of worship) can generate noise and may warrant a noise impact assessment / noise mitigation scheme, this will be determined on a site to site basis.	<input type="checkbox"/>
Open Space / Playing Fields / Sports and Physical Facilities Assessment Development involving the loss of open space, playing fields, sports and recreation facilities, bowling greens, allotments, etc.	<input type="checkbox"/>
Parking and Access Details (Parking Provision) All applications where parking / access are part of the proposal.	<input type="checkbox"/>
Photographs & Photomontages Where the proposal involves the demolition of an existing building or development affecting a heritage asset, telecommunication mast applications, or proposals affecting views of major landmarks.	<input type="checkbox"/>
Planning Obligations / Draft Heads Of Terms Where relevant the City Council requires that a statement of proposed obligations and draft Heads of Terms, be submitted at the time of making a planning application.	<input type="checkbox"/>
Planning Statement including Statement of Community Involvement A supporting planning statement will be required for all major applications, major change of use applications or listed building applications.	<input type="checkbox"/>
Retail Impact Assessment – Sequential Test An impact assessment is required for retail, leisure and office development proposals greater than 2,500sqm which are outside of the hierarchy of centres identified in the BDP and not in accordance with the Local Plan.	<input type="checkbox"/>

A sequential test is required where main town centre uses are proposed not in an existing centre and not in accordance with an up to date Local Plan.	
Site Waste Strategy Applications for sites over 5ha.	<input type="checkbox"/>
Structural Survey A structural survey will be required, but not limited to the following: i) The demolition of a listed building(s), ii) The conversion of a listed building(s) iii) Conversion of rural buildings	<input type="checkbox"/>
Sustainable Construction Statement All planning applications for major development.	<input type="checkbox"/>
Sustainable Drainage Assessment / Sustainable Drainage Operation and Maintenance Plan All planning applications for major development.	<input type="checkbox"/>
Tall Buildings Report Any building over 15 storeys high	<input type="checkbox"/>
Telecommunications Information For all full planning applications for telecommunications and mobile phone masts	<input type="checkbox"/>
Transport Assessment and Statements (including Travel Plans) Section 4 of the NPPF states that all development which generates significant amounts of movement should be supported by a Transport Assessment or a Transport Statement.	<input type="checkbox"/>
Tree Survey/Arboricultural Statement All planning applications where the application involves works that may affect any trees on or off the site.	<input type="checkbox"/>
Works to Trees - Specification of Works and Photographic Evidence Where works are required to a protected tree (Tree Preservation Order or tree in Conservation Area) and are not included in a planning application.	<input type="checkbox"/>

Monitoring

<p>Equalities Monitoring Form</p> <ul style="list-style-type: none"> It would help us if you could complete our Equalities Monitoring form so we can check there is a fair planning process for all. Monitoring is essential if we are to address the needs of all sections of the community. It will help us fulfil the Government's aim to build sustainable and inclusive communities and to reduce social exclusion. 	<input type="checkbox"/>
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