



# Appendix 1 Information Checklist\*

Address/Reference No \_\_\_\_\_

\* To be completed by applicant

<b>Basic requirements</b> (must be completed for <b>all</b> applications)		<b>Please tick whichever of the following applies:</b>		
1	<b>Completed application form</b>	Yes	No	
2	<b>Ownership certificate</b>	Yes	No	
3	<b>Confirmation of reserved matters (outline applications only)</b>	Yes	No	N/A
	Are the following matters <b>reserved for subsequent approval?</b>  Specify "Yes" if the matter is to be reserved and "No" if the matter is to be determined at outline stage	Siting	Yes	No
		Design	Yes	No
		External appearance	Yes	No
		Access	Yes	No
		Landscaping	Yes	No
4	<b>Location Plan (Scale of 1:1250 or 1:2500)</b>	Yes	No	
5	<b>Plans and Drawings; to include:</b>	Yes	No	
	- Block Plan 1:200 or 1:500	Yes	No	
	- Existing and Proposed Elevation 1:50 or 1:100	Yes	No	
	- Floor plans 1:50 or 1:100	Yes	No	
	- Roof plan 1:50 or 1:100	Yes	No	
	- Spot levels	Yes	No	
	- Sections on sloping land and adjacent land	Yes	No	
	- Demolition plans (If LBC / DCA)	Yes	No	
6	<b>Design &amp; Access Statement</b>	Yes	No	
7	<b>Pre-application Community Consultation Report (Major applications only)</b>	Yes	No	
8	<b>Correct Fee</b>	Yes	No	

<sup>1</sup> A Design & Access Statement is required for the following:

- Major development
- Listed Building Consent
- Proposals of ≥1 dwelling house or ≥ 100sqm in:
  - Conservation Area
  - Area of Outstanding Natural Beauty
  - World Heritage Site
  - Area of Townscape Character

<b>OFFICIAL USE ONLY</b>		
Basic requirements met? (valid)	Yes	No
Other supporting information met?	Yes	No



## Information Checklist

(must be completed in all cases **except** Householder applications and applications for Advertisement Consent)

**Please tick whichever of the following applies:**

1	Adaptable and Accessible Accommodation Statement	Yes	No	N/A
2	Affordable Housing Proposal Form	Yes	No	N/A
3	Air Quality Impact Assessment	Yes	No	N/A
4	Archaeological Assessment	Yes	No	N/A
5	Archaeological Field Evaluation	Yes	No	N/A
6	Biodiversity Checklist	Yes	No	N/A
7	Biodiversity/Ecological Survey	Yes	No	N/A
8	Climate Change Statement	Yes	No	N/A
9	Community Cohesion and Good Relations Statement	Yes	No	N/A
10	Construction Environmental Management Plan	Yes	No	N/A
11	Contaminated Land Report	Yes	No	N/A
12	Contextual Design Information	Yes	No	N/A
13	Daylight, Sunlight and Overshadowing Assessment	Yes	No	N/A
14	Demolition Justification Statement	Yes	No	N/A
15	Drainage Assessment	Yes	No	N/A
16	Economic Statement	Yes	No	N/A
17	Employability and Skills Profile	Yes	No	N/A
18	Event Management Plan	Yes	No	N/A
19	Environmental Statement (EIA)	Yes	No	N/A
20	Flood Risk Assessment	Yes	No	N/A
21	Health Impact Assessment	Yes	No	N/A
22	Householder Design Statement	Yes	No	N/A
23	Housing Mix Statement	Yes	No	N/A
24	Landscape and Visual Impact Assessment	Yes	No	N/A
25	Lighting Assessment	Yes	No	N/A
26	Marketing Statement	Yes	No	N/A
27	Masterplanning Statement	Yes	No	N/A
28	Noise and Vibration Impact Assessment	Yes	No	N/A
29	Odour Impact Assessment	Yes	No	N/A
30	Parking Survey	Yes	No	N/A
31	Phasing Plan	Yes	No	N/A
32	Planning Agreement (Heads of Terms)	Yes	No	N/A
33	Planning Statement	Yes	No	N/A
34	Retail Impact Assessment	Yes	No	N/A
35	Sequential Test (Main Town Centre Uses)	Yes	No	N/A
36	Specialist Housing Statement	Yes	No	N/A
37	Structural Survey	Yes	No	N/A
38	Student Accommodation Needs Statement	Yes	No	N/A
39	Tall Buildings Design Statement	Yes	No	N/A
40	Telecommunications Supporting Statement	Yes	No	N/A
41	Transport Assessment	Yes	No	N/A
42	Transport Assessment Form	Yes	No	N/A
43	Travel Plan	Yes	No	N/A
44	Tree Survey	Yes	No	N/A
45	Viability Assessment	Yes	No	N/A
46	Waste Management Plan	Yes	No	N/A
47	Wind Energy Statement	Yes	No	N/A