















































## Change of Use








Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Application Form, Fee and Validation Checklist Form			
Location Plan (existing)			
Block / Site Plan (existing and proposed)			
Floor Plans (existing and proposed)			
Elevation Drawings (existing and proposed)			
Affordable Housing Statement			
Air Quality Assessment			
Biodiversity and Geological Conservation Assessment / Biodiversity Checklist			
Draft S106 / Heads of Terms			
Economic Statement			
Flood Risk Assessment (FRA)			
Flood Risk Sequential Test			

Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Heritage Statement			
Noise Assessment			
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)			
Recycling and Waste Management Plan			
Recycling and Waste Management Plan			
Sports Provision Assessment			
Transport Assessment / Statement			
Ventilation and Extraction Assessment			
Photographs			














## Full Planning Application for Minor development














Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Application Form, Fee and Validation Checklist Form		✓	Included
Location Plan (existing)		✓	Included
Block / Site Plan (existing and proposed)		✓	Included
Elevation Drawings (existing and proposed)		✓	Included
Floor Plans (existing and proposed)		✓	Included
Roof Plan (existing and proposed)		✓	Included
Section Drawings / Levels (existing and proposed)		✓	Included
Agricultural Appraisal		✗	Not applicable
Air Quality Assessment		✗	Not applicable - not in buffer zone of sewage treatment works
Archaeological Assessment		✗	Not applicable - Conversion of existing building only no ground works
Coal Mining Risk Assessment		✗	Not applicable - Not within Mendip coal mining development high risk area
Biodiversity and Geological Conservation Assessment / Biodiversity Checklist		✓	Ecological assessment included











Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Coal Mining Risk Assessment		×	Not applicable - Not within Mendip coal mining development high risk area
Contaminated Land Assessment		×	No applicable - not previous or suspected contaminative use of site
Design and Access Statement		✓	Included
Economic Statement		✓	Info about existing use and policy DP17 included in DAS
Flood Risk Assessment (FRA)		×	Site in FZ1
Flood Risk Sequential Test		×	Site in FZ1
Foul Drainage Assessment		×	No changes to drainage proposed - Building already connected to mains sewer
Heritage Statement		✓	Included
Landscape Plan		×	Not applicable - conversion of existing building
Lighting Assessment		×	Not applicable for proposal
Marketing and Business Evidence		×	Not applicable for proposal
National Design Guide Compliance Statement		✓	Information included within DAS and Heritage Statement
Noise Assessment		×	Not applicable for proposal
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)		×	Not applicable in this location
Recycling and Waste Management Plan		✓	Information included within DAS and Heritage Statement

Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Structural Survey and Conversion Method Statement		X	No applicable - building structurally sound, located in development limits and currently in use
Sustainable Urban Drainage System (SuDS)		X	Not applicable - conversion of existing building no changes proposed
Transport Assessment / Statement		X	Not applicable conversion of meeting hall to single dwelling - Transport info included in DAS
Tree and Hedgerow Survey/Report and Protection Measures		X	Not applicable no trees affected by development
Ventilation and Extraction Assessment		X	Not applicable for proposal
Sports Provision Assessment		X	Not applicable for proposal
Photographs		✓	Included within DAS and Heritage Statement

## Full application for Major development













Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Application Form, Fee and Validation Checklist Form			
Location Plan (existing)			
Block / Site Plan (existing and proposed)			
Elevation Drawings (existing and proposed)			
Floor Plans (existing and proposed)			
Roof Plan (existing and proposed)			
Section Drawings / Levels (existing and proposed)			
Design and Access Statement			
Flood Risk Assessment (FRA)			
Landscape Plan / Strategy			
Planning Statement			
Recycling and Waste Management Plan			
Sustainability Statement			














Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Sustainable Urban Drainage Strategy (SuDS)			
Waste Management Plan - during construction			
Affordable Housing Statement			
Air Quality Assessment			
Archaeological Assessment			
Biodiversity and Geological Conservation Assessment / Biodiversity Checklist			
Coal Mining Risk Assessment			
Contaminated Land Assessment			
Draft S106 / Heads of Terms			
Economic Statement			
Flood Risk Sequential Test			
Foul Drainage Assessment			
Heritage Statement			






Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Landscape and Visual Assessment			
Lighting Assessment			
National Design Guide Compliance Statement			
Noise Assessment			
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)			
Sports Provision Assessment			
Structural Survey and Conversion Method Statement			
Tree and Hedgerow Survey/Report and Protection Measures			
Transport Assessment Statement			
Photographs			















## Outline Planning Application for Minor development ✓














Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Application Form, Fee and Validation Checklist Form			
Location Plan (existing)			
Block / Site Plan (existing and proposed)			
Elevation Drawings (existing and proposed)			
Floor Plans (existing and proposed)			
Roof Plan (existing and proposed)			
Section Drawings / Levels (existing and proposed)			
Agricultural Appraisal			
Air Quality Assessment			
Archaeological Assessment			
Biodiversity and Geological Conservation Assessment / Biodiversity Checklist			
Coal Mining Risk Assessment			











Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Contaminated Land Assessment			
Design and Access Statement			
Flood Risk Assessment (FRA)			
Flood Risk Sequential Test			
Foul Drainage Assessment			
Heritage Statement			
Landscape Plan			
Economic Statement			
National Design Guide Compliance Statement			
Noise Assessment			
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)			
Recycling and Waste Management Plan			
Structural Survey and Conversion Method Statement			

Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Sustainable Urban Drainage Strategy (SuDS)			
Transport Assessment / Statement			
Tree and Hedgerow Survey/Report and Protection Measures			
Ventilation and Extraction Assessment			
Photographs			














## Outline planning application for Major development














Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Application Form, Fee and Validation Checklist Form			Type text here
Location Plan (existing)			
Block / Site Plan (existing and proposed)			
Elevation Drawings (existing and proposed)			
Floor Plans (existing and proposed)			
Roof Plan (existing and proposed)			
Section Drawings / Levels (existing and proposed)			
Design and Access Statement			
Flood Risk Assessment (FRA)			
Planning Statement			
Sustainability Statement			
Sustainable Urban Drainage Strategy (SuDS)			

Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Transport Assessment / Statement			
Waste Management Plan - During Construction			
Affordable Housing Statement			
Air Quality Assessment			
Archaeological Assessment			
Biodiversity and Geological Conservation Assessment / Biodiversity Checklist			
Coal Mining Risk Assessment			
Contaminated Land Assessment			
Draft S106 / Heads of Terms			
Economic Statement			
Flood Risk Sequential Test			
Foul Drainage Assessment			
Heritage Statement			

Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Landscape Plan			
Landscape and Visual Assessment			
National Design Guide Compliance Statement			
Noise Assessment			
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)			
Recycling and Waste Management Plan			
Sports Provision Assessment			
Travel Plan			
Tree and Hedgerow Survey/Report and Protection Measures			
Photographs			






**Reserved Matters Application (could be registered as a major or other application)** Reserved matters applications should be used after an Outline

Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Application Form, Fee and Validation Checklist Form			
Location Plan (existing)			
Block / Site Plan (existing and proposed)			
Sustainable Urban Drainage Strategy (SuDS)			
Appearance			
Access			
Landscaping			
Layout			
Scale			
Design and Access Statement			
Air Quality Assessment			
Affordable Housing Statement		(for layout as a reserved matter)	
Archaeological Assessment			














Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Biodiversity and Geological Conservation Assessment			
Heritage Statement			
Landscape Plan/Strategy		(for landscaping as a reserved matter)	
Lighting Assessment			
National Design Guide Compliance Statement			
Noise Assessment			
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)			
Sports Provision Statement			
Sustainability Statement			
Transport Assessment/Statement (inc Travel Plan)		(for access as a reserved matter)	
Tree and Hedgerow Survey/Report and Protection Measures			
Recycling and Waste Management Plan			
Photographs			










## Application for Advertisement Consent

Document or plan description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Application Form, Fee and Validation Checklist Form			
Location Plan (existing)			
Block / Site Plan (existing and proposed)			
Elevation Drawings (existing and proposed)			
Photos and Photomontages			









## Listed Building Consent

Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Application Form and Validation Checklist Form		See answers to full application - minor development above	
Location Plan (existing)			
Block / Site Plan (existing and proposed)			
Elevation Drawings (existing and proposed)			
Floor Plans (existing and proposed)			
Roof Plan (existing and proposed)			
Section Drawings / Levels (existing and proposed)			
Design and Access Statement			
Heritage Statement			
Biodiversity and Geological Conservation Assessment / Biodiversity Checklist			
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)			
Structural Survey and Conversion Method Statement			
Photographs			









## Certificate of Lawfulness of Existing Use or Development

Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Application Form, Fee and Validation Checklist Form			
Location Plan			
Block / Site Plan			
Elevation Drawings			
Floor Plans			
Planning Statement			
Photographs			













## Certificate of Lawfulness of Proposed Use or Development














Document Description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Application Form, Fee and Validation Checklist Form			
Location Plan			
Block / Site Plan (existing and proposed)			Type text here
Elevation Drawings (existing and proposed)			
Floor Plans			
Section Drawings / Levels (existing and proposed)			
Planning Statement			
Photographs			

## Demolition in a Conservation Area

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form, Fee and Validation Checklist Form			
Location Plan (existing)			
Block / Site Plan (existing and proposed)			
Biodiversity and Geological Conservation Assessment / Biodiversity Checklist			
Demolition Statement			
Heritage Statement			
Tree and Hedgerow Survey/Report and Protection Measures			
Photographs			

**Removal or Variation of Condition (Section 73/19 application) (could be registered as a minor, major or other application)**

Document or plan description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Application Form, Fee and Validation Checklist Form			
Location Plan (existing)			
Block / Site Plan (existing and proposed)			
Elevation Drawings (existing and proposed)			
Floor Plans (existing and proposed)			
Roof Plan (existing and proposed)			
Section Drawings / Levels (existing and proposed)			
Planning Statement			
Affordable Housing Statement			
Agricultural Appraisal			
Archaeological Assessment			
Biodiversity and Geological Conservation Assessment			

Document or plan description:	Req'd	Have you checked against the main document and included the necessary information? Please answer Yes/No	Please state any comments here including why information may have been omitted.
Contaminated Land Assessment			
Flood Risk Assessment (FRA)			
Heritage Statement			
Landscape and Visual Impact Assessment			
Landscape Plan / Strategy			
Noise Assessment			
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)			
Sports Provision Assessment			
Structural Survey and Conversion Method Statement			
Transport Assessment / Statement			
Tree Survey / Report			
Updated Design and Access Statement if s19			
Updated/New National Design Guide Compliance Statement			
Schedule of Plans	