

Please submit Checklist with application. Please indicate with a tick in the that you have submitted the information or state the reason why it has not been submitted.

4. Application for planning permission and listed building consent for alterations, extension or demolition of a listed building

NATIONAL REQUIREMENTS

- ✓ Completed form (1 original + 1 copy to be supplied unless the application is submitted electronically)
- ✓ A plan which identifies the land to which the applications relates, drawn to a scale of 1:1250 or 1:2500 and showing the direction of North (2 sets to be supplied unless the application is submitted electronically). Red line to connect to Highway.
- ✓ A copy of other plans and drawings or information necessary to describe the subject of the application (3 sets to be supplied unless the application is submitted electronically) including:
 - Block plan of the site at a scale of 1:200 or 1:500 showing the proposed work with dimensions, including those to boundaries, clearly stated
 - Existing and proposed elevations at a scale of 1:50 or 1:100
 - Existing and proposed floor plans at a scale of 1:50 or 1:100
 - Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100
 - Roof plans at a scale of 1:50 or 1:100
- ✓ A completed combined Ownership and Agricultural Holdings Certificate (A,B,C or D – as applicable) as required by Article 14 of the Town and Country Planning (General Development Procedure) Order 2015 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- ✓ [Design and Access Statement](#) and for [Listed Buildings](#)
- ✓ [The appropriate fee](#)
- ✓ Where plans are being supplied electronically, a scale bar attached to ALL plans
- ✓ In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (General Development Procedure) Order 2015 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

LOCAL REQUIREMENTS

Conditional documents required	Document type	Circumstances when document should be submitted	Reason not included or if included, please indicate where it is located, i.e., part of supporting planning statement or design and access statement.
○	Affordable Housing Statement	All applications for 11 or more additional dwellings (net) or for a rural exception site	N/A
○	Agricultural Statement	<ul style="list-style-type: none"> • All applications for agricultural or equestrian development; • All applications for new dwellings justified by their agricultural need 	N/A
○	Air Quality Assessment	<ul style="list-style-type: none"> • Major development within/or adjacent to an Air Quality Management Area(AQMA) • Development in excess of 100 dwellings or 10,000m² new floor space • Development falling within Use Class B2 with floor space of 1000m²+ • Where >300 new parking spaces are proposed. 	N/A
	CIL Form	<ul style="list-style-type: none"> • Completion of the Additional Information Form is required when new development (gross) is over 100 sq m. 	N/A
○	Economic and Marketing Statement	<ul style="list-style-type: none"> • Falling within use classes B1, B2 or B8 exceeding 1,500m² gross external area; or • Would result in the loss of either employment land or employment opportunity. 	N/A
○	Environmental Impact Assessment	Refer to EIA regulations.	N/A
○	Flood risk assessment	Development proposals with a site area of 1ha or greater in Flood Zone 1 and all proposals for development (including extensions), in Flood Zones 2 and 3. For sites that are less than 1ha in Flood Zone 1 and are in an area identified as having critical drainage problems as identified by the Environment Agency . For further information on Critical Drainage Areas call the Environment Agency on 08708 506 506 to speak to a member of their Development Control team for this district.	N/A

○	Foul sewage/surface water and utilities assessment	<ul style="list-style-type: none"> • All new residential or commercial development where it is not intended to connect to mains drainage; • All applications that involve the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer. In these cases a fuller foul drainage assessment will be required, including details of method of storage, treatment and disposal; • Disposal of surface water for all new residential or commercial development; • Sustainable drainage schemes (required for all development over 25 dwellings or 1,500m² of commercial floor space) 	N/A
✓	Heritage Statement	All applications	Heritage Statement submitted with application
○	Land contamination assessment	<ul style="list-style-type: none"> • Any major application for residential development; • Any site where contamination is known to exist; • Any site within 250 metres of an existing or former landfill site listed by the Environment Agency 	N/A
○	Landscaping details	All major applications within a conservation area.	N/A
○	Lighting Assessment	<ul style="list-style-type: none"> • External lighting systems associated with sports pitches, maneges, car parks and garage forecourts • Any major residential or commercial development in the countryside 	N/A
✓	Nature Conservation/Biodiversity/Ecological assessment	<ul style="list-style-type: none"> • Any development for new housing within 5km of the Wealden Heaths Phase II Special Protection Area for Birds (SPA). • Any application within a Site of Special Scientific Interest (SSSI), or a Site of Interest for Nature Conservation (SINC). • Any application where a Protected Species Survey is required following Natural England's protected species flowchart. 	Extended phase 1 ecological and bat Roost assessment submitted with application

✓	Noise impact/Sound Insulation Assessment	<ul style="list-style-type: none"> • Developments considered to be noise sensitive and which are close to existing sources of noise or vibration, e.g. major roads, national railway lines and industrial developments; • All applications for B2 use; • Any application for motor sports or motor hobbies, e.g. model aeroplane flying; • Any application for clay pigeon shooting; • Any application for wind turbines. 	Plant Noise Impact Assessment included with application
○	Parking Provision	<ul style="list-style-type: none"> • Any proposal where there is an increased requirement for car/lorry parking and/or where existing car/lorry parking arrangements are changing (this includes increasing bedroom numbers) • All new residential and new/expanded commercial development will require the provision of cycle stores 	N/A
○	Planning Obligations	<p>All applications for</p> <ul style="list-style-type: none"> • New residential, or • Commercial development with a floor area being created over 200m². 	N/A
✓	Planning Statement including Statement of Community Involvement	<ul style="list-style-type: none"> • All major applications; or • All wind turbine applications for either 2 or more turbines or the hub height exceeds 15m 	Included in Design and Access Statement
○	Playing fields and sporting facilities assessment	Any application involving the loss of playing fields or major sporting facilities	N/A
✓	Refuse disposal details	All applications for residential, retail, commercial or agricultural development.	Included in Design and Access Statement
✓	Street scene	Where the development would be within 3m of a boundary.	Shown on elevation drawings
○	Structural survey	All applications for conversion of a rural building, or demolition of a building of local importance as identified in a conservation area appraisal.	N/A
○	Sustainability Appraisal	All major planning applications.	N/A
○	Town Centre Use Statement	<ul style="list-style-type: none"> • Applications for main town centre uses as defined in the NPPF that are not in an existing centre and are not in accordance with an up-to-date Local Plan • Applications for over 2,500m² of retail, leisure and/or office development outside town centres, which are not in accordance with an up-to-date Local Plan 	N/A

○	Transport Assessment and draft Travel Plan	<ul style="list-style-type: none"> Residential development: 50 units B1 and B2 uses: 2,500m² B8 uses: 5,000m² Retail uses: 1,000m² Education uses: 2,500m² Health uses: 2,500m² Care establishments: 500m² or 5 bedrooms Leisure, stadia or ice rinks: All (1,500 seats) Leisure, other: 1,000m² Commercial development not falling in the above categories: 500m² 	N/A
○	Telecommunications development statement	All telecommunications development	N/A
○	Tree survey/ arboricultural implications	All applications for operational development within 15m of a tree: <ul style="list-style-type: none"> The subject of a tree preservation order, either within the application site or on adjoining land; or Within a conservation area 	N/A
○	Ventilation/extraction statement	All applications for: <ul style="list-style-type: none"> A3 (i.e. restaurants and cafes – use for the sale of food and drink for consumption on the premises) A4 (i.e. drinking establishments – use as a public house, wine-bar or other drinking establishment) A5 (i.e. hot food takeaways – use for the sale of hot food for consumption off the premises) B2 (general industrial) Significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed (excluding odour abatement techniques unless specifically required). 	N/A

Additional mandatory documents ✓	Ordnance Survey licence number if applicable	This must be provided for all Ordnance Survey based location plans and block plans	
✓	Scale bar	A scale bar attached to ALL plans	

Please submit this form with your application

Additional information on the local requirements can be found in Part II of the [Planning Application Requirements \(Local\)](#)

Applications can be easily submitted online through the [Planning Portal](#)

