COTSWOLD
DISTRICT COUNCIL
UNITED WE SERVE

Application for prior notification of proposed agricultural development – proposed excavation of waste material from the farm

These notes provide a checklist to determine what information the Council requires to be submitted with your application.

If the required information is not provided then your application will be made invalid and we will not process it. In this case, we will try and speak directly to you stating what additional information is required and how and when this can be supplied.

Applications can be submitted online either via the Planning Portal: www.planningportal.gov.uk or https://iapply.co.uk/

Alternatively application forms can be downloaded from our website www.cotswold.gov.uk. If submitting a paper copy, please supply one copy of each document/plan. If you are still unsure about what information or plans that need to accompany your application please contact Customer Services (01285 623 000) or email planning.mail@cotswold.gov.uk

Once you have completed this checklist please send it or a copy to us with your application.

Information required	Tick when provided
Completed Application Form **When required:** • All applications **Information Required:** Correct and fully completed planning application form, including a signed and dated ownership certificate (either A, B, C **or** D)	
Correct Planning Application Fee • CDC web-site Planning Fees page • Planning Portal Fee Calculator	
Required Plans. (All plans should indicate: key dimensions and a scale bar. Imperial scales are not acceptable) For further information, e.g. on electronic submission and submitting plans – Making a planning application	
Site Location Plan: Ordnance Survey based, at a scale of 1:1250 or 1:2500 **When required:** • All applications	

Information Required: • Up-to-date, with north marked, must cover a large enough area to enable the location to be easily found • **Red** outline to identify the application site (including visibility splays) and access point to the site from the public highway • **Blue** outline to identify other land owned by the applicant.	
Planning statement **Information Required:** • Statement setting out the proposed works and landscaping	
Additional information that may be required	**Tick when provided**
Biodiversity Survey and Report **When Required:** • If proposals could affect any wildlife site, habitat, natural feature or species. **Information required:** • Further advice on when an assessment is required can be found **here.** • Further advice on what information is required can be found **here.** Please note that if surveys are required following the desk based assessment these **will** be required to be submitted with the planning application. Any mitigation or enhancements proposed should also be shown on the submitted plans/elevations.	

Please Note: Cotswold District Council reserves the right to request further information, not listed above, that is reasonably required for the determination of your application.