



Application for planning permission and listed building consent

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
<p><u>Completed Application Form</u></p> <p>When required:</p> <ul style="list-style-type: none">All applications <p>Information Required:</p> <p>Correct and fully completed planning application form, including a signed and dated ownership certificate (either A, B, C or D)</p>	
<p><u>Heritage / Historic Environment Statement</u></p> <p>When required:</p> <ul style="list-style-type: none">Where proposals may affect a designated or undesignated heritage asset, including archaeologically sensitive areas (e.g. Scheduled Monuments); historic buildings (e.g. listed buildings) or historic landscapes (e.g. registered parks). <p>Information required:</p> <p>The scope of the Historic Environment Statement required will be proportionate to the importance of the heritage asset(s) and no more than is sufficient to understand the potential impact of the proposals on the significance of the heritage asset(s)</p>	



<p>affected. As a minimum the Historic Environment Record should be consulted. The statement should describe the significance of any heritage assets affected, including any contribution made by their setting. The statement will need to demonstrate that the historic character and distinctiveness of the locality has been assessed and taken into account when preparing proposals.</p> <p>Where the application site includes, or has the potential to include, heritage assets with archaeological interest (for example, scheduled monuments and undesignated archaeological sites) the applicant may be required to submit a desk-based assessment as part of their Historic Environment Statement, and/or to undertake and submit a report on a field evaluation</p> <p>For further advice on what information is require please see here.</p>	
<p><u>Design and Access Statement</u></p> <p>When required:</p> <p>For development:</p> <ul style="list-style-type: none">• Applications for major development, as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015 <p>Applications for development in a designated area, where the proposed development consists of:</p> <ul style="list-style-type: none">• One or more dwelling houses:• Development which would result in 100 square metres or more of floor space.• Applications for listed building consent. <p>Information Required:</p> <p>Further advice on what information should be included within a Design and Access Statement can be found here.</p> <p>Please note that details of existing surface water drainage systems should be included.</p>	
<p><u>Correct Planning Application Fee</u></p> <ul style="list-style-type: none">• CDC web-site Planning Fees page• Planning Portal Fee Calculator	



<p><u>Community Infrastructure Levy (CIL)</u></p> <p>When required:</p> <p>Any application that creates residential or retail floorspace (including conversions and replacements) might be liable to pay CIL.</p> <p>Information Required:</p> <p>If your proposal meets to criteria above, the following form must be submitted to validate the application:</p> <ol style="list-style-type: none">1. <u>CIL Form 1 – Additional information (PDF)</u> <p>If Form 1 indicates your application is CIL liable, the following form must also be submitted to validate the application:</p> <ol style="list-style-type: none">2. <u>CIL Form 2 – Assumption of liability (PDF)</u> <p>Further advice can be found <u>here</u>.</p>	
<p>Required Plans. (All plans should indicate: key dimensions and a scale bar. Imperial scales are <u>not</u> acceptable)</p> <p>For further information, e.g. on electronic submission and submitting plans – <u>Making a planning application</u></p>	
<p><u>Site Location Plan:</u> Ordnance Survey based, at a scale of 1:1250 or 1:2500</p> <p>When required:</p> <ul style="list-style-type: none">• All applications <p>Information Required:</p> <ul style="list-style-type: none">• 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.	
<p><u>Existing and Proposed Site Block Plan:</u> at a scale of at least 1:500</p> <p>When required:</p> <ul style="list-style-type: none">• All applications <p>Information Required:</p> <ul style="list-style-type: none">• The existing site plan must show the existing structures, boundary	



<p>treatments, trees etc. on the site</p> <ul style="list-style-type: none">• The proposed plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.• Any trees or hedges within the application site or on adjoining properties which are within falling distance of the proposed development • Any new boundary walls or fencing proposed as part of the development• The existing and proposed parking arrangements and details of access to the highway	
<p><u>Existing and Proposed Elevations and Floor Plans</u> at a scale of 1:50 or 1:100.</p> <p>When required:</p> <ul style="list-style-type: none">• Where alterations and/or extensions to an existing building are proposed,• When new building are proposed• Where any development is proposed below ground level <p>Information Required:</p> <ul style="list-style-type: none">• All sides of the proposal must be shown and labelled.• Where new buildings are proposed, plans showing the visual relationship of the new building(s) to neighbouring buildings should be shown• Floor Plans should detail any walls to be demolished/altered and show the uses of each room	
<p><u>Roof Plans (existing and proposed)</u> at a scale of 1:50 or 1:100.</p> <p>When required: Where any roof is being altered and the change cannot be adequately shown on the elevation plans.</p> <p>Information Required:</p> <ul style="list-style-type: none">• Plan showing the shape of the roof and any materials, roof lights, flues etc.	
<p><u>Site Sections, Finished Floor and Site Levels</u> at a scale of 1:50 or 1:100.</p> <p>When required:</p> <ul style="list-style-type: none">• Where the development is on a steep incline/decline• Where any development is proposed below ground level• Where site levels are proposed to be altered <p>Information required: The existing and proposed site levels and finished floor levels, with levels related to a defined datum point.</p>	



Additional information that may be required	Tick when provided
<p>Listed Building Drawings at a scale of not less than 1:20</p> <p>Information Required:</p> <ul style="list-style-type: none">Plans showing the detail of works to or new windows, panelling, fireplaces, plaster moulding etc.1:5 sections may be required e.g. for glazing bar/ cill sections.	
<p><u>Agricultural/Forestry Dwelling Justification</u></p> <p>When Required:</p> <ul style="list-style-type: none">Any application for a new dwelling for a rural worker <p>Information required:</p> <ul style="list-style-type: none">Report demonstrating the essential need for a worker to live permanently at/or near their place of work, an existing building cannot be converted or alternative dwelling within neighbouring settlementA financial test to demonstrate the viability of the existing or proposed business	
<p><u>Air Quality Assessment</u></p> <p>When Required:</p> <ul style="list-style-type: none">If the proposals would give rise to a potential impact on air quality <p>Information required:</p> <ul style="list-style-type: none">Air quality assessment	
<p><u>Archaeological Assessment</u></p> <p>When Required:</p> <ul style="list-style-type: none">Any proposed development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest <p>Information required:</p> <p>Further advice on what information is required can be found here.</p>	
<p><u>Biodiversity Survey and Report</u></p> <p>When Required:</p> <ul style="list-style-type: none">If proposals could affect any wildlife site, habitat, natural feature or species.	



<p>Information required:</p> <ul style="list-style-type: none">• Further advice on when an assessment is required can be found here.• Further advice on what information is required can be found here. <p>Please note that if surveys are required following the desk based assessment these will be required to be submitted with the planning application.</p> <p>Any mitigation or enhancements proposed should also be shown on the submitted plans/elevations.</p>	
<p><u>Daylight/Sunlight Assessment</u></p> <p>When Required:</p> <ul style="list-style-type: none">• Where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space <p>Information required:</p> <p>Further guidance is provided in the British Research Establishments guidelines on daylight assessments.</p>	
<p><u>Environmental Statement</u></p> <p>When required:</p> <ul style="list-style-type: none">• If there will be a significant environmental impact and the development falls within Schedule 1 or Schedule 2 of the relevant regulations found here. <p>Information required:</p> <ul style="list-style-type: none">• A formal screening opinion on the need for an Environmental Statement can be requested from the Council.	
<p><u>Flood Risk Assessment/Drainage Strategy</u></p> <p>When required:</p> <ul style="list-style-type: none">• in flood zone 2 or 3 including minor development and change of use• more than 1 hectare (ha) in flood zone 1• less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs)• in an area within flood zone 1 which has critical drainage problems as	



notified by the Environment Agency

Information required:

Information on flood risk areas and information required within a flood risk assessment is available [here](#).

Sequential Test

When required:

Required for all development in flood zones 2 and 3 unless any of the following apply:

1. The development is classified as minor development for flood risk.
2. The development involves a change of use (unless the proposed development is a caravan, camping chalet, mobile home or park home site)
3. A sequential test has already been completed as part of the local authority's Strategic Flood Risk Assessment (SFRA), or Local Plan.

Information required:

The sequential test must demonstrate that there are no alternative sites for the development proposal in locations outside flood zones 2 and 3.

The area of search for assessing the availability of alternative sites would normally be the whole of the Cotswold District Council unless it can be demonstrated that there is a specific need in a specific area.

Further guidance is available in the [NPPG: Sequential Test Guidance](#)

Exception Test

When required:

- The exception test is required for a development that is:
- highly vulnerable in flood zone 2
- essential infrastructure in flood zone 3a or 3b
- more vulnerable development in flood zone 3a

Information required:

To pass the exception test it must be demonstrated that the development:

- provides wider sustainability benefits to the community that outweigh flood risk
- will be safe for its lifetime without increasing flood risk elsewhere and, where possible, reduce flood risk overall.



<p><u>Foul Sewerage Assessment</u></p> <p>When required:</p> <p>For any application proposing:</p> <ul style="list-style-type: none">• Over 200 residential units or 10,000 m2 of new floor space or;• Non-mains drainage <p>Information required:</p> <p>Foul Sewerage Assessment not normally required for householder applications, however drawings should indicate how surface and foul drainage will be dealt with.</p> <p>Where it is proposed to extend any property on a septic tank or cess pool, a report must be submitted with the application indicating the capacity of the tank and how additional flow from the proposal will be catered for.</p> <p>Drainage details that will achieve Building Regulations Approval will be required if connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway.</p> <p>Where non-mains drainage is proposed a foul drainage assessment form (FDAI) should be submitted with the planning application. A copy of this form can be found <u>here</u>.</p>	
<p><u>Land Contamination Assessment</u></p> <p>When required:</p> <ul style="list-style-type: none">• Known contaminated sites (which can include quarries, landfill, petrol station or some agricultural uses)• Sites previously used for industrial purposes• Major developments (10 or more residential units• 1,000 sq metres or more of non-residential floor space) <p>Information required:</p> <p>If there is a reason to believe contamination could be an issue, developers should provide sufficient risk assessment information to determine the existence or otherwise of contamination, its nature and extent, the risks it may pose and to whom/what (the 'receptors') so that these risks can be assessed and mitigated to ensure the site is suitable for its proposed end use. The risk assessment should be undertaken by competent persons experienced in undertaking Geo-environmental investigations and risk assessment in line with current guidance and best practice including Defra and Environment Agency CLR II Model procedures for the Management of Land Contamination and BSI 0175: Code of Practice for Investigation of Contaminated Land</p>	



<p>Where land contamination is suspected, a Phase I assessment should be provided that identifies and assesses the sources, pathways and receptors of ground pollution. If an unacceptable risk of contamination is identified further site investigations and appropriate reporting will be required.</p> <p>For further advice on what information is required please see here.</p>	
<p><u>Landscape and Visual Impact Assessment</u></p> <p>When required:</p> <ul style="list-style-type: none">• Development that may have a significant impact on the landscape of the area will require a landscape and visual impact assessment. This is of particular concern in areas of high landscape quality or with known landscape assets, including <u>conservation areas</u>, <u>historic parks and gardens</u>, the <u>Cotswold Water Park</u>, the <u>Cotswold's Area of Outstanding Natural Beauty (AONB)</u> and <u>Special Landscape Areas</u>. <p>Information required:</p> <ul style="list-style-type: none">• A landscape and visual impact assessment must be undertaken by an appropriately qualified person. It should provide sufficient information to demonstrate the impact the development will have on the surrounding landscape and from visual receptors such as public rights of way, public open spaces, dwellings, sensitive locations and other important landscape features/views. <p>Further advice on what information is required can be found here.</p>	
<p><u>Landscaping Scheme</u></p> <p>When required:</p> <ul style="list-style-type: none">• New commercial and residential development. <p>Information required:</p> <ul style="list-style-type: none">• Plan detailing trees/vegetation to be retained and removed.• Landscape design including soft and hard landscaping and planting.• Plant protection/support and schedule of maintenance (usually 5 years).• Further advice on what information is required can be found here.	
<p><u>Lighting Assessment</u></p> <p>When required:</p> <ul style="list-style-type: none">• Applications involving floodlights or larges amount of external lighting. <p>Information required:</p> <ul style="list-style-type: none">• Technical specification• Layout plan with beam orientation	



- A schedule of equipment
- Intended hours of illumination.
- Non-technical summary

Refer to Institution of Lighting Professionals guidance for the reduction of obtrusive light [here](#).

Noise Impact Assessment (impact of noise upon proposed development)

When required:

- Where the proposed development involves the installation of any plant or equipment or the carrying out of any operations, activity or use that may adversely affect adjoining or nearby noise sensitive properties.
- Proposed noise sensitive developments that adjoin or are likely to be affected by an existing source of noise e.g. residential development close to a commercial/industrial use or trunk road where the proposed residential development may be impacted upon by unacceptable levels of noise.

Information required:

- The noise impact assessment should be prepared by a suitably qualified acoustic consultant, and, where required, include a scheme of noise mitigation measures.
For further advice please see [here](#).

Open Space Assessment

When required:

- Required for applications which involve the loss or partial loss of existing open space as defined in Annex 2 of the National Planning Policy Framework.

Information required:

- The Assessment should quantify the amount, quality and type of open space that would be lost as a result of the proposal and assess the quantitative and qualitative impact on the overall supply in the local area. The assessment must provide evidence to demonstrate, including evidence of engagement with relevant local community groups and partner organisations, why the facility is no longer required and, as appropriate, how, when and where suitable local replacement facilities will be provided. For playing pitches, Sport England provide advice on the information required in [Annex B Sport England Playing Fields Policy and Guidance March 2018](#)

(*Open space is defined as open space of public value, including not just land, but



<p>also areas of water such as rivers, canals, lakes and reservoirs which offer important opportunities for sport and recreation and can also act as a visual amenity).</p>	
<p><u>Planning Obligations/Legal Agreement (SI06 or Unilateral Undertaking)</u></p> <p>When required:</p> <ul style="list-style-type: none">• Any proposal that requires the completion of a legal agreement or where one is being offered, including those where the Council has given written confirmation in pre-application discussions that an agreement will be required.• Variation of an existing legal agreement <p>Information required:</p> <p>Draft Head(s) of Terms agreement or Deed of Variation</p>	
<p><u>Site Waste Management Plan</u></p> <p>When required:</p> <ul style="list-style-type: none">• For 10+ dwellings or residential development on sites 0.5+ ha.• New employment premises of 300m² or more• New retail facilities 500m² or more. <p>Information required:</p> <ul style="list-style-type: none">• For further advice on what information is required please see <u>here</u>.	
<p><u>Statement of Community Involvement</u></p> <p>When required:</p> <ul style="list-style-type: none">• Major developments of 10 dwellings or more, including sheltered housing• Retail developments of 1,000 square metres or more• Waste Management facilities• and other developments of 1,000 square metres or more likely to generate significant public interest <p>Information required:</p> <ul style="list-style-type: none">• A statement showing pre-application consultation and that the views of the local community have been sought and taken into account.	



<p><u>Structural Survey</u></p> <p>When required:</p> <ul style="list-style-type: none">Proposals that involve the conversion of an existing building <p>Information required: A survey of the building, including detail of any works to be undertaken. Where works are required to the existing building this should be shown on a plan.</p>	
<p><u>Transport Assessment</u></p> <p>When required:</p> <ul style="list-style-type: none">Applications likely to have significant transport implications. <p>Information required:</p> <p>Smaller schemes: Simply outline the transport aspects of the application.</p> <p>Major proposals:</p> <ul style="list-style-type: none">Illustrate accessibility to the site by all transport.Show the likely modal split of journeys to and from the site.Detailed measures to improve access by sustainable methods.Include all existing/proposed movements to and from the site.Identify arrangements for manoeuvring, servicing and parking. <ul style="list-style-type: none">For further advice on what information is required please see here.	
<p><u>Travel Plan</u></p> <p>When required:</p> <ul style="list-style-type: none">Applications likely to have significant transport implications. <p>Information required:</p> <ul style="list-style-type: none">Outline the management of the transport implications of the development to minimise environmental, social and economic impacts.Strategy for plan implementation, marketing, identifying the travel plan coordinator, management arrangements, etc. <p>For further advice on what information is required please see here.</p>	
<p><u>Tree Survey/Arboricultural Impact assessment</u></p> <p>When required:</p> <ul style="list-style-type: none">Any proposal involving development (including hard surfacing, structures, site set up, utilities, excavations or changes in ground level) which could affect trees or hedges within or bounding a site.This applies to any tree or hedge with a stem diameter greater than 75mm	



when measured at 1.5m above ground level.

Information required:

- Where an application involves works or development that affect trees within a site, the species, position of trees and canopy spread should be accurately shown on a site plan.
- Shall be carried out in accordance with the guidance in *British Standard 5837 Trees in relation to design, demolition and construction – Recommendations*.
- Following the tree survey, and depending upon the size and scale of the proposals, an Arboricultural Impact Assessment maybe required and shall include a tree protection plan, plan indicating trees for retention and removal, an evaluation of impact of proposed tree losses, any specialist issues that may need to be addressed by an arboricultural method statement

Further guidance can be found [here](#).

Ventilation/Extraction Statement

When required:

- Applications for restaurants, takeaways, premises selling / serving hot food and for the erection of/or change of use to non-residential.

Information required:

- Details and position of ventilation and extraction equipment.
- Odour abatement techniques and acoustic noise characteristics.
- Once the noise is *rated* a mitigation design plan shall be provided to address the impact.

The applicant should take into account the guidance contained in **“Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust” (DEFRA 2011)** and submit a completed “risk assessment” based on this guidance. The applicant should also include details of the calculated noise outputs from the proposed extraction and odour control schemes and an assessment of the likelihood of adjacent residential properties being adversely impacted by noise. This assessment should be undertaken in accordance with BS4142:2014 Method for rating industrial and commercial sound).

Further advice can also be found:

- HVCA (Heating and Ventilation Control Association) ‘DW/172 For Kitchen Ventilation Systems Guidance’
- ‘Association of Noise Consultants’ www.association-of-noise-consultants.co.uk hold register of qualified (Institute of Acoustics) consultant engineers.
(ANC is the trade association for acoustic, noise and vibration consultancy practices in UK)



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.