

Quick Check Tool

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This document is an easy quick reference guide to find documents required for all types of application.



Document Required – Discuss specific requirement criteria at pre application stage



Not Required for Validation - Discuss if helpful to include upfront at pre application stage.



May be required subject to proposal design - Discuss requirement at pre application stage

# SUMMARY OF REQUIREMENTS

	Householder Planning application	Listed Building Consent	Full or Outline planning application for Minor - residential	Full or Outline planning application for Minor commercial and non-residential	Full or Outline planning application for Major - residential	Full or Outline planning application for Major commercial and non-residential	Reserve matters Application	Change of Use	Tree Works or Hedgerow application removal	Removal or variation of planning Condition	Certificate of Lawfulness existing Use or Development	Certificate of Lawfulness proposed or Development	Advertisement Consent	Planning Enquiry Major and Minor	Planning Enquiry Householder and all other	Prior Approval
Application Forms, Ownership certificate, Fees; OS Copyright	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Name, contact details, fee	Name, contact details, fee	✓ Or written description of the proposal
Location Plan (existing)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Block/Site Plan (existing site)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	?	?	✓
Elevation Drawings (existing and proposed)	✓	✓	✓	✓	✓	✓	✓ If relevant to REM	✗	✗	✓	✓ If relevant proposal	✓ If relevant proposal	✓	?	?	✓ Desirable
Floor Plans (existing and proposed)	✓	✓	✓	✓	✓	✓	✓ If relevant to REM	✓	✗	✓	✓ If relevant proposal	✓ If relevant proposal	✗	?	?	✓
Section Plans/Levels (existing and Proposed)	?	?	✓ Desirable	✓ Desirable	✓ Desirable	✓ Desirable	?	✗	✗	?	✗	?	✗	?	✗	✗
CIL Additional Information Form	✓ if over 100m2 GIA	✗	✓	✗ Unless new retail or hotel	✓	✗ Unless new retail or hotel	✗	✓ If new residential, retail or hotel	✗	✓ If new residential, retail or hotel	✗	✓ For new residential or extensions	✗	✗	✗	✓

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Noise/Vibration Assessment	✗	✗	✓ Where sensitive noise receptor or generator	✓ Where sensitive noise receptor or generator	✓ Where sensitive noise receptor or generator	✓ Where sensitive noise receptor or generator	?	✓ Where sensitive noise receptor or generator	✗	✓ Where sensitive noise receptor or generator	✗	✗	✗	?	✗	✓ Where sensitive noise receptor or generator
Agricultural Appraisal	✗	✗	?	✗	?	✗	✗	?	✗	?	✗	✗	✗	?	✗	✗
Transport Assessment / Statement	✗ Unless parking or access affected	✗	✓ Where relevant classified road or transport impacts	✓ Where relevant classified road or transport impacts	✓	✓	?	✓ Where transport impacts	✗	✓ Where relevant classified road or transport impacts	✗	✗	✗	?	?	✓ For changes of use
Land and Visual Impact Assessment	✗	✗	✓ Where sensitive landscape impact	✓ Where sensitive landscape impact	✓	✓	?	✗	✗	?	✗	✗	✗	?	?	✗
Landscape Plan / Strategy	✗	✗	?	?	?	?	?	?	✗	?	✗	✗	✗	?	?	✗
Affordable Housing Statement	✗	✗	✗	✗	✓	✗	✓ Update if for residential	✓ If for residential	✗	✓ Update if for residential	✗	✗	✗	?	✗	✗
Local Employment Skills plan	✗	✗	✗	✗	✓	✓	✗	✓ If Major	✗	✓ If Major	✗	✗	✗	?	✗	✗

	Householder Planning application	Listed Building Consent	Full or Outline planning application for Minor - residential	Full or Outline planning application for Minor commercial and non -residential	Full or Outline planning application for Major - residential	Full or Outline planning application for Major commercial and non -residential	Reserve matters Application	Change of Use	Tree Works or Hedgerow application removal	Removal or variation of planning Condition	Certificate of Lawfulness existing Use or Development	Certificate of Lawfulness proposed or Development	Advertisement Consent	Planning Enquiry Major and Minor	Planning Enquiry Householder and all other	Prior Approval
Design and Access Statement	✗	✓	✗	✗	✓	✓	?	?	✗	✗	✗	✗	✗	✗	✗	✗
Tree Survey / Report	✓ Where trees affected	✗	✓ Where trees affected	✓ Where trees affected	✓ Where trees affected	✓ Where trees affected	?	?	✓	✓ Where trees affected	✗	✗	✗	?	?	✗
Flood Risk Assessment	✓ If in relevant flood zone	✗	✓ If in relevant flood zone	✓ If in relevant flood zone	✓ If in relevant flood zone	✓ If in relevant flood zone	?	✓ If in relevant flood zone	✗	?	✗	✗	✗	?	?	✗
Ecology Report	✓ Subject to checklist	✗	✓ Subject to checklist	✓ Subject to checklist	✓ Subject to checklist	✓ Subject to checklist	?	✓ Subject to checklist	✗	✓ Subject to checklist	✗	✗	✗	?	?	✗ <small>Subject to regulations 75 to 76 of the Habitats Regulations 2017</small>
Archaeological Assessment	✓ Where in area of recognised archaeology	✗	✓ Where in area of recognised archaeology	✓ Where in area of recognised archaeology	✓ Where in area of recognised archaeology	✓ Where in area of recognised archaeology	?	✗	✓ Where hedgerow is important for historic reasons	?	✗	✗	✗	?	?	✗
Heritage Statement	✗	✓ Where Heritage Asset affected	✓ Where Heritage Asset affected	✓ Where Heritage Asset affected	✓ Where Heritage Asset affected	✓ Where Heritage Asset affected	?	✓ Where Heritage Asset affected	✗	?	✗	✗	✗	?	?	✗
Structural Survey and Conversion Method Statement	✗	?	?	?	?	?	?	?	✗	?	✗	✗	✗	?	✗	✓ For residential conversions
Land Contamination Report	✗ Unless known contamination	✗	✓ Where known contamination	✓ Where known contamination	✓ Where known contamination	✓ Where known contamination	?	✓ Where known contamination	✗	✓ Where known contamination	✗	✗	✗	?	✗	✓ Where known contamination

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Planning Statement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Retail Impact Assessment	✗	✗	✗	✓ For retail where >500m outside Winch	✗	✓ For retail	✓ Update for retail	✓ For retail	✗	✓ Update for retail	✗	✗	✗	?	✗	✓ For retail COU
Waste Management Strategy	✗	✗	✓	✓	✓	✓	?	✓	✗	?	✗	✗	✗	?	✗	?
Biodiversity Checklist	✓	✗	✓	✓	✓	✓	?	✓	✗	✓ Update	✗	✗	✗	✗	✗	✗ Subject to F5 and F6 of L16/16/17 Regs 2017
Contextual analysis	✓ Desirable	✗	✓	✓	✓	✓	✓	✓	✗	✓	✗	✗	✓ Desirable	✓	✓ Desirable	✗
Viability	✗	✗	✗	✗	✓	✗	✗	✓ Where Major res	✗	✓ Where Major res	✗	✗	✗	?	✗	✗
Statement of Community Involvement	✓ Desirable	✓ Desirable	✓ Desirable	✓ Desirable	✓	✓	✓ Desirable	✓ Desirable	✓ Desirable	✓ Desirable	✗	✗	✓	✓	✓	✗

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Masterplan	✗	✗	✓ If part of a large site	✓ If part of a large site	✓	✓ If part of a large site	✗	✓ If part of a large site	✗	✓ If part of a large site	✗	✗	✗	?	?	✗
Planning Obligation HOTS	✗	✗	?	?	✓	✓	✗	?	✗	?	✗	✗	✗	?	✗	✗
Air Quality Assessment	✓ Within 1km of Winch	✗	✓ Within 1km of Winch	✓ Within 1km of Winch	✓ Within 1km of Winch	✓ Within 1km of Winch	✓ Within 1km of Winch	✓ Within 1km of Winch	✗	✓ Within 1km of Winch	✗	✗	✗	?	?	✗
Sustainability Assessment	✓ Desirable	✗	✓	✓	✓	✓	✓ Update	✓	✗	✓	✗	✗	✗	✓	✓	✗
Nutrient Neutrality calculations	✗	✗	✓	✗	✓	✗	✓ Where overnight accommodation	✓ Where overnight accommodation	✗	✓ Where overnight accommodation	✗	✗	✗	?	✗	✗ Subject to 75 and 76 of Habitats Reg 2017
Bio diversity net gain	✗	✗	✓ From Nov 2023	✓ From Nov 2023	✓ From Nov 2023	✓ From Nov 2023	✓ From Nov 2023	✓ From Nov 2023	✗	✓ From Nov 2023	✗	✗	✗	?	?	✓
Climate Change Statement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✓	✓	✓	✓

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Foul Drainage Form for non mains drainage	✓	✗	✓	✓	✓	✓	?	✓	✗	✓	✗	✗	✗	✗	✗	✗
Drainage Strategies	?	✗	✓	✓	✓	✓	✓ update	✓	✗	✓	✗	✗	✗	?	?	✗
Marketing Strategy	✗	✗	✓ Where loss of employment or service	✓ Where loss of employment or service	✓ Where loss of employment or service	✓ Where loss of employment or service	✗	✓ Where loss of employment or service	✗	✓ Where loss of employment or service	✗	✗	✗	?	?	✗
Solent Disturbance Recreation partnership	✗	✗	✓	✗	✓	✗	✗	✓ For new residential	✗	✓ For new residential	✗	✗	✗	✗	✗	✗