

Oxford City Council

**Lists of National and Local Planning  
Application Requirements**

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**Lists of additional useful information  
necessary for assessment of  
planning application proposals**

This document contains the National and Local lists of Planning Application Requirements necessary to validate a planning application. The requirements have been listed by application type.

It also lists additional useful information that may be necessary in the assessment of application proposals.

Information regarding the National Requirements has been taken from the DCLG publication 'The Validation of Planning Applications – Guidance for local planning authorities'. This publication is available in full on the DCLG website via the following link

<http://www.communities.gov.uk/documents/planningandbuilding/doc/30>

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# **1- HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING**

## **National List of requirements necessary for validation**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required<sup>i</sup>
- The appropriate fee

In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

### **'Local List' of requirements necessary for validation**

- Biodiversity – appropriate Survey(s) and Report, where there is a potential for impacts to protected or priority habitats and/or species, being affected directly and /or indirectly.
- Daylight/sunlight assessment, applying the relevant test/s set out in appendix 6 of the Oxford Local Plan (OLP), including the identification of all affected windows, if any, in neighbouring properties.
- Flood risk assessment (FRA) for householder applications within Environment Agency Flood Zones 2 and 3
- Land contamination assessment, where contamination is known or suspected
- Parking provision both for cars and bicycles
- Tree survey/Arboricultural implications, where the proposals affect existing trees

### **'List of additional useful information' that may be included and required in the assessment of application proposals**

- Archaeological appraisal for development that involves significant below-ground impact within and outside the City Centre Area of Archaeological Interest
- Foul sewage and utilities assessment
- Photographs/photomontages
- Planning statement, to include setting out the way the proposal deals with energy efficiency issues, as well as any design/access issues, where a formal design and access statement is not required and the proposal still gives rise to design issues
- Site Waste Management Plan (including relevant refuse disposal and recycling details)

## **2 - HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING AND CONSERVATION AREA CONSENT FOR DEMOLITION IN A CONSERVATION AREA**

### **National List of requirements necessary for validation**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue. (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 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 List' of requirements necessary for validation**

- Biodiversity – appropriate Survey(s) and Report, where there is a potential for impacts to protected or priority habitats and/or species, being affected directly and /or indirectly.
- Daylight/sunlight assessment, applying the relevant test/s set out in appendix 6 of the Oxford Local Plan (OLP), including the identification of all affected windows, if any, in neighbouring properties.
- Flood risk assessment (FRA) for householder applications within Environment Agency Flood Zones 2 and 3
- Heritage Statement, where there are archaeological, historical, conservation area, listed building, Scheduled Ancient Monuments, and/or other heritage asset issues, to include Archaeological appraisal for development that involves significant below-ground impact within the City Centre Area of Archaeological Interest
- Land contamination assessment, where contamination is known or suspected
- Parking provision both for cars and bicycles
- Structural Survey if relevant and appropriate
- Tree survey/Arboricultural implications, where the proposals affect existing trees

### **'List of additional useful information' that may be included and required in the assessment of application proposals**

- Archaeological appraisal for development that involves significant below-ground impact outside the City Centre Area of Archaeological Interest
- Foul sewage and utilities assessment
- Landscaping details
- Photographs/photomontages
- Planning statement, to include setting out the way the proposal deals with energy efficiency issues, as well as any design/access issues, where a formal design and access statement is not required and the proposal still gives rise to design issues
- Site Waste Management Plan (including relevant refuse disposal and recycling details)

### **3 - HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING AND LISTED BUILDING CONSENT**

#### **National List of requirements necessary for validation**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue. (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 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 List' of requirements necessary for validation**

- Biodiversity – appropriate Survey(s) and Report, where there is a potential for impacts to protected or priority habitats and/or species, being affected directly and /or indirectly.
- Daylight/sunlight assessment, applying the relevant test/s set out in appendix 6 of the Oxford Local Plan (OLP), including the identification of all affected windows, if any, in neighbouring properties.
- Flood risk assessment (FRA) for householder applications within Environment Agency Flood Zones 2 and 3
- Heritage Statement, where there are archaeological, historical, conservation area, listed building, Scheduled Ancient Monuments, and/or other heritage asset issues, to include archaeological appraisal for development that involves significant below-ground impact within the City Centre Area of Archaeological Interest
- Land contamination assessment, where contamination is known or suspected
- Parking provision both for cars and bicycles
- Structural Survey if relevant and appropriate
- Tree survey/Arboricultural implications, where the proposals affect existing trees

### **'List of additional useful information' that may be required in the assessment of application proposals**

- Archaeological appraisal for development that involves significant below-ground impact outside the City Centre Area of Archaeological Interest
- Foul sewage and utilities assessment
- Landscaping details
- Photographs/photomontages
- Planning statement, to include setting out the way the proposal deals with energy efficiency issues, as well as any design/assess issues, where a formal design and access statement is not required and the proposal still gives rise to design issues
- Site Waste Management Plan (including relevant refuse disposal and recycling details)

## **4 - APPLICATION FOR PLANNING PERMISSION**

### **National List of requirements necessary for validation**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

## **'Local List' of requirements necessary for validation**

- Affordable housing statement, where affordable housing is an issue, in accordance with the relevant policies of the Oxford Local Plan and the provisions of the Supplementary Planning Document (SPD) on Affordable Housing
- Air quality statement, where the scale of a major development would have a material effect on traffic loads or whether the application site is within a designated Air Quality Management Area and the proposed accommodation is for a high risk user group, e.g. a school or elderly persons accommodation
- Biodiversity (appropriate) Survey(s) and Report, where there is potential for impacts to protected or priority habitats and/or species, being directly and/or indirectly affected.
- Daylight/sunlight assessment, applying the relevant test/s set out in appendix 6 of the Oxford Local Plan (OLP), including the identification of all affected windows, if any, in neighbouring properties.
- Economic statement for large commercial / mixed use developments
- Environmental Statement, where required by the Town and Country Planning (Environmental Impact Assessment) Regulations (1999)
- Evidence of need to accompany proposals for town centre type uses in edge of centre or out of centre locations, including a sequential test assessment in accordance with provisions in Planning Policy Statement 6.
- Flood risk assessment (FRA), for development on sites of 1ha or greater in Flood Zone 1 or for all proposals within Flood Zones 2 and 3
- Foul Sewage and Utilities Assessment
- Heritage Statement, where there are archaeological, historical, conservation area, listed building, Scheduled Ancient Monuments, and/or other heritage asset issues, to include archaeological evaluation for development that involves significant below-ground impact within the City Centre Area of Archaeological Interest
- Land contamination assessment, where contamination is known or suspected
- Landscaping details
- Lighting assessment, for applications that include external lighting proposals

- Noise impact assessment for developments that raise issues of disturbance or are noise sensitive in what are considered to be noise sensitive areas (PPG24)
- Open space assessment for developments within existing open spaces
- Parking Provision, both for cars and cycles
- Photographs / photomontages, if the development affects established view cones, involves the demolition of an existing building, or affects a conservation area, a listed building or other heritage asset
- Planning obligations / full details of draft Head(s) of Terms if required by any national or regional guidance, or any Local Development Framework documents, including the Oxford Local Plan, the Core Strategy, the West End Area Action Plan and Supplementary Planning Documents
- Planning statement for major developments
- Site waste management plan (including relevant refuse disposal and recycling details)
- Statement of Community Involvement (SOCi) for major proposals
- Structural Survey, where it is necessary due to substantial demolition or effects of trees
- Telecommunications development – supplementary information to include a Health and Radiation Impact Analysis (HRIA), ICNIRP certification, technical justification, alternative sites information, visual impact assessment for telecoms applications, consultation statement and photographs / photomontages
- Transport assessment as per the requirements of Appendix 1 of the Oxford Local Plan
- Travel plan as per the requirements of Appendix 2 of the Oxford Local Plan
- Tree survey/Arboricultural implications, where tree issues arise
- Ventilation/extraction statement for Class A3, A4, A5 uses and other uses akin to above, as well as for major retail, business, industrial or leisure uses where substantial ventilation is proposed

**'List of additional useful information' that may be required in the assessment of application proposals**

- Archaeological evaluation for development that involves significant below-ground impact outside the City Centre Area of Archaeological Interest
- Crime reduction statement for all new-build developments involving 6 or more residential units, 1,000sq.m. of non-residential floorspace or proposals for nightclubs or ATMs
- Natural Resource Impact Analysis, for 10 or more dwellings or 2000m<sup>2</sup> or more of floorspace, otherwise an energy efficiency statement for all schemes below the NRA threshold as per policy CP15 of the Oxford Local Plan
- Elevational drawings showing clearly and accurately the relationship of the proposed development and buildings to the existing neighbouring buildings and spaces (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- In relation to 'major' and 'minor' application proposals where submission is by way of hard copies, applicants are requested that all details accompanying the planning application should also be submitted by way of at least one electronic format e.g. on a CD-ROM or DVD.

## **5 - APPLICATION FOR OUTLINE PLANNING PERMISSION WITH SOME MATTERS RESERVED**

### **National List of requirements necessary for validation**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue. (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

## **'Local List' of requirements necessary for validation**

- Affordable housing statement, where affordable housing is an issue, in accordance with the relevant policies of the Oxford Local Plan and the provisions of the Supplementary Planning Document (SPD) on Affordable Housing
- Air quality statement, where the scale of a major development would have a material effect on traffic loads or whether the application site is within a designated Air Quality Management Area and the proposed accommodation is for a high risk user group, e.g. a school or elderly persons accommodation
- Biodiversity (appropriate) Survey(s) and Report, where there is potential for impacts to protected or priority habitats and/or species, being directly and/or indirectly affected.
- Daylight/sunlight assessment, applying the relevant test/s set out in appendix 6 of the Oxford Local Plan (OLP), including the identification of all affected windows, if any, in neighbouring properties.
- Economic statement for large commercial / mixed use developments
- Environmental Statement, where required by the Town and Country Planning (Environmental Impact Assessment) Regulations (1999)
- Evidence of need to accompany proposals for town centre type uses in edge of centre or out of centre locations, including a sequential test assessment in accordance with provisions in Planning Policy Statement 6.
- Flood risk assessment (FRA), for development on sites of 1ha or greater in Flood Zone 1 or for all proposals within Flood Zones 2 and 3
- Foul Sewage and Utilities Assessment
- Heritage Statement, where there are archaeological, historical, conservation area, listed building, Scheduled Ancient Monuments, and/or other heritage asset issues, to include archaeological evaluation for development that involves significant below-ground impact within the City Centre Area of Archaeological Interest
- Land contamination assessment, where contamination is known or suspected
- Landscaping details
- Lighting assessment, for applications that include external lighting proposals

- Noise impact assessment for developments that raise issues of disturbance or are noise sensitive in what are considered to be noise sensitive areas (PPG24)
- Open space assessment for developments within existing open spaces
- Parking Provision, both for cars and cycles
- Photographs / photomontages, if the development affects established view cones, involves the demolition of an existing building, or affects a conservation area, a listed building or other heritage asset
- Planning obligations / full details of draft Head(s) of Terms if required by any national or regional guidance, or any Local Development Framework documents, including the Oxford Local Plan, the Core Strategy, the West End Area Action Plan and Supplementary Planning Documents
- Planning statement for major developments
- Site waste management plan (including relevant refuse disposal and recycling details)
- Statement of Community Involvement (SOCi) for major proposals
- Structural Survey, where it is necessary due to substantial demolition or effects of trees
- Telecommunications development – supplementary information to include a Health and Radiation Impact Analysis (HRIA), ICNIRP certification, technical justification, alternative sites information, visual impact assessment for telecoms applications, consultation statement and photographs / photomontages
- Transport assessment as per the requirements of Appendix 1 of the Oxford Local Plan
- Travel plan as per the requirements of Appendix 2 of the Oxford Local Plan
- Tree survey/Arboricultural implications, where tree issues arise
- Ventilation/extraction statement for Class A3, A4, A5 uses and other uses akin to above, as well as for major retail, business, industrial or leisure uses where substantial ventilation is proposed

**'List of additional useful information' that may be required in the assessment of application proposals**

- Archaeological evaluation for development that involves significant below-ground impact outside the City Centre Area of Archaeological Interest
- Crime reduction statement for all new-build developments involving 6 or more residential units, 1,000sq.m. of non-residential floorspace or proposals for nightclubs or ATMs
- Natural Resource Impact Analysis, for 10 or more dwellings or 2000m<sup>2</sup> or more of floorspace, otherwise an energy efficiency statement for all schemes below the NRA threshold as per policy CP15 of the Oxford Local Plan
- Parameters' plan for outline proposals
- In relation to 'major' and 'minor' application proposals where submission is by way of hard copies, applicants are requested that all details accompanying the planning application should also be submitted by way of at least one electronic format e.g. on a CD-ROM or DVD.

## **6 - APPLICATION FOR OUTLINE PLANNING PERMISSION WITH ALL MATTERS RESERVED**

### **National List of requirements necessary for validation**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue. (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
  - Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
  - Design and Access Statement, if required
  - The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

## **'Local List' of requirements necessary for validation**

- Affordable housing statement, where affordable housing is an issue, in accordance with the relevant policies of the Oxford Local Plan and the provisions of the Supplementary Planning Document (SPD) on Affordable Housing
- Air quality statement, where the scale of a major development would have a material effect on traffic loads or whether the application site is within a designated Air Quality Management Area and the proposed accommodation is for a high risk user group, e.g. a school or elderly persons accommodation
- Biodiversity (appropriate) Survey(s) and Report, where there is potential for impacts to protected or priority habitats and/or species, being directly and/or indirectly affected.
- Daylight/sunlight assessment, applying the relevant test/s set out in appendix 6 of the Oxford Local Plan (OLP), including the identification of all affected windows, if any, in neighbouring properties.
- Economic statement for large commercial / mixed use developments
- Environmental Statement, where required by the Town and Country Planning (Environmental Impact Assessment) Regulations (1999)
- Evidence of need to accompany proposals for town centre type uses in edge of centre or out of centre locations, including a sequential test assessment in accordance with provisions in Planning Policy Statement 6.
- Flood risk assessment (FRA), for development on sites of 1ha or greater in Flood Zone 1 or for all proposals within Flood Zones 2 and 3
- Foul Sewage and Utilities Assessment
- Heritage Statement, where there are archaeological, historical, conservation area, listed building, Scheduled Ancient Monuments, and/or other heritage asset issues, to include archaeological evaluation for development that involves significant below-ground impact within the City Centre Area of Archaeological Interest
- Land contamination assessment, where contamination is known or suspected
- Landscaping details
- Lighting assessment, for applications that include external lighting proposals

- Noise impact assessment for developments that raise issues of disturbance or are noise sensitive in what are considered to be noise sensitive areas (PPG24)
- Open space assessment for developments within existing open spaces
- Parking Provision, both for cars and cycles
- Photographs / photomontages, if the development affects established view cones, involves the demolition of an existing building, or affects a conservation area, a listed building or other heritage asset
- Planning obligations / full details of draft Head(s) of Terms if required by any national or regional guidance, or any Local Development Framework documents, including the Oxford Local Plan, the Core Strategy, the West End Area Action Plan and Supplementary Planning Documents
- Planning statement for major developments
- Site waste management plan (including relevant refuse disposal and recycling details)
- Statement of Community Involvement (SOCl) for major proposals
- Structural Survey, where it is necessary due to substantial demolition or effects of trees
- Telecommunications development – supplementary information to include a Health and Radiation Impact Analysis (HRIA), ICNIRP certification, technical justification, alternative sites information, visual impact assessment for telecoms applications, consultation statement and photographs / photomontages
- Transport assessment as per the requirements of Appendix 1 of the Oxford Local Plan
- Travel plan as per the requirements of Appendix 2 of the Oxford Local Plan
- Tree survey/Arboricultural implications, where tree issues arise
- Ventilation/extraction statement for Class A3, A4, A5 uses and other uses akin to above, as well as for major retail, business, industrial or leisure uses where substantial ventilation is proposed

**'List of additional useful information' that may be required in the assessment of application proposals**

- Archaeological evaluation for development that involves significant below-ground impact outside the City Centre Area of Archaeological Interest
- Crime reduction statement for all new-build developments involving 6 or more residential units, 1,000sq.m. of non-residential floorspace or proposals for nightclubs or ATMs
- Natural Resource Impact Analysis, for 10 or more dwellings or 2000m<sup>2</sup> or more of floorspace, otherwise an energy efficiency statement for all schemes below the NRA threshold as per policy CP15 of the Oxford Local Plan
- Parameters' plan for outline proposals
- In relation to 'major' and 'minor' application proposals where submission is by way of hard copies, applicants are requested that all details accompanying the planning application should also be submitted by way of at least one electronic format e.g. on a CD-ROM or DVD.

## **7 - APPLICATION FOR PLANNING PERMISSION AND CONSERVATION AREA CONSENT FOR DEMOLITION**

### **National List of requirements necessary for validation**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue. (3 copies to be supplied unless the application is submitted electronically)
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  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 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 List' of requirements necessary for validation**

- Affordable housing statement, where affordable housing is an issue, in accordance with the relevant policies of the Oxford Local Plan and the provisions of the Supplementary Planning Document (SPD) on Affordable Housing
- Air quality statement, where the scale of a major development would have a material effect on traffic loads or whether the application site is within a designated Air Quality Management Area and the proposed accommodation is for a high risk user group, e.g. a school or elderly persons accommodation
- Biodiversity (appropriate) Survey(s) and Report, where there is potential for impacts to protected or priority habitats and/or species, being directly and/or indirectly affected.
- Daylight/sunlight assessment, applying the relevant test/s set out in appendix 6 of the Oxford Local Plan (OLP), including the identification of all affected windows, if any, in neighbouring properties.
- Economic statement for large commercial / mixed use developments
- Environmental Statement, where required by the Town and Country Planning (Environmental Impact Assessment) Regulations (1999)
- Evidence of need to accompany proposals for town centre type uses in edge of centre or out of centre locations, including a sequential test assessment in accordance with provisions in Planning Policy Statement 6.
- Flood risk assessment (FRA), for development on sites of 1ha or greater in Flood Zone 1 or for all proposals within Flood Zones 2 and 3
- Foul Sewage and Utilities Assessment
- Heritage Statement, where there are archaeological, historical, conservation area, listed building, Scheduled Ancient Monuments, and/or other heritage asset issues, to include archaeological evaluation for development that involves significant below-ground impact within the City Centre Area of Archaeological Interest
- Land contamination assessment, where contamination is known or suspected
- Landscaping details
- Lighting assessment, for applications that include external lighting proposals

- Noise impact assessment for developments that raise issues of disturbance or are noise sensitive in what are considered to be noise sensitive areas (PPG24)
- Open space assessment for developments within existing open spaces
- Parking Provision, both for cars and cycles
- Photographs / photomontages, if the development affects established view cones, involves the demolition of an existing building, or affects a conservation area, a listed building or other heritage asset
- Planning obligations / full details of draft Head(s) of Terms if required by any national or regional guidance, or any Local Development Framework documents, including the Oxford Local Plan, the Core Strategy, the West End Area Action Plan and Supplementary Planning Documents
- Planning statement for major developments
- Site waste management plan (including relevant refuse disposal and recycling details)
- Statement of Community Involvement (SOCl) for major proposals
- Structural Survey, where it is necessary due to substantial demolition or effects of trees
- Telecommunications development – supplementary information to include a Health and Radiation Impact Analysis (HRIA), ICNIRP certification, technical justification, alternative sites information, visual impact assessment for telecoms applications, consultation statement and photographs / photomontages
- Transport assessment as per the requirements of Appendix 1 of the Oxford Local Plan
- Travel plan as per the requirements of Appendix 2 of the Oxford Local Plan
- Tree survey/Arboricultural implications, where tree issues arise
- Ventilation/extraction statement for Class A3, A4, A5 uses and other uses akin to above, as well as for major retail, business, industrial or leisure uses where substantial ventilation is proposed

**'List of additional useful information' that may be required in the assessment of application proposals**

- Archaeological evaluation for development that involves significant below-ground impact outside the City Centre Area of Archaeological Interest
- Crime reduction statement for all new-build developments involving 6 or more residential units, 1,000sq.m. of non-residential floorspace or proposals for nightclubs or ATMs
- Natural Resource Impact Analysis, for 10 or more dwellings or 2000m<sup>2</sup> or more of floorspace, otherwise an energy efficiency statement for all schemes below the NRA threshold as per policy CP15 of the Oxford Local Plan
- In relation to 'major' and 'minor' application proposals where submission is by way of hard copies, applicants are requested that all details accompanying the planning application should also be submitted by way of at least one electronic format e.g. on a CD-ROM or DVD.

## **8 - APPLICATION FOR PLANNING PERMISSION AND LISTED BUILDING CONSENT**

### **National List of requirements necessary for validation**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue. (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 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 List' of requirements necessary for validation**

- Affordable housing statement, where affordable housing is an issue, in accordance with the relevant policies of the Oxford Local Plan and the provisions of the Supplementary Planning Document (SPD) on Affordable Housing
- Air quality statement, where the scale of a major development would have a material effect on traffic loads or whether the application site is within a designated Air Quality Management Area and the proposed accommodation is for a high risk user group, e.g. a school or elderly persons accommodation
- Biodiversity (appropriate) Survey(s) and Report, where there is potential for impacts to protected or priority habitats and/or species, being directly and/or indirectly affected.
- Daylight/sunlight assessment, applying the relevant test/s set out in appendix 6 of the Oxford Local Plan (OLP), including the identification of all affected windows, if any, in neighbouring properties.
- Economic statement for large commercial / mixed use developments
- Environmental Statement, where required by the Town and Country Planning (Environmental Impact Assessment) Regulations (1999)
- Evidence of need to accompany proposals for town centre type uses in edge of centre or out of centre locations, including a sequential test assessment in accordance with provisions in Planning Policy Statement 6.
- Flood risk assessment (FRA), for development on sites of 1ha or greater in Flood Zone 1 or for all proposals within Flood Zones 2 and 3
- Foul Sewage and Utilities Assessment
- Heritage Statement, where there are archaeological, historical, conservation area, listed building, Scheduled Ancient Monuments, and/or other heritage asset issues, to include archaeological evaluation for development that involves significant below-ground impact within the City Centre Area of Archaeological Interest
- Land contamination assessment, where contamination is known or suspected
- Landscaping details
- Lighting assessment, for applications that include external lighting proposals

- Noise impact assessment for developments that raise issues of disturbance or are noise sensitive in what are considered to be noise sensitive areas (PPG24)
- Open space assessment for developments within existing open spaces
- Parking Provision, both for cars and cycles
- Photographs / photomontages, if the development affects established view cones, involves the demolition of an existing building, or affects a conservation area, a listed building or other heritage asset
- Planning obligations / full details of draft Head(s) of Terms if required by any national or regional guidance, or any Local Development Framework documents, including the Oxford Local Plan, the Core Strategy, the West End Area Action Plan and Supplementary Planning Documents
- Planning statement for major developments
- Site waste management plan (including relevant refuse disposal and recycling details)
- Statement of Community Involvement (SOCi) for major proposals
- Structural Survey, where it is necessary due to substantial demolition or effects of trees
- Telecommunications development – supplementary information to include a Health and Radiation Impact Analysis (HRIA), ICNIRP certification, technical justification, alternative sites information, visual impact assessment for telecoms applications, consultation statement and photographs / photomontages
- Transport assessment as per the requirements of Appendix 1 of the Oxford Local Plan
- Travel plan as per the requirements of Appendix 2 of the Oxford Local Plan
- Tree survey/Arboricultural implications, where tree issues arise
- Ventilation/extraction statement for Class A3, A4, A5 uses and other uses akin to above, as well as for major retail, business, industrial or leisure uses where substantial ventilation is proposed

**'List of additional useful information' that may be required in the assessment of application proposals**

- Archaeological evaluation for development that involves significant below-ground impact outside the City Centre Area of Archaeological Interest
- Crime reduction statement for all new-build developments involving 6 or more residential units, 1,000sq.m. of non-residential floorspace or proposals for nightclubs or ATMs
- Natural Resource Impact Analysis, for 10 or more dwellings or 2000m<sup>2</sup> or more of floorspace, otherwise an energy efficiency statement for all schemes below the NRA threshold as per policy CP15 of the Oxford Local Plan
- In relation to 'major' and 'minor' application proposals where submission is by way of hard copies, applicants are requested that all details accompanying the planning application should also be submitted by way of at least one electronic format e.g. on a CD-ROM or DVD.

## **9 - APPLICATION FOR PLANNING PERMISSION AND ADVERTISEMENT CONSENT**

### **National List of requirements necessary for validation**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the proposed position of the advertisement and shows the direction of North. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue. (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

## **'Local List' of requirements necessary for validation**

- Affordable housing statement, where affordable housing is an issue, in accordance with the relevant policies of the Oxford Local Plan and the provisions of the Supplementary Planning Document (SPD) on Affordable Housing
- Air quality statement, where the scale of a major development would have a material effect on traffic loads or whether the application site is within a designated Air Quality Management Area and the proposed accommodation is for a high risk user group, e.g. a school or elderly persons accommodation
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- Daylight/sunlight assessment, applying the relevant test/s set out in appendix 6 of the Oxford Local Plan (OLP), including the identification of all affected windows, if any, in neighbouring properties.
- Economic statement for large commercial / mixed use developments
- Environmental Statement, where required by the Town and Country Planning (Environmental Impact Assessment) Regulations (1999)
- Evidence of need to accompany proposals for town centre type uses in edge of centre or out of centre locations, including a sequential test assessment in accordance with provisions in Planning Policy Statement 6.
- Flood risk assessment (FRA), for development on sites of 1ha or greater in Flood Zone 1 or for all proposals within Flood Zones 2 and 3
- Foul Sewage and Utilities Assessment
- Heritage Statement, where there are archaeological, historical, conservation area, listed building, Scheduled Ancient Monuments, and/or other heritage asset issues, to include archaeological evaluation for development that involves significant below-ground impact within the City Centre Area of Archaeological Interest
- Land contamination assessment, where contamination is known or suspected
- Landscaping details
- Lighting assessment, for applications that include external lighting proposals

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- Open space assessment for developments within existing open spaces
- Parking Provision, both for cars and cycles
- Photographs / photomontages, if the development affects established view cones, involves the demolition of an existing building, or affects a conservation area, a listed building or other heritage asset
- Planning obligations / full details of draft Head(s) of Terms if required by any national or regional guidance, or any Local Development Framework documents, including the Oxford Local Plan, the Core Strategy, the West End Area Action Plan and Supplementary Planning Documents
- Planning statement for major developments
- Site waste management plan (including relevant refuse disposal and recycling details)
- Statement of Community Involvement (SOCi) for major proposals
- Structural Survey, where it is necessary due to substantial demolition or effects of trees
- Telecommunications development – supplementary information to include a Health and Radiation Impact Analysis (HRIA), ICNIRP certification, technical justification, alternative sites information, visual impact assessment for telecoms applications, consultation statement and photographs / photomontages
- Transport assessment as per the requirements of Appendix 1 of the Oxford Local Plan
- Travel plan as per the requirements of Appendix 2 of the Oxford Local Plan
- Tree survey/Arboricultural implications, where tree issues arise
- Ventilation/extraction statement for Class A3, A4, A5 uses and other uses akin to above, as well as for major retail, business, industrial or leisure uses where substantial ventilation is proposed

**'List of additional useful information' that may be required in the assessment of application proposals**

- Archaeological evaluation for development that involves significant below-ground impact outside the City Centre Area of Archaeological Interest
- Crime reduction statement for all new-build developments involving 6 or more residential units, 1,000sq.m. of non-residential floorspace or proposals for nightclubs or ATMs
- Natural Resource Impact Analysis, for 10 or more dwellings or 2000m<sup>2</sup> or more of floorspace, otherwise an energy efficiency statement for all schemes below the NRA threshold as per policy CP15 of the Oxford Local Plan
- In relation to 'major' and 'minor' application proposals where submission is by way of hard copies, applicants are requested that all details accompanying the planning application should also be submitted by way of at least one electronic format e.g. on a CD-ROM or DVD.

## **10 - CONSERVATION AREA CONSENT FOR DEMOLITION IN A CONSERVATION AREA**

### **National List of requirements necessary for validation**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue. (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

### **'Local List' of requirements necessary for validation**

- Biodiversity (appropriate) Survey(s) and Report, where there is potential for impacts to protected or priority habitats and/or species, being directly and/or indirectly affected.
- Heritage Statement, where there are archaeological, historical, conservation area, listed building, Scheduled Ancient Monuments, and/or other heritage asset issues, to include archaeological evaluation for development that involves significant below-ground impact within the City Centre Area of Archaeological Interest
- Land contamination assessment, where contamination is known or suspected
- Photographs / photomontages, showing the whole building and its setting and/or the particular section of the building affected by the proposals

- Planning statement
- Site waste management plan
- Structural Survey, where it is necessary due to substantial demolition or effects of trees
- Tree survey/Arboricultural implications, where tree issues arise

**'List of additional useful information' that may be required in the assessment of application proposals**

None

## **11 - LISTED BUILDING CONSENT FOR ALTERATIONS, EXTENSION OR DEMOLITION OF A LISTED BUILDING**

### **National List of requirements necessary for validation**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue. (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and Access Statement

In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

### **'Local List' of requirements necessary for validation**

- Biodiversity (appropriate) Survey(s) and Report, where there is potential for impacts to protected or priority habitats and/or species, being directly and/or indirectly affected.
- Heritage Statement, where there are archaeological, historical, conservation area, listed building, Scheduled Ancient Monuments, and/or other heritage asset issues, to include archaeological evaluation for development that involves significant below-ground impact within the City Centre Area of Archaeological Interest
- Land contamination assessment, where contamination is known or suspected
- Photographs / photomontages, showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning statement
- Site waste management plan
- Structural survey
- Tree survey/Arboricultural implications, where tree issues arise

### **'List of additional useful information' that may be required in the assessment of application proposals**

- Archaeological evaluation for development that involves significant below-ground impact outside the City Centre Area of Archaeological Interest

## **12 - APPLICATION FOR ADVERTISEMENT CONSENT**

### **National List of requirements necessary for validation**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue. (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The appropriate fee

### **'Local List' of requirements necessary for validation**

- Lighting assessment, where illuminated advertisements are proposed
- Photographs / photomontages, if it affects a conservation area, a listed building or other heritage asset
- Planning statement

### **'List of additional useful information' that may be required in the assessment of application proposals**

- Heritage Statement, where there are archaeological, historical, conservation area, listed building, Scheduled Ancient Monuments, and/or other heritage asset issues
- Photographs / photomontages of the proposal, whatever the context

- Archaeological evaluation for development that involves significant below-ground impact within and outside the City Centre Area of Archaeological Interest

## **13 - LISTED BUILDING CONSENT FOR ALTERATION, EXTENSION OR DEMOLITION OF A LISTED BUILDING AND ADVERTISEMENT CONSENT**

### **National List of requirements necessary for validation**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue. (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and Access Statement
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in

accordance with this Regulation

**‘Local List’ of requirements necessary for validation**

- Heritage Statement, where there are archaeological, historical, conservation area, listed building, Scheduled Ancient Monuments, and/or other heritage asset issues, to include archaeological evaluation for development that involves significant below-ground impact within the City Centre Area of Archaeological Interest
- Land contamination assessment, where contamination is known or suspected
- Lighting assessment, where illuminated advertisements are proposed
- Photographs / photomontages, showing the whole building and its setting and/or the particular section of the building affected by the proposalst
- Planning statement
- Site waste management plan (including relevant refuse disposal and recycling details)
- Structural Survey
- Tree survey/Arboricultural implications, where tree issues arise

**‘List of additional useful information’ that may be required in the assessment of application proposals**

- Archaeological evaluation for development that involves significant below-ground impact outside the City Centre Area of Archaeological Interest

## **14 - APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR AN EXISTING USE OR OPERATION OR ACTIVITY INCLUDING THOSE IN BREACH OF A PLANNING CONDITION**

### **National List of requirements necessary for validation**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of North. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue. (3 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

### **'Local List' of requirements necessary for validation**

- Lawful Development Certificate supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the existing use)
- Planning statement
- Plans as necessary and appropriate (3 copies to be supplied unless the application is submitted electronically).
  - Existing elevations (e.g. at a scale of 1:50 or 1:100) (if operational works)
  - Existing floor plans (e.g. at a scale of 1:50 or 1:100) (if use or activity)
  - Existing site survey plan (e.g. at a scale of 1:50 or 1:100)
- Planning statement

### **'List of additional useful information' that may be required in the assessment of application proposals**

- Photographs / photomontages

## **15 - APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR A PROPOSED USE OR DEVELOPMENT**

### **National List of requirements necessary for validation**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of North. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue. (3 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

### **'Local List' of requirements necessary for validation**

- Planning statement
- Plans as necessary and appropriate (3 copies to be supplied unless the application is submitted electronically).
  - Existing elevations (e.g. at a scale of 1:50 or 1:100) (if operational works)
  - Existing floor plans (e.g. at a scale of 1:50 or 1:100) (if use or activity)
  - Existing site survey plan (e.g. at a scale of 1:50 or 1:100)

### **'List of additional useful information' that may be required in the assessment of application proposals**

- Photographs / photomontages if appropriate

## **16 - APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT – PROPOSED BUILDING**

### **National List of requirements necessary for validation**

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue.
- The appropriate fee

### **'Local List' of requirements necessary for validation**

None

### **'List of additional useful information' that may be required in the assessment of application proposals**

- Landscaping details
- Planning statement
- Plans as necessary and appropriate (3 copies to be supplied unless the application is submitted electronically).
  - Existing elevations (e.g. at a scale of 1:50 or 1:100) (if operational works)
  - Existing floor plans (e.g. at a scale of 1:50 or 1:100) (if use or activity)
  - Existing site survey plan (e.g. at a scale of 1:50 or 1:100)
- Photographs/photomontages

## **17 – APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT – PROPOSED ROAD**

### **National List of requirements necessary for validation**

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue.
- The appropriate fee

### **‘Local List’ of requirements necessary for validation**

None

### **‘List of additional useful information’ that may be required in the assessment of application proposals**

- Landscaping details
- Planning statement

## **18 – APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT – PROPOSED EXCAVATION/DEPOSIT OF WASTE MATERIAL FROM THE FARM**

### **National List of requirements necessary for validation**

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue.
- The appropriate fee

### **'Local List' of requirements necessary for validation**

None

### **'List of additional useful information' that may be required in the assessment of application proposals**

- Landscaping details
- Planning statement

## **19 – APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT – PROPOSED FISH TANK**

### **National List of requirements necessary for validation**

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the site. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue.
- The appropriate fee

### **'Local List' of requirements necessary for validation**

None

### **'List of additional useful information' that may be required in the assessment of application proposals**

- Planning statement

## **20 - APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED DEVELOPMENT IN RESPECT OF PERMITTED DEVELOPMENT BY ELECTRONIC COMMUNICATIONS CODE OPERATORS**

### **National List of requirements necessary for validation**

- A completed form or written description of the proposed development
- A plan indicating the proposed location. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue.
- The appropriate fee
  - Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995
  - Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995

### **'Local List' of requirements necessary for validation**

None

### **'List of additional useful information' that may be required in the assessment of application proposals**

- Archaeological evaluation for development that involves significant below-ground impact within and outside the City Centre Area of Archaeological Interest
- Acoustic report where relevant
- Any other relevant additional information
- Area of search
- Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area
- Explanation if no alternatives considered

- Map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity
- Planning Statement
- Signed declaration that the equipment and installation fully complies with the ICNIRP requirements
- Statement of community consultation and involvement
- Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development)
- Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna
- Technical justification — details about the purpose of the site and why the particular development is required
- Visual impact assessment, with photographs and photomontages, to include affected views along identified view cones
- Health and Radiation Impact Analysis (HRIA) for telecoms applications in accordance with the provisions of the Oxford Local Plan and the Supplementary Planning Document on Telecommunications

## **21 - APPLICATION FOR HEDGEROW REMOVAL NOTICE**

### **National List of requirements necessary for validation**

- A completed form or the form set out in Schedule 4 to the Hedgerow Regulations 1997
- A plan which clearly shows the location and length of the hedgerow(s) to be removed (if possible, please provide a plan to a scale of 1:2500. A different scale can be used so long as it shows clearly the location and length of the hedgerow or hedgerows that you wish to remove)
- Evidence of the date of planting

### **'Local List' of requirements necessary for validation**

- Arboricultural implications
- Biodiversity (appropriate) Survey(s) and Report, where there is potential for impacts to protected or priority habitats and/or species, being directly and/or indirectly affected.
- Landscaping details
- Planning statement

### **'List of additional useful information' that may be required in the assessment of application proposals**

None

## **22 - APPLICATION FOR PRIOR NOTIFICATION – PROPOSED DEMOLITION**

### **National List of requirements necessary for validation**

- A completed form or written description of the proposed development
- A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995
- The appropriate fee

### **'Local List' of requirements necessary for validation**

None

### **'List of additional useful information' that may be required in the assessment of application proposals**

- Biodiversity (appropriate) Survey(s) and Report, where there is potential for impacts to protected or priority habitats and/or species, being directly and/or indirectly affected. Survey and Report Landscaping detail
- Landscaping details
- Planning Statement
- Photographs/photomontages
- Structural Survey
- Tree survey/Arboricultural implications

## **23 - APPLICATION FOR APPROVAL OF RESERVED MATTERS FOLLOWING OUTLINE APPROVAL**

### **National List of requirements necessary for validation**

- Completed form or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made
- Such particulars as are necessary to deal with the matters reserved in the outline planning permission
- Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- Three copies of the application and three copies of the plans and drawings submitted with it (unless the local planning authority indicate that a lesser number is required or the application is submitted electronically)
- The appropriate fee

## **'Local List' of requirements necessary for validation**

**It is likely that most of the following requirements were dealt with at outline stage in full. However the application must include any of the following requirements as appropriate and necessary that are relevant to the reserved matters under consideration, not addressed in full at outline stage and requiring further additional submission at reserved matters stage:**

- Affordable housing statement, where affordable housing is an issue, in accordance with the relevant policies of the Oxford Local Plan and the provisions of the Supplementary Planning Document (SPD) on Affordable Housing
- Air quality statement, where the scale of a major development would have a material effect on traffic loads or whether the application site is within a designated Air Quality Management Area and the proposed accommodation is for a high risk user group, e.g. a school or elderly persons accommodation
- Biodiversity (appropriate) Survey(s) and Report, where there is potential for impacts to protected or priority habitats and/or species, being directly and/or indirectly affected.
- Daylight/sunlight assessment, applying the relevant test/s set out in appendix 6 of the Oxford Local Plan (OLP), including the identification of all affected windows, if any, in neighbouring properties.
- Design and Access Statement
- Economic statement for large commercial / mixed use developments
- Environmental Statement, where required by the Town and Country Planning (Environmental Impact Assessment) Regulations (1999)
- Evidence of need to accompany proposals for town centre type uses in edge of centre or out of centre locations, including a sequential test assessment in accordance with provisions in Planning Policy Statement 6.
- Flood risk assessment (FRA), for development on sites of 1ha or greater in Flood Zone 1 or for all proposals within Flood Zones 2 and 3
- Foul Sewage and Utilities Assessment
- Heritage Statement, where there are archaeological, historical, conservation area, listed building, Scheduled Ancient Monuments, and/or other heritage asset issues, including archaeological evaluation for development that involves significant below-ground impact within the City Centre Area of Archaeological Interest

- Land contamination assessment, where contamination is known or suspected
- Landscaping details
- Lighting assessment, for applications that include external lighting proposals
- Noise impact assessment for developments that raise issues of disturbance or are noise sensitive in what are considered to be noise sensitive areas (PPG24)
- Open space assessment for developments within existing open spaces
- Photographs / photomontages, if the development affects established view cones, involves the demolition of an existing building, or affects a conservation area, a listed building or other heritage asset
- Planning obligations / full details of draft Head(s) of Terms if required by any national or regional guidance, or any Local Development Framework documents, including the Oxford Local Plan, the Core Strategy, the West End Area Action Plan and Supplementary Planning Documents
- Planning statement for major developments
- Site waste management plan (including relevant refuse disposal and recycling details)
- Statement of Community Involvement (SOCi) for major proposals
- Structural Survey, where it is necessary due to substantial demolition or effects of trees
- Transport assessment as per the requirements of Appendix 1 of the Oxford Local Plan
- Travel plan as per the requirements of Appendix 2 of the Oxford Local Plan
- Tree survey/Arboricultural implications, where tree issues arise
- Ventilation/extraction statement for Class A3, A4, A5 uses and other uses akin to above, as well as for major retail, business, industrial or leisure uses where substantial ventilation is proposed

**'List of additional useful information' that may be required in the assessment of application proposals**

- Archaeological evaluation for development that involves significant below-ground impact outside the City Centre Area of Archaeological Interest
- Natural Resource Impact Analysis, for 10 or more dwellings or 2000m<sup>2</sup> or more of floorspace, otherwise an energy efficiency statement for all schemes below the NRA threshold as per policy CP15 of the Oxford Local Plan
- Elevational drawings showing clearly and accurately the relationship of the proposed development and buildings to the existing neighbouring buildings and spaces (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- In relation to 'major' and 'minor' application proposals where submission is by way of hard copies, applicants are requested that all details accompanying the planning application should also be submitted by way of at least one electronic format e.g. on a CD-ROM or DVD.
- Parking Provision, both for cars and cycles
- Telecommunications development – supplementary information to include a Health and Radiation Impact Analysis (HRIA), ICNIRP certification, technical justification, alternative sites information, visual impact assessment for telecoms applications, consultation statement and photographs / photomontages

## **24 - APPLICATION FOR REMOVAL OR VARIATION OF A CONDITION FOLLOWING GRANT OF PLANNING PERMISSION (SECTION 73 OF THE TOWN AND COUNTRY PLANNING ACT 1990)**

### **National List of requirements necessary for validation**

- Completed form
- The completed Ownership Certificate (A, B, C or D – as applicable) as required under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee

### **'Local List' of requirements necessary for validation**

- Plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres):  
  
Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries  
Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)  
Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)  
Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Affordable housing statement, where affordable housing is an issue, in accordance with the relevant policies of the Oxford Local Plan and the provisions of the Supplementary Planning Document (SPD) on Affordable Housing
- Air quality statement, where the scale of a major development would have a material effect on traffic loads or whether the application site is within a designated Air Quality Management Area and the proposed accommodation is for a high risk user group, e.g. a school or elderly persons accommodation

- Biodiversity (appropriate) Survey(s) and Report, where there is potential for impacts to protected or priority habitats and/or species, being directly and/or indirectly affected.
- Daylight/sunlight assessment, applying the relevant test/s set out in appendix 6 of the Oxford Local Plan (OLP), including the identification of all affected windows, if any, in neighbouring properties.
- Economic statement for large commercial / mixed use developments
- Environmental Statement, where required by the Town and Country Planning (Environmental Impact Assessment) Regulations (1999)
- Evidence of need to accompany proposals for town centre type uses in edge of centre or out of centre locations, including a sequential test assessment in accordance with provisions in Planning Policy Statement 6.
- Flood risk assessment (FRA), for development on sites of 1ha or greater in Flood Zone 1 or for all proposals within Flood Zones 2 and 3
- Foul Sewage and Utilities Assessment
- Heritage Statement, where there are archaeological, historical, conservation area, listed building, Scheduled Ancient Monuments, and/or other heritage asset issues, to include archaeological evaluation for development that involves significant below-ground impact within the City Centre Area of Archaeological Interest
- Land contamination assessment, where contamination is known or suspected
- Landscaping details
- Lighting assessment, for applications that include external lighting proposals
- Noise impact assessment for developments that raise issues of disturbance or are noise sensitive in what are considered to be noise sensitive areas (PPG24)
- Open space assessment for developments within existing open spaces
- Parking Provision, both for cars and cycles
- Photographs / photomontages, if the development affects established view cones, involves the demolition of an existing building, or affects a conservation area, a listed building or other heritage asset
- Planning obligations / full details of draft Head(s) of Terms if required by any national or regional guidance, or any Local Development Framework

documents, including the Oxford Local Plan, the Core Strategy, the West End Area Action Plan and Supplementary Planning Documents

- Planning statement for major developments
- Site waste management plan (including relevant refuse disposal and recycling details)
- Statement of Community Involvement (SOCl) for major proposals
- Structural Survey, where it is necessary due to substantial demolition or effects of trees
- Transport assessment as per the requirements of Appendix 1 of the Oxford Local Plan
- Travel plan as per the requirements of Appendix 2 of the Oxford Local Plan
- Tree survey/Arboricultural implications, where tree issues arise
- Ventilation/extraction statement for Class A3, A4, A5 uses and other uses akin to above, as well as for major retail, business, industrial or leisure uses where substantial ventilation is proposed

**'List of additional useful information' that may be required in the assessment of application proposals**

- Archaeological evaluation for development that involves significant below-ground impact outside the City Centre Area of Archaeological Interest
- Natural Resource Impact Analysis, for 10 or more dwellings or 2000m<sup>2</sup> or more of floorspace, otherwise an energy efficiency statement for all schemes below the NRA threshold as per policy CP15 of the Oxford Local Plan
- Elevational drawings showing clearly and accurately the relationship of the proposed development and buildings to the existing neighbouring buildings and spaces (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- In relation to 'major' and 'minor' application proposals where submission is by way of hard copies, applicants are requested that all details accompanying the planning application should also be submitted by way of at least one electronic format e.g. on a CD-ROM or DVD.
- Telecommunications development – supplementary information to include a Health and Radiation Impact Analysis (HRIA), ICNIRP certification, technical justification, alternative sites information, visual impact assessment for telecoms applications, consultation statement and photographs / photomontages

## **25 - USEFUL SUPPORTING INFORMATION – APPLICATION FOR APPROVAL OF DETAILS RESERVED BY CONDITION**

There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by condition except that they should be made in writing. However, you may submit the following:

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North. The application site should be outlined in red and adjoining land in the control or ownership of the applicant outlined in blue. (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically)

### **‘Local List’ of requirements necessary for validation**

- None

### **‘List of additional useful information’ that may be required in the assessment of application proposals**

- All information necessary to enable assessment and determination of the case

## **26 - APPLICATION FOR TREE WORKS: WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER (TPO) OR NOTIFICATION OF PROPOSED WORKS TO TREES IN CONSERVATION AREAS (CA)**

**The introduction of 1APP forms in relation to TPO trees will be delayed to allow for changes to the current regulations. Until then practice will continue as existing. Following such introduction please use this list to ensure that the form has been completed correctly and that all relevant information is submitted.**

**For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you shall need to provide the following:**

completed and dated application form, with all [mandatory] questions answered;

sketch plan showing the location of all tree(s);

a full and clear specification of the works to be carried out;

statement of reasons for the proposed work; and

evidence in support of statement of reason, where required by the standard application form. s.

### **Also you may need to provide:**

report by a tree professional (eg arboriculturalist or horticultural adviser) if your reasons relate to the health and/or safety of the tree(s)

report by an engineer or surveyor, together with one from a tree professional (arboriculturalist) if you are alleging subsidence damage.

**For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:**

completed and dated form, with all questions answered;

sketch plan showing the precise location of all tree(s); and

a full and clear specification of the works to be carried out.

Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:

photographs.

report by a tree professional (arboriculturalist) or other.

It may also be helpful if you provide details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.

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