

Planning Permission - V2

Please provide two sets of all documentation relating to the application (an original plus a copy) **except** if the application is submitted via the Planning Portal, or if the application is a joint application i.e. Listed Building or Conservation Area Consent when three sets are required (an original plus two copies).

National Requirements

Application form

- When required:**
All applications completed, together with a full description of the proposed works.

Where to look for further assistance:

Apply online at www.planningportal.co.uk. There are guidance notes and help text available on this website to assist you to complete the application form

Certificate of ownership / Agricultural holdings certificate

- Please ensure **ONE** of either Certificate A, B, C or D is completed signed and dated within the **21 days** prior to submission

Declaration

- Please ensure this is completed signed and dated within the **21 days** prior to submission

Fees

- Correct fee**

Exemptions and reductions may apply in certain cases. Full details can be found on: www.sevenoaks.gov.uk/planningfees or telephone the Validation Team on 01732 227000.

Drawings

Policy Drivers:

- The Development Management Procedure Order 2015
- CLG Guidance on Information Requirements and Validation – March 2010

Site Location Plan

When required: All applications

Scale: 1:2500 or 1:1250

What information is required?

- Up to date map with site edged clearly with a red line, and any other land owned outlined in blue.
- Any required visibility splays and access to the site from the public highway.
- The direction of north.
- The plan must cover a large enough area to enable the location to be found easily.

Site Plan / Block Plan

When required: All applications

Scale: 1:500, 1:200, 1:100

What information is required?

- The proposed development in relation to the site boundaries and other existing buildings on the site.
- The existing and proposed parking arrangements and details of the access to the highway.
- If a new vehicular access is proposed show the dimensions & visibility splays of the new access.
- Any trees or hedges on your own property or on adjoining properties which are within falling distance of the proposed development.

Floor Plans & Elevations

When required:

- Where alterations and/or extensions to an existing building are proposed.
- When new outbuildings are proposed, all elevations of the new outbuilding are required.
- Where any development is proposed below ground level.

Yes No

Scale: 1:100 or 1:50, must show a metric scale bar.

Accurately drawn to the chosen scale and consistency between the existing and proposed plans. It would be helpful if at least one dimension is annotated.

What information is required?

- The existing and proposed floor plans and elevations of the development. Extent of basements to be shown as a dotted line.
- If the application site falls within the Metropolitan Green Belt (MGB) then full floor plans of the existing dwelling and outbuildings within 5 metres of the dwelling will be required.
- If extension to/replacement of /erection of outbuilding in Green Belt & Area of Outstanding Natural Beauty (AONB) then floor plans and elevations of any outbuilding to be demolished and proposed outbuildings are required, and a clear block plan showing all existing & proposed structures on site.

Existing & Proposed Roof Plans

When required:

Where any roof is being altered and the change cannot be adequately shown on the elevation plans.

Yes No

Scale: 1:100 or 1:50, must show a metric scale bar.

Accurately drawn to the chosen scale and consistency between the existing and proposed plans. It would be helpful if at least one dimension is annotated.

What information is required?

- The shape of the roof, including any areas cut-away or proposed to be used for balconies; seating.

Site Sections / Cross Sections

When required:

- Where the development is on a steep incline/decline.
- Where a new vehicular access is proposed.
- Where any development is proposed below ground level.

Yes No

Scale: 1:100 or 1:50, must show a metric scale bar.

Accurately drawn to the chosen scale and consistency between the existing and proposed plans. It would be helpful if at least one dimension is annotated.

What information is required?

- The existing and proposed site levels, and finished floor levels, with levels related to a defined datum point.
- If proposing a new vehicular access please include a cross section with the dimensions and visibility splays of the new access shown.

Design & Access Statement

When required:

- Required for major developments
- Required when providing 1 or more dwellings in a Conservation area or World Heritage Site
- Required when proposing building(s) where floor space to be created is 100m² or more in a Conservation area or World Heritage Site

Yes No

What information is required?

- Written statement of design principles and concepts that have been applied to the development and how issues relating to access have been dealt with. Where demolition is involved, the statement should go further and provide an explanation and justification for the proposed demolition.
- A Conservation Area Assessment and Listed Building Assessment will be required if the site is within a conservation area or affecting the setting of a conservation area and the listed building assessment will be required for all Listed Building Consent applications. This can form part of the Design & Access Statement and the statement should include:
 - A schedule of works to the Listed Building.
 - An assessment of the impact of the development or the setting of a Listed Building or adjacent Listed Buildings.
 - The impact on the character and appearance of the Conservation Area.

Policy Drivers:

- National Planning Policy Framework
- The Development Management Procedure Order 2015

Local Requirements

Flood Risk Assessment

When required:

- When the development is within Flood Zone 2 or 3 (with certain limited exceptions) and if your proposal meets the criteria set out in the Environment Agency Flood Risk Standing advice.

Yes No

What information is required?

- Proportionate flood risk assessment:
www.gov.uk/guidance/flood-risk-assessment-for-planning-applications

Policy Drivers:

National Planning Policy Framework

Where to look for further assistance:

Detailed Guidance and the Flood Risk Standing Advice can be found at:

<https://www.gov.uk/guidance/flood-risk-assessment-standing-advice> or <http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/site-specific-flood-risk-assessment-checklist/>

Community Infrastructure Levy

When required:

- Any proposal that is within a C3 Residential Use Class, which includes proposals for a new dwelling(s), a change of use to a dwelling, a residential annex or a total of 100 square metres or more of extensions/outbuilding to an existing dwelling. (For the purposes of CIL a development is normally a residential annex if it is wholly within the curtilage of the main dwelling and can be used as self contained living accommodation, but it can be used ancillary to the main dwelling.)
- Any proposal for an increase in floor space of 100 square metres or more where the use is: supermarkets and superstores; Retail - primarily selling convenience goods; Retail warehousing.

Yes No

What information is required?

A completed 'Community Infrastructure Levy (CIL) - Determining whether Development may be CIL liable. Planning application Additional Information Requirement Form.' This can be found online at:

http://www.planningportal.gov.uk/uploads/1app/forms/cil_questions.pdf

The form gives us the information to: a) decide if it is CIL Liable and; b) to calculate the liability.

Where to look for further assistance:

More information and details including exemptions and reliefs etc. can be found on our website at:
www.sevenoaks.gov.uk/cilguidance

Biodiversity

When required:

When the development is proposed within/adjacent to sites designated as Sites of Special Scientific Interest; Local Wildlife Sites; sites where there are known protected species; agricultural buildings to be converted/demolished; works within/adjacent to woodland, heathland, meadows, grassland, parkland, pasture, ponds, slow flowing watercourses, rough grassland, watercourses; affects derelict, disused or run down buildings or land in the countryside and; major development proposals.

Yes No

What information is required?

- Ecological Scoping Survey or Ecological Site Assessment
- Where Scoping Surveys or Site Assessments recommend further surveys then these Protected Species reports must be carried out prior to the application being submitted and included within supporting documentation.

Policy Drivers:

- Policy SP1 'Design of New Development and Conservation' of Sevenoaks District Council's Core Strategy
- Policy SP11 'Biodiversity' of Sevenoaks District Council's Core Strategy

Where to look for further assistance:

Natural England Standing Advice: <http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/default.aspx>

Planning Obligation(s) Draft Head of Terms for S106 Legal

When required:

When the development proposes more than 10 new residential units; or more than 5 new residential units if the site is in an Area of Outstanding Natural Beauty or for smaller developments where the gross floor space of the completed development is greater than 1,000 sq m;

Yes No

What information is required?

- **For applications where on-site affordable housing is required but a financial contribution is proposed only:** A full draft S106 Agreement for affordable housing contribution including copy of Title Deeds and Solicitors' details; A supporting statement setting out how the contribution was calculated, with independent verification and details of why on-site provision in accordance with Policy SP3 is not proposed; A viability statement to support a financial contribution for affordable housing below the requirements of Policy SP3. If a Vacant Building Credit is being claimed details of how this has been calculated must be included.
- **For applications where on-site affordable housing is required and the development proposes to meet the requirements of Policy SP3:** An affordable housing statement including information concerning both the affordable housing and any market housing and an indication of where on the development the affordable housing is proposed. Include the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms or the floor space of the new units. The levels or types of affordability or tenure proposed for different units should be clearly and fully explained. The statement should also include the proposed timing of the provision and should include as a minimum draft heads of terms for a planning obligation or should be accompanied by a Unilateral Undertaking. If a Vacant Building Credit is being claimed details of how this has been calculated must be included. In preparing the statement, and any proposal advice can be obtained from planning officers during pre-application discussions.

Policy Drivers:

- National Planning Policy Framework and National Planning Policy Guidance
- Policy SP3 'Provision of Affordable Housing' of Sevenoaks District Council's Core Strategy
- Sevenoaks Affordable Housing SPD

Where to look for further assistance:

- Pre-application advice with a planning officer
www.sevenoaks.gov.uk/preapplicationadvice
- Affordable Housing Supplementary Planning Documents October 2011
www.sevenoaks.gov.uk/affordablehousing
- Telephone the Duty Planner on 01732 227000, option 3

Gypsy Status

Is Gypsy status being claimed as part of this application? If yes please answer the questions stated below.

Yes No

When required:

Please provide additional information so we can assess the Gypsy status in accordance with Planning Policy Guidance. Please complete the questions listed below (use additional sheets if required).

List of questions:

1. Please provide details of family background and travel for work purposes over the last 10 years

2. If no travelling for work purposes has taken place over the last 2 years, or it is proposed to give up the travelling lifestyle, please explain why.

3. If you have ceased travelling temporarily, please explain why, when you ceased travelling and when you expect to return to travelling.

4. Where do you or your client and their family currently live and what are your or your client's current accommodation arrangements?

5. Does your client/do you, travel for the purpose of earning a living? If yes please explain what you do.

Yes No

6. Who is to be living on the site? Please give names and family relationships.

7. If more than one family (parents and children) intend to occupy the site, how long have they been travelling together and how important is it that they stay together?

8. Do any of the residents have any particular health needs which affect their day to day lives or educational needs which they would like the Council to take into account? Where possible these should be supported by written evidence from educational or medical authorities. Please note that these may become public documents and should be written with this in mind.

Yes No

9. How many caravans will normally be on the site, and what type: touring or static?

10. Are any buildings proposed? If yes, please provide details.

Yes No

11. Is any business use of the site proposed? If yes, please provide details.

Yes No

12. Please explain why you/your client needs a site and why have you or your client chosen this particular site?

13. Why has your client/have you chosen to reside in the Sevenoaks District?

14. Were any other sites within the District considered? Please provide evidence where available.

Yes No

15. What efforts have been made to find an alternative site? Please provide evidence where available.

16. Is this permission sought on a temporary or permanent basis? If temporary, for how long and why?

17. Does your client/do you have any family living locally?

Yes No

18. How many children does your client/do you have and what are their ages?

19. Do any of the children attend local schools? If yes, where?

Yes No

20. In the event that your client/you cannot stay at the above site, where would they/you reside as an alternative location?

Other documents

Please indicate whether you are including any of the documents listed below in support of your application:

- | | | |
|---------------------------|--------------------------|---|
| <input type="radio"/> Yes | <input type="radio"/> No | Affordable Housing Statement |
| <input type="radio"/> Yes | <input type="radio"/> No | Air Quality Assessment |
| <input type="radio"/> Yes | <input type="radio"/> No | Contaminated Land Investigation |
| <input type="radio"/> Yes | <input type="radio"/> No | Development Contributions Viability Statement |
| <input type="radio"/> Yes | <input type="radio"/> No | Drainage Strategy |
| <input type="radio"/> Yes | <input type="radio"/> No | Economic Statement |
| <input type="radio"/> Yes | <input type="radio"/> No | Employment Land Study |
| <input type="radio"/> Yes | <input type="radio"/> No | Environmental Impact Statement |
| <input type="radio"/> Yes | <input type="radio"/> No | Heritage Statement |
| <input type="radio"/> Yes | <input type="radio"/> No | Landscaping |
| <input type="radio"/> Yes | <input type="radio"/> No | Landscape and Visual Impact Assessment |
| <input type="radio"/> Yes | <input type="radio"/> No | Lighting Assessment/Details of Lighting Scheme |
| <input type="radio"/> Yes | <input type="radio"/> No | Listed Building and Conservation Area Assessment |
| <input type="radio"/> Yes | <input type="radio"/> No | Noise Impact Assessment |
| <input type="radio"/> Yes | <input type="radio"/> No | Open Space Assessment |
| <input type="radio"/> Yes | <input type="radio"/> No | Other plans to describe the proposal |
| <input type="radio"/> Yes | <input type="radio"/> No | Parking/Servicing details |
| <input type="radio"/> Yes | <input type="radio"/> No | Photographs/Photomontages showing the whole of the building and its setting and/or the particular section of the building affected by the proposal(s) |
| <input type="radio"/> Yes | <input type="radio"/> No | Planning Statement |
| <input type="radio"/> Yes | <input type="radio"/> No | Refuse Disposal including Site Waste Management details |
| <input type="radio"/> Yes | <input type="radio"/> No | Renewable Energy Assessment |
| <input type="radio"/> Yes | <input type="radio"/> No | Retail Assessments - Need, Sequential Approach and Impact Assessments |
| <input type="radio"/> Yes | <input type="radio"/> No | Statement of Community Involvement |
| <input type="radio"/> Yes | <input type="radio"/> No | Structural Survey |
| <input type="radio"/> Yes | <input type="radio"/> No | Sun/Daylight Assessment |
| <input type="radio"/> Yes | <input type="radio"/> No | Sustainable Design and Construction Assessment |
| <input type="radio"/> Yes | <input type="radio"/> No | Telecommunications Development - Supplementary Information |
| <input type="radio"/> Yes | <input type="radio"/> No | Transport Assessment and Travel Plan |
| <input type="radio"/> Yes | <input type="radio"/> No | Tree Survey |
| <input type="radio"/> Yes | <input type="radio"/> No | Utilities Statement |
| <input type="radio"/> Yes | <input type="radio"/> No | Ventilation/Extraction details |

Authorisation

We will check each application against the appropriate checklist. Should we need further information to process your application we will also contact you and hold the application as invalid until further information is submitted.

If you tell us that you do not think the information listed above is required and give us your reasons we will not declare it invalid. If insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

N.B. Failure to submit any of the requirements will result in the application not being registered.

Please sign name electronically, no signature required.

Signed (print):

Date:

Any further information