



Application for planning permission and Listed Building Consent for alterations, extension or demolition of a listed building.

NATIONAL REQUIREMENTS

- Completed form (original plus 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 (original plus 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 (original plus 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 all 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)
- 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.
- Design and Access statement

A Design and Access Statement will be required for all planning and listed building consent applications.

A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed

development and how issues relating to access to the development have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long. What is required in a design and access statement is set out in article 4C of the General Development Procedure Order 1995.

- 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 REQUIREMENTS

Additional Mandatory Documents	Photographs and photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
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Conditional Documents Required	Document Type	Circumstances when document should be submitted
	Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100	<p>Required in all cases where:</p> <ul style="list-style-type: none"> • New buildings are proposed • There is a change in ground level • The site slopes. <p>All plans must have a scale bar and set out key dimensions such as height and distance of the development from the boundaries of the site and height of nearby properties. The original paper size must be indicated, together with a north point.</p>
	Roof Plans Scale 1:50 or 1:100	<p>Required for all planning applications involving extensions to buildings existing roofs and for roof details of proposed new buildings.</p> <p>All plans to clearly and consistently show existing and proposed works. All plans must have a scale bar and set out key dimensions such as heights and distance of the development from the boundaries of the site and adjoining on nearby buildings. The original paper size must be indicated, together with a north point. The plans must indicate the shape of the roof and materials, vents and other key features.</p>
	Access visibility sightlines on block plan of site at scale 1:200 up to 1:500	<p>Required for all applications that propose amended access arrangements onto classified roads or where proposals are likely to result in an increase in the traffic generation using existing access points where required visibility sightlines fall across third party land, the Local Authority will expect confirmation that splays can be</p>

		achieved through a legal agreement between the applicant and the third party landowners.
	Environmental Statement	<p>Required for all Schedule 1 and some Schedule 2 projects as defined by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations) 1999. http://www.communities.gov.uk/documents/planningandbuilding/pdf/1682366.pdf</p> <p>If an Environmental Statement is not required under the regulations and confirmed through a formal screening opinion, the Local Planning Authority can still require environmental information to be provided in accordance with the local list requirement. As such there may still be a need to submit for example ecology reports, Transport Assessments and Landscape and Visual Impact Assessments.</p>
	Statement of Community Involvement	<p>Required for all major applications to show how the developer has complied with the requirements for pre-application consultation as set out in the adopted Councils Statement of Community Involvement found at http://www.iwight.com/living_here/planning/images/AdoptedversionNov2005.pdf</p>
	Draft Section 106 legal agreement or draft heads of terms	<p>Required for all major applications which propose or require the following:-</p> <ul style="list-style-type: none"> • Affordable housing provision as part of the scheme (includes social rented and intermediate housing, provided to specified eligible households whose needs are not met by the market) or as a financial contribution towards off site provision • Off site contributions or works required to ensure appropriate mitigation of impacts of the development (

		<p>this may include compensatory community benefits)</p> <p>Major applications are defined as those that propose 10 units or more residential units, or 1,000sqm of floorspace) In the case of major outline planning applications, they are defined as sites being 0.5 Ha for housing schemes, and Ha for other uses.</p>
	Air Quality Assessment	<p>Required for all major developments which:</p> <ul style="list-style-type: none"> • Have an impact on current air quality and particularly proposals within any designated air quality management zone • Include as part of proposals industrial processes resulting in emissions to the atmosphere e.g. fossil fuel burning emissions, waste incineration, biomass plants or district heating facilities <p>Major applications are defined as those that propose 10 units or more residential units, or 1,000sqm of floorspace) In the case of major outline planning applications, they are defined as sites being 0.5 Ha for housing schemes, and Ha for other uses.</p>
	Affordable Housing Statement	<p>Required for all applications where affordable housing is required by the submitted Core Strategy of the Island Plan or the Isle of Wight Unitary Development plan (Policy).</p>
	Biodiversity Survey and Report	<p>Required for all applications within or adjacent to a local or national designated nature conservation habitat (SSSI's, SaC, BSPA, RAMSAR Site), or one which would have an impact on a designated protected species (e.g. Bats, Red Squirrels and Great Crested Newts). Additional guidance is available on the following link: applicants are advised to seek advice prior to application if in any doubt as to whether a proposal is likely to need this report.</p> <p>http://www.iwight.com/living_here/pla</p>

		ning/images/BiodiversityChecklist.pdf
	Economic Statement	Required for all applications for new buildings or change of use on sites which are allocated for employment purposes (in the Unitary Development plan or emerging Island Plan), and where proposals on any site include the relocation of commercial uses or results in the net loss of employment land or employment floorspace.
	Flood Risk Assessment	<p>Required for all Planning applications for development proposals of 1 hectare or more in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 based on the modelled extents for these Flood Zones taking into account climate change in the Council's published SFRA and the latest flood risk information issued by the Environment Agency.</p> <p>But see in addition</p> <p>Isle of Wight Council's SFRA (as adopted June 2010): http://www.iwight.com/living_here/planning/Planning_Policy/Island_Plan/Background_Documents/</p> <p>Environment Agency home webpage on Development and Flood Risk: http://www.environment-agency.gov.uk/research/planning/33698.aspx</p>
	Drainage Strategy (including the requirements for sustainable drainage systems under the Flood and Water Management Act 2010) and a Foul Sewage and Utilities Assessment	<p>Required for all planning applications for new developments on sites over 0.25 hectares in Flood Zone 1.</p> <p>Where a Drainage Strategy is required it should detail how the proposed development does not increase current run-off rates. For previously developed sites the Drainage Strategy should describe how the development reduces surface water run-off rates and</p>

		<p>volumes. The Drainage Strategy could be carried out as a desk-top study and should be proportionate to the proposal.</p> <p>As a minimum, evidence should be provided of existing surface conditions across the site and how infiltration rates will be maintained or improved to achieve the required run-off rates, where this is appropriate. A check of the site should be made against the indicative Sustainable Drainage Systems assessment in the Strategic Flood Risk Assessment Site Database and Settlement Appendices. This will help inform the most appropriate management method for surface water run-off.</p>
	Heritage Statement	<p>Required for all applications which affect a heritage asset (either be a DESIGNATED HERITAGE ASSET (Listed buildings, Historic Park or Garden of National Importance, Conservation Area, Scheduled Ancient Monument) or a NON-DESIGNATED HERITAGE ASSET (Locally Listed Park, Garden Building or Feature, Area of Archaeological Importance, Known site on the Historic Environment Record (HER)), or their setting as required by policy 6.3 of PPS5</p> <p>Guidance for the preparation of Heritage Statements is provided on the Council's website at the following link:</p> <p>http://www.iwight.com/living_here/Conservation_and_Design/Heritage_Statements/</p> <p>The level of detail should be proportionate to the importance of the heritage asset and no more than is sufficient to understand the potential impact of the proposal on the significance of the heritage asset. As a minimum the relevant historic environment record should have been consulted and the heritage assets themselves should have been assessed using appropriate expertise where necessary given the</p>

		<p>application's impact. The scale of the proposed development will also be relevant. All Major applications are more likely to have an impact on adjacent heritage assets.</p> <p>Where an application site includes, or is considered to have the potential to include, heritage assets with archaeological interest, applicants will be required to submit an appropriate site-based assessment and, where desk-based research is insufficient to properly assess the interest, a field evaluation.</p>
	Land Contamination Assessment	<p>Required for all applications where: -</p> <ul style="list-style-type: none"> • Contamination is known or suspected to exist • Proposed uses are likely to be sensitive to known contaminants. • The site is on the Council's list of registered contaminated sites • The site is within 250 metres of a licensed or historic landfill site
	Landscaping Details	<p>Required for all applications for new buildings and development of land. The details shall include:-</p> <ul style="list-style-type: none"> • Details of planting areas (including new planted species) • A clear identification of where existing planting is proposed to be kept • A proposed scheme for the management and maintenance of all landscaped areas within the application site.
	Lighting Assessment	<p>Required for all applications involving large areas of lighting for example golf driving ranges, lit car parks or proposals involving direct floodlighting of buildings and structures, of listed buildings or in Conservation Area.</p>
	Noise Assessment	<p>Required for all applications that :</p>

		<p>1/ would lead to increased noise generation with the potential of disturbing existing or future planned residents.</p> <p>2/ result in noise sensitive uses being developed near to noise generating uses (e.g. industrial parks, commercial activities, transport facilities, sports facilities, mineral extraction and processing sites and waste management sites)</p>
	Open Space Assessment	Required for all applications that would result in a net loss of allocated public open space or areas which are used by the public for recreational purposes
	Parking Assessment	Required for all applications where an increased demand for parking off site is likely to result from the development. The assessment should include details of existing and proposed parking spaces and shall include an assessment of available off site publicly available parking capacity. Such assessments shall include both daytime and night time availability of parking capacity.
	Renewable Energy Statement	<p>Required for all applications that include proposals for the provision of renewable energy sources and which propose to contribute new capacity to the national or local grid. The statements must include the following information:</p> <ul style="list-style-type: none"> • Potential energy output • Expected lifetime of the scheme • Proposed site restoration measures to re-instate the site following completion of the use of the land which may require the provision of a restoration bond to cover restoration costs. • Community benefits of the scheme • An assessment of potential alternative sites for the proposed renewable scheme

		<ul style="list-style-type: none"> • Comparison of the proposals against other forms of renewable energy production.
	Planning Statement	<p>Required for all applications and should include the following:-</p> <ul style="list-style-type: none"> • An assessment of how proposals accord with national and local planning policies • Reference to any other material consideration that may justify the principle of the proposal
	Structural Survey	<p>Required for all applications proposing the conversion or re-use of rural buildings. It shall include details of:</p> <ul style="list-style-type: none"> • Structural integrity of the existing building • Extent of works to be carried out • Details of the likely costs of maintaining the structural integrity of the building in its existing use
	Town Centre Use Assessment	<p>Required for all applications where:</p> <ul style="list-style-type: none"> • A retail proposal exceeds 2,500 square metres; • Smaller schemes are proposed outside of defined town centres (unless on an allocated site). • The proposal is located on the edge of the centre or out of centre; • Or where it is not in accordance with the up to date development plan Evidence should be provided to show that there are no sequentially preferential sites.
	Transport Assessment	<p>Required for all applications where proposals would lead to significant transport implications and as such would cross thresholds for assessment as set out in Appendix B - D of DOT Guidance. See link : http://webarchive.nationalarchives.gov</p>

		v.uk/+http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappen dixb
	Travel Plan	<p>Required for all applications for:</p> <ul style="list-style-type: none"> • food and non-food retail proposals in excess of 2500 sq meters, • cinema and conference facilities, • other leisure (D2) uses (excluding stadia) from and above 1000 sq. m gross floorspace; • B1 (including office, higher and further education establishments from and above 2500 sq. m gross floorspace; • Stadia of 1500 + seats • New Schools and school extensions where an increase in the number of on-site pupils and staff is proposed.
	Tree Survey/ Arboricultural Implications	Required for all applications where trees or hedgerows within the site or on land adjacent to it could influence or be affected by the development.
	Ventilation/ Extraction Statement	<p>Required for all applications for :</p> <ul style="list-style-type: none"> • uses involving food preparation including restaurants, cafes, takeaways and pubs (A3, A4 and A5 of the Use Classes Order); • for proposals involving light industrial and general industrial uses (B1 and B2 of the use classes order. <p>The statement shall include details including scaled drawings of the proposed means of extraction and details of the equipment intended to be installed and where. All elements proposed to be installed externally to the existing building shall be shown on scaled drawings.</p>

