



Sedgemoor District Council
Local Validation Checklist
February 2016



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Introduction

This Local Validation Checklist has been produced to inform applicants/agents of the type of documents and level of information required to validate a planning application or other similar consents. There are National Requirements and Sedgemoor District Council (SDC) has local requirements. SDC's local validation checklist reflects both the National Guidance on the validation of applications and the local requirements to meet adopted Core Strategy policies. To avoid confusion, this document will merge local and National requirements to enable use of this document as your one-stop shop, with the aim that your application can be registered as valid for determination by the Council first time round.

This Checklist is intended to provide applicants/agents with clear advice as to the planning information that is considered necessary to allow Case Officers and Statutory and Non-Statutory consultees to properly consider proposals being put forward and to ensure a streamlined submission process.

Where a document or plan is listed for a particular type of application or consent, such an application may not be validated without this information. Everything that is required from applicants will be justified by policy or legislation so you know why we are asking for certain information. Links to other bodies and documents that will help you get your submission right can be found under the Glossary at the end of this document.

If you consider a required item is not applicable to your particular application then please contact our Development Management Team on 0300 303 7805 for further advice.

How to use this document

This document provides specific requirements for all types of applications and these are listed in the Contents page. Applicants/agents should ensure that their application submission includes all of the information required for the specific type of application that is being submitted.

This document has been designed for use both electronically and in hard copy; when used electronically you can click on links to navigate to specific items/web pages and can return to a previous pages within this document by pressing the Alt key and the left arrow key.

Guidance for all applicants/agents

What is Validation?

Validation is the process of checking that all relevant documentation and fee (where applicable) has been provided. If an applicant/agent submits an application without the necessary documentation, or with clear inaccuracies, we will declare the application invalid (with no further action taken) until the required information is provided.

Some of the requirements are National Requirements and some are Local Requirements which have been adopted by the Council. For simplicity, no differentiation is made in this document between the two types of requirement. All requirements are listed and cross referenced in the [Executive Summary Chart](#).

The Extent of Information Requested

The extent of information requested for validation has been the subject of consultations and will be sought on the basis of what is considered to be reasonable and proportionate having regard to the scale and nature of the proposed development and material considerations - as set out in The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3 Article 11 (3) (c).

Plans

For information: The Planning Portal and a number of website providers can provide plans.

Note: copyrighted plans cannot be accepted unless with accompanying authorisation.

Location Plan (existing)

A site location plan shows the proposal in its surrounding context and must:

- A. Be as up-to-date as possible
- B. Be at an identified measurable scale of 1:1250, 1:2500 and include a scale bar
- C. Be clearly marked with the direction of North
- D. Show the full site, all site boundaries, adjoining properties (be numbered or named) and identify sufficient roads and/or buildings to enable identification of the land to which the application relates
- E. Show the application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from the road, **outlined in red**
- F. Show any other land within the applicant's ownership or control that is close to or adjacent to the site **outlined in blue**
- G. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- H. Indicate original paper size (A4, A3 etc.) on drawings for printing
- I. Be uploaded/printed in colour

Block / Site Plan (existing and proposed)

A block / site plan shows the development in more detail and must:

- A. Be as up-to-date as possible
- B. Be at an identified measurable scale of 1:500, 1:200, 1:100 and include a scale bar

- C. Be clearly marked with the direction of North
- D. Clearly show the proposed development
- E. Include all site boundaries, existing buildings, roads, tracks, footpaths, public rights of way, walls, banks and historic features, ponds, watercourses and proposed boundary treatments/walls/fencing (including measures for removal and/or retention):
 - i. On the site
 - ii. On land adjoining the site
- F. Clearly show any buildings to be demolished
- G. Include existing and proposed parking provision, access arrangements and the extent and type of any hard surfacing
- H. Clearly show the position of all trees and all hedges and those that could influence or be affected by the development; with proposals for removal and/or retention clearly indicated (including boundary hedges)
 - i. On the site
 - ii. On land adjoining the site
- I. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council.
- J. Indicate original paper size (A4, A3 etc.) on drawings for printing
- K. Be uploaded/printed in colour

Elevation Drawings (existing and proposed)

An elevation is a view of a building seen from one side, a flat representation of one façade and must:

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar. Larger scale drawings may be required for Listed Buildings
- B. Show all elevations in full unless otherwise agreed
- C. Show proposed building materials, style and finish of the building and windows and doors
- D. Show any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling) and a street scene where appropriate.
- E. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- F. Indicate original paper size (A4, A3 etc.) on drawings for printing
- G. Be uploaded/printed in colour where needed
- H. Include the particulars specified or referred to in the application form e.g. material etc.

Floor Plans (existing and proposed)

A floor plan is a view from above showing the layout of rooms, key dimensions and levels, and may also use symbols to show materials and locations of fittings and appliances and must:

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar
- B. Explain the proposal and usage in detail
- C. Show the entire floor area for any existing building as well as the proposed development
- D. Show new buildings in context with adjacent buildings
- E. Show any buildings or walls to be demolished
- F. Show roof plan, if not shown on the site plan and is relevant to the proposal
- G. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council

- H. Indicate original paper size (A4, A3 etc.) on drawings for printing
- I. Be uploaded/printed in colour where needed

Section Plans / Levels (existing and proposed)

A section plan shows a view of a structure as though it had been sliced vertical in half, this can be useful as it gives a view through the spaces and surrounding structures that can reveal the relationships between the different levels and parts of the buildings that might not be apparent on other plans and must:

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar
- B. Show a cross section(s) through the proposed building(s) or structure
- C. Provide details of existing and proposed levels with reference to an off-site fixed datum point and include any retaining walls existing or proposed where there is a change in ground levels or building/floor levels across the site, or between a site and neighbouring land and show the proposals in relation to adjoining buildings
- D. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- E. Indicate original paper size (A4, A3 etc.) on drawings for printing
- F. Be uploaded/printed in colour where needed

Submitting an Application

All applications (other than condition discharge) must be submitted on the appropriate Standard Application Form, it must be signed and dated and all questions on the form must be answered fully and accurately.

Number of Copies

If all submitted electronically via the Planning Portal or emailed to development.management@sedgemoor.gov.uk no paper copies required.

If submitting hard copies please provide the following number of complete paper sets of application forms, plans and supporting documents:

- Two complete sets for single, minor or combined applications (e.g. Full and Listed Building Consent)
- Two complete sets and a copy on CD for Major Applications or as agreed during pre-application discussions

They can be printed out and posted to:

Development Management
Sedgemoor District Council
Bridgwater House
King Square
Bridgwater
Somerset TA6 3AR

Tel: 01278 435435 or 0300 303 7805

Extra information requested after validation

The list of requirements is not exhaustive and we can still request further, or more detailed information after validation to resolve any particular issues that arise. Any additional information not required by the Validation Checklist but which we need to determine the application will be requested during the course of the application and should be provided as soon as possible.

Validation disputes

If an applicant/agent disagrees with the reasons for invalidating a planning application the Development Manager or Principal Officer should be contacted in the first instance to discuss the requirement, following this if negotiations with the authority has failed, they may send a notice to the authority setting out their reasons for refusing to supply the information under The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3 Article 12. The applicant must have submitted all the other information needed to validate the application together with the fee. The authority will then either confirm the information is no longer required and issue a validation notice or disagree and issue a non-validation notice against which the applicant may then appeal under Section 78 of the Town and Country Planning Act 1990 (as amended).

Adoption / Review

Adopted by Full Council on 16th December 2015, first published 5th February 2016.

The local validation checklist should be reviewed and republished bi-annually as required under The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3, Article 11 (3) (d).

Pre-Application Advice

In accordance with SDC's proactive approach, all applicants/agents are strongly advised to seek pre-application advice before submitting an application, to discuss the likelihood of a successful outcome. This will help to highlight any potential issues at an early stage in the planning process and ensure that the necessary documentation is submitted.

This is considered essential for major applications. For further information please view Pre-Planning Application Advice guidance available on our website.

Executive Summary Chart

✓ = Required

ⓘ = Required - please see specific guidance

✗ = Not applicable or Not required

		Type of application										
		Householder planning applications	Change of Use	Full or Outline planning application for Minor development	Full or Outline planning application for Major development	Reserved Matters Application	Advertisement Consent	Listed Building Consent	Certificate of Lawfulness of Existing Use or Development	Certificate of Lawfulness of Proposed Use or Development	Tree Works or Hedgerow Removal Application	Removal or variations of planning conditions
Info required	Application Form and Fee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	CIL Additional Information Form	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	✗	ⓘ	✗	ⓘ	✗	ⓘ
	Location Plan (existing)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Block / Site Plan (existing and proposed)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Elevation Drawings (existing and proposed)	✓	✗	ⓘ	ⓘ	ⓘ	✓	✓	ⓘ	ⓘ	✗	ⓘ
	Floor Plans (existing and proposed)	✓	✓	ⓘ	ⓘ	ⓘ	✗	✓	ⓘ	ⓘ	✗	ⓘ
	Section Plans / Levels (existing and proposed)	ⓘ	✗	ⓘ	ⓘ	ⓘ	✗	ⓘ	✗	ⓘ	✗	ⓘ
	Ecology Report	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	✗	✗	✗	✗	✗	ⓘ

✓ = Required

ⓘ = Required - please see specific guidance

✗ = Not applicable or Not required

		Type of application										
		Householder planning applications	Change of Use	Full or Outline planning application for Minor development	Full or Outline planning application for Major development	Reserved Matters Application	Advertisement Consent	Listed Building Consent	Certificate of Lawfulness of Existing Use or Development	Certificate of Lawfulness of Proposed Use or Development	Tree Works or Hedgerow Removal Application	Removal or variations of planning conditions
	Flood Risk Assessment (FRA)	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	✗	✗	✗	✗	✗	ⓘ
	Heritage Statement	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	✗	✓	✗	✗	✗	ⓘ
	Archaeological Assessment	ⓘ	✗	ⓘ	ⓘ	ⓘ	✗	✗	✗	✗	✗	ⓘ
	Design and Access Statement	ⓘ	✗	ⓘ	ⓘ	ⓘ	✗	✓	✗	✗	✗	✗
	Tree Survey / Report	ⓘ	✗	ⓘ	ⓘ	ⓘ	✗	✗	✗	✗	ⓘ	ⓘ
	Structural Survey and Conversion Method Statement	✗	✗	ⓘ	ⓘ	ⓘ	✗	ⓘ	✗	✗	✗	ⓘ
	Land Contamination Report	✗	✗	ⓘ	ⓘ	ⓘ	✗	✗	✗	✗	✗	ⓘ
	Draft S106/ Heads of Terms	✗	ⓘ	ⓘ	ⓘ	✗	✗	✗	✗	✗	✗	✗
	Noise / Vibration Assessment	✗	ⓘ	ⓘ	ⓘ	ⓘ	✗	✗	✗	✗	✗	ⓘ

✓ = Required

ⓘ = Required - please see specific guidance

✗ = Not applicable or Not required

		Type of application										
		Householder planning applications	Change of Use	Full or Outline planning application for Minor development	Full or Outline planning application for Major development	Reserved Matters Application	Advertisement Consent	Listed Building Consent	Certificate of Lawfulness of Existing Use or Development	Certificate of Lawfulness of Proposed Use or Development	Tree Works or Hedgerow Removal Application	Removal or variations of planning conditions
	Agricultural Appraisal	✗	ⓘ	ⓘ	ⓘ	ⓘ	✗	✗	✗	✗	✗	ⓘ
	Transport Assessment / Statement	✗	ⓘ	ⓘ	ⓘ	ⓘ	✗	✗	✗	✗	✗	ⓘ
	Landscape and Visual Impact Assessment	✗	✗	ⓘ	ⓘ	ⓘ	✗	✗	✗	✗	✗	ⓘ
	Landscape Plan / Strategy	✗	ⓘ	ⓘ	ⓘ	ⓘ	✗	✗	✗	✗	✗	ⓘ
	Statement of Community Involvement	✗	ⓘ	ⓘ	ⓘ	ⓘ	✗	✗	✗	✗	✗	✗
	Compulsory Pre-application Consultation	✗	✗	ⓘ	ⓘ	✗	✗	✗	✗	✗	✗	✗
	Affordable Housing Statement	✗	ⓘ	ⓘ	ⓘ	✗	✗	✗	✗	✗	✗	ⓘ
	Local Labour Agreement	✗	✗	ⓘ	ⓘ	✗	✗	✗	✗	✗	✗	✗
	Retail Impact Assessment	✗	ⓘ	✗	ⓘ	ⓘ	✗	✗	✗	✗	✗	✗
	Planning Statement	✗	✓	✓	✓	✓	✗	✗	✓	✓	ⓘ	✓

Householder planning application

The Householder Application for Works or Extension to a Dwelling should be used for proposals to alter/extend a single dwellings or two or more dwellings, including works within the curtilage (boundary/garden) of a house or the formation of an access in association with a house.

Document Description:	Req'd	What / When is required:	Policy / Legislation:
Application Form and Fee	✓	<ul style="list-style-type: none"> Householder Application form or Householder and listed building consent Application form (completed form, signed and dated) Fee (if applicable) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Forms		Required where the proposed development will involve the creation of 100m ² or more floor space (including converted floor space).	CIL Regulations (2010), as amended
Location Plan (existing)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:1250 or 1:2500 and include a scale bar Show the direction of North Identifies the boundary of the property, including access to the highway, edged in red Identifies any other land in the same ownership/control that is close to or adjacent to the application site edged in blue Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:500 or 1:200 and include a scale bar Show the direction of North Show the proposed development e.g. extension, garage, access alterations, etc. 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:50 or 1:100 and include a scale bar Show the proposed works in relation to what is already there, where possible, the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. 	Core Strategy Policy D2

Document Description:	Req'd	What / When is required:	Policy / Legislation:
Floor Plans (existing and proposed)	✓	<ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Where existing buildings or walls are to be demolished these should be clearly shown. • Show details of the existing building(s) as well as those for the proposed development. • New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). 	Core Strategy Policy D2
Section Plans / Levels (existing and proposed)	i	<p>Required for detached buildings, showing finished floor levels above a fixed datum point e.g. a manhole cover and extensions within flood zones 2 and 3.</p> <ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Show a cross section(s) through the proposed building(s). 	Core Strategy Policy D2
Ecology Report	i	<p>Required if works are proposed which may affect protected species or habitats.</p> <p>Bat survey required if works are proposed in loft spaces or outbuildings, within Bat Consultation Zones, rural areas or in close proximity to a woodland or watercourse.</p>	Core Strategy Policy D14 and D15
Flood Risk Assessment (FRA)	i	<p>Required for development in Flood Zone 2 and 3 or works within 8m of a main river.</p> <p>Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.</p>	Core Strategy Policy D1
Heritage Statement	i	<p>Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument or having archaeological implications.</p>	Core Strategy Policy D17 NPPF paragraph 128
Archaeological Assessment	i	<p>Required for developments in areas of high archaeological potential.</p>	Core Strategy Policy D17 NPPF paragraph 128
Design and Access Statement	i	<p>Required for Listed Buildings or if in a Conservation Area, and should include a Heritage Asset Statement.</p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015 PPG Design paragraphs 029 and 034

Document Description:	Req'd	What / When is required:	Policy / Legislation:
Tree Survey / Report		Required for works involving a tree that is subject to a Tree Preservation Order, to a tree within a Conservation Area or where works potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.	Core Strategy Policy D14 BS. 5837 (2012)

Change of Use

If you are intending to change the use of all or part of your property/land, you may need to obtain planning permission. The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as use classes. The full application for Planning Permission form should be used for change of use applications.

Document Description:	Req'd	What / When is required:	Policy / Legislation:
Application Form and Fee	✓	<ul style="list-style-type: none"> Application form for Planning Permission (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form	ⓘ	Required for applications where the proposed development will create one or more new dwellings, or involve the creation of 100m ² or more floor space (including converted floor space) of retail warehouse, supermarket or hotel use.	CIL Regulations (2010), as amended
Location Plan (existing)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:1250 or 1:2500 and include a scale bar Show the direction of North Identifies the boundary of the property, including access to the highway, edged in red Identifies any other land in the same ownership/control that is close to or adjacent to the application site edged in blue Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:500 or 1:200 and include a scale bar Show the direction of North Show the proposed development e.g. extension, garage, access alterations, etc. 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Floor Plans (existing and proposed)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:50 or 1:100 and include a scale bar Where existing buildings or walls are to be demolished these should be clearly shown. Show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). 	Core Strategy Policy D2

Document Description:	Req'd	What / When is required:	Policy / Legislation:
Ecology Report		Required, except if there is no impact to be determined on a site by site basis. This should include evidence to support Habitats Regulations Assessment where appropriate.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended) Core Strategy Policy D14 and D15
Flood Risk Assessment (FRA)		Required for : <ul style="list-style-type: none"> Essential infrastructure / Highly vulnerable / More vulnerable uses within Flood Zone 2 and 3 Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.	Core Strategy Policy D1 PPG Flood Zone and Flood Risk Tables
Heritage Statement		Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument.	Core Strategy Policy D17 NPPF paragraph 128
Draft S106 / Heads of Terms		Required for schemes involving: <ul style="list-style-type: none"> Affordable housing The provision of on-site open space (formerly RLT2 contributions) Matters which cannot be covered by planning conditions e.g. infrastructure improvements not covered by CIL 	Core Strategy Policies D5, D6, D7 and P4
Noise / Vibration Assessments		Required for developments generating potentially significant levels of noise / vibration, for development in close proximity to sensitive receptors, or developments within close proximity to existing significant levels of noise / vibration.	Core Strategy Policy D16 NPPF paragraph 123
Agricultural Appraisal		Required for countryside development including use for agriculture or as a rural worker's dwelling.	Core Strategy Policy P6 NPPF paragraph 55
Transport Assessment / Statement		Required for development that is likely to: <ul style="list-style-type: none"> Result in a material increase or change in the traffic Impact on other modes of transport 	Core Strategy Policy D10

Document Description:	Req'd	What / When is required:	Policy / Legislation:
Landscape Plan / Strategy		Required except where Change of Use has no landscape impact.	Core Strategy Policy S3, D14
Statement of Community Involvement		Required where identified during pre-application discussions or where identified in SDC's Statement of Community Involvement (change of use of 1000 square metres or more of gross floor space).	Adopted Statement of Community Involvement
Affordable Housing Statement		Required for residential development of 5 or more units and must include: Number and mix of affordable units; viability assessment based on HCA guidelines where provision will be less than that required by Core Strategy Policy D6.	Core Strategy Policy D6
Retail Impact Assessment		Required for applications for over 2,500m ² of floor space for retail, leisure or office development.	Core Strategy Policy D13 NPPF paragraphs 23-27
Planning Statement		Required (can be combined with a Design and Access Statement)	Core Strategy Policy S3 NPPF paragraphs 10 and 14

Full or Outline planning application for Minor development

Full applications are for many types of application including the erection of new dwellings, agricultural buildings or development involving commercial and industrial properties. Outline applications are used when the principle of a development needs to be established.

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form and Fee	✓	<ul style="list-style-type: none"> • Application for Planning Permission (completed form, signed and dated) • Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form	ⓘ	<p>Required for applications for full permission where the proposed development will create one or more new dwellings, or involve the creation of 100m² or more floor space (including converted floor space) of retail warehouse, supermarket or hotel use.</p> <p>CIL Additional Information Form is not required for Outline applications.</p>	CIL Regulations (2010), as amended
Location Plan (existing)	✓	<ul style="list-style-type: none"> • Drawn to a scale of 1:1250 or 1:2500 and include a scale bar • Show the direction of North • Identifies the boundary of the property, including access to the highway, edged in red • Identifies any other land in the same ownership/control that is close to or adjacent to the application site edged in blue • Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)	✓	<ul style="list-style-type: none"> • Drawn to a scale of 1:500 or 1:200 and include a scale bar • Show the direction of North • Show the proposed development 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)	ⓘ	<p>Required for changes to elevations.</p> <ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Show the proposed works in relation to what is already there, where possible, the proposed building materials and the style, materials and finish of windows and doors. • Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. 	Core Strategy Policy D2

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Floor Plans (existing and proposed)		Required for changes to floor plans. <ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Where existing buildings or walls are to be demolished these should be clearly shown. • Show details of the existing building(s) as well as those for the proposed development. • New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). 	Core Strategy Policy D2
Section Plans / Levels (existing and proposed)		Required, except if matters are reserved. <ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Show a cross section(s) through the proposed building(s). 	Core Strategy Policy D2
Ecology Report		Required, except if there is no impact to be determined on a site by site basis. This should include evidence to support Habitats Regulations Assessment where appropriate.	Core Strategy Policy D14 and D15
Flood Risk Assessment (FRA)		Required for: <ul style="list-style-type: none"> • All development in Flood Zone 2 and 3 refer to Sedgemoor's Sequential Test guidance • Development over 1 hectare in Flood Zone 1 • Works within 8m of a main river Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.	Core Strategy Policy D1 PPG Flood Zone and Flood Risk Tables
Heritage Statement		Required for works within a Conservation Area or AONB, works adjacent or to a Listed Building, Scheduled Ancient Monument or having archaeological implications.	Core Strategy Policy D17 NPPF paragraph 128
Archaeological Assessment		Required for developments in areas of high archaeological potential.	Core Strategy Policy D17 NPPF paragraph 128

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Design and Access Statement		Required for development within a Conservation Area comprising: <ul style="list-style-type: none"> • One or more dwellings • Increase in floor space of 100m² or more 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 PPG Design paragraphs 029 and 034
Tree Survey / Report		Required for works involving a tree that is subject to a Tree Preservation Order, to a tree within a Conservation Area or where works potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.	Core Strategy Policy S3 and D14 BS. 5837 (2012)
Structural Survey and Conversion Method Statement		Required for development involving the conversion of an existing rural building outside of the settlement boundaries where there exists doubt as to the structural integrity of the building. Applicants should refer to SDC's Conversion of Agricultural / Rural Buildings guidance.	Core Strategy Policy D2
Land Contamination Report		Required for application sites where there has been a previous or suspected contaminative use at the site AND: <ul style="list-style-type: none"> • Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR • A vulnerable use is proposed where human health may be impacted 	Core Strategy Policy D16
Draft S106 / Heads of Terms		Required for schemes involving: <ul style="list-style-type: none"> • Affordable housing • The provision of on-site open space (formerly RLT2 contributions) • Matters which cannot be covered by planning conditions e.g. infrastructure improvements not covered by CIL 	Core Strategy Policies D5, D6, D7 and P4
Noise / Vibration Assessment		Required for developments generating potentially significant levels of noise / vibration, for development in close proximity to sensitive receptors, or developments within close proximity to existing significant levels of noise / vibration.	Core Strategy Policy D16 NPPF paragraph 123
Agricultural Appraisal		Required for countryside development including new agricultural buildings or rural worker's dwelling.	Core Strategy Policy P6 NPPF paragraph 55

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Transport Assessment / Statement		Required for development that is likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic • Affect a classified road or proposed highway • Involve the laying out or construction of a highway or access • Impact on other modes of transport 	Core Strategy Policy D10
Landscape and Visual Impact Assessment		Required for developments that have the potential to result in a significant visual impact which may include (but is not limited to): <ul style="list-style-type: none"> • Solar and wind energy projects • Development in the open countryside or AONB 	Core Strategy Policy D14
Landscape Plan / Strategy		Required except where landscaping is a Reserved Matter.	Core Strategy Policy S3, D14
Statement of Community Involvement		Required where identified during pre-application discussions or where identified in the SDC's Statement of Community Involvement.	Adopted Statement of Community Involvement
Compulsory Pre-application Consultation		Required for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres.	The Town and Country Planning (Development Management Procedure) (England) (Order) 2015 Article 3 PPG Parties involved at the pre-application stage paragraph 009
Affordable Housing Statement		Required for residential development of 5 or more units and must include: <ul style="list-style-type: none"> • Number and mix of affordable units • Viability assessment based on HCA guidelines where provision will be less than that required by Core Strategy Policy D6. 	Core Strategy Policy D6
Local Labour Agreement		Required for developments that will create 10 or more new jobs including construction jobs.	Core Strategy Policy D11

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Planning Statement	✓	Required (can be combined with a Design and Access Statement)	Core Strategy Policy S3 NPPF paragraphs 10 and 14

Full or Outline planning application for Major development

Full applications are for many types of application including the erection of new dwellings, agricultural buildings or development involving commercial and industrial properties. Outline applications are used when the principle of a development needs to be established.

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for Planning Permission (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form	ⓘ	<p>Required for applications for full permission where the proposed development will create one or more new dwellings, or involve the creation of 100m² or more floor space (including converted floor space) of retail warehouse, supermarket or hotel use.</p> <p>CIL Additional Information Form is not required for Outline applications.</p>	CIL Regulations (2010), as amended
Location Plan (existing)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:1250 or 1:2500 and include a scale bar Show the direction of North Identifies the boundary of the property, including access to the highway, edged in red Identifies any other land in the same ownership/control that is close to or adjacent to the application site edged in blue Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:500 or 1:200 and include a scale bar Show the direction of North Show the proposed development 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)	ⓘ	<p>Required, except if matters are reserved.</p> <ul style="list-style-type: none"> Drawn to a scale of 1:50 or 1:100 and include a scale bar Show the proposed works in relation to what is already there, where possible, the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. 	Core Strategy Policy D2

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Floor Plans (existing and proposed)		Required, except if matters are reserved. <ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Where existing buildings or walls are to be demolished these should be clearly shown. • Show details of the existing building(s) as well as those for the proposed development. • New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). 	Core Strategy Policy D2
Section Plans / Levels (existing and proposed)		Required, except if matters are reserved. <ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Show a cross section(s) through the proposed building(s). 	Core Strategy Policy D2
Ecology Report		Required, except if there is no impact to be determined on a site by site basis. This should include evidence to support Habitats Regulations Assessment where appropriate. An Environmental Impact Assessment (EIA) may be required.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended) Core Strategy Policy D14 and D15
Flood Risk Assessment (FRA)		Required for : <ul style="list-style-type: none"> • All development in Flood Zone 2 and 3 refer to Sedgemoor's Sequential Test guidance • Development over 1 hectare in Flood Zone 1 • Works within 8m of a main river Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.	Core Strategy Policy D1 PPG Flood Zone and Flood Risk Tables
Heritage Statement		Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument or having archaeological implications.	Core Strategy Policy D17 NPPF paragraph 128
Archaeological Assessment		Required for developments in areas of high archaeological potential.	Core Strategy Policy D17 NPPF paragraph 128

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Design and Access Statement		Required unless the development is for an engineering operation only.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 PPG Design paragraphs 029 and 034
Tree Survey / Report		Required for works involving a tree that is subject to a Tree Preservation Order, to a tree within a Conservation Area or where works potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.	Core Strategy Policy S3, D14 BS. 5837 (2012)
Structural Survey and Conversion Method Statement		Required for development involving the conversion of an existing rural building outside of the settlement boundaries where there exists doubt as to the structural integrity of the building. Applicants should refer to SDC's Conversion of Agricultural / Rural Buildings guidance.	Core Strategy Policy D2
Land Contamination Report		Required for application sites where there has been a previous or suspected contaminative use at the site AND: <ul style="list-style-type: none"> • Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR • A vulnerable use is proposed where human health may be impacted 	Core Strategy Policy D16
Draft S106 / Heads of Terms		Required for schemes involving: <ul style="list-style-type: none"> • Affordable housing • The provision of on-site open space (formerly RLT2 contributions) • Matters which cannot be covered by planning conditions e.g. infrastructure improvements not covered by CIL 	Core Strategy Policies D5, D6, D7 and P4
Noise / Vibration Assessment		Required for developments generating potentially significant levels of noise / vibration, for development in close proximity to sensitive receptors, or developments within close proximity to existing significant levels of noise / vibration.	Core Strategy Policy D16 NPPF paragraph 123
Agricultural Appraisal		Required for countryside development including new agricultural buildings or rural worker's dwelling.	Core Strategy Policy P6 NPPF paragraph 55

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Transport Assessment / Statement		Required for development that is likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic • Affect a classified road or proposed highway • Involve the laying out or construction of a highway or access • Impact on other modes of transport 	Core Strategy Policy D10
Landscape and Visual Impact Assessment		Required for developments that have the potential to result in a significant visual impact which may include (but is not limited to): <ul style="list-style-type: none"> • Solar and wind energy projects • Development in the open countryside or AONB 	Core Strategy Policy D14
Landscape Plan / Strategy		Required except where landscaping is a Reserved Matter.	Core Strategy Policy S3, D14
Statement of Community Involvement		Required where identified during pre-application discussions or where identified in SDC's Statement of Community Involvement.	Adopted Statement of Community Involvement
Compulsory Pre-application Consultation		Required for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres.	The Town and Country Planning (Development Management Procedure) (England) (Order) 2015 Article 3 PPG Parties involved at the pre-application stage paragraph 009
Affordable Housing Statement		Required for residential development of 5 or more units and must include: <ul style="list-style-type: none"> • Number and mix of affordable units • Viability assessment based on HCA guidelines where provision will be less than that required by Core Strategy Policy D6. 	Core Strategy Policy D6
Local Labour Agreement		Required for developments that will create 10 or more new jobs including construction jobs.	Core Strategy Policy D11

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Retail Impact Assessment		Required for applications for over 2,500m ² of floor space for retail, leisure or office development.	Core Strategy Policy D13 NPPF paragraphs 23-27
Planning Statement		Required (can be combined with a Design and Access Statement)	Core Strategy Policy S3 NPPF paragraphs 10 and 14

Reserved Matters Application

Reserved matters applications should be used after an Outline planning application has been approved. A Reserved Matters application deals with some or all of the outstanding details of the Outline application proposal, including appearance, means of access, landscaping, layout and scale.

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for approval of reserved matters following outline approval (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Addition al Information Form	ⓘ	Required for applications where the proposed development will create one or more new dwellings, or involve the creation of 100m ² or more floor space (including converted floor space) of retail warehouse, supermarket or hotel use, unless the Outline permission was granted before 01 April 2015.	CIL Regulations (2010), as amended
Location Plan (existing)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:1250 or 1:2500 and include a scale bar Show the direction of North Identifies the boundary of the property, including access to the highway, edged in red (consistent with the Outline application) Identifies any other land in the same ownership/control that is close to or adjacent to the application site edged in blue Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:500 or 1:200 and include a scale bar Show the direction of North Show the proposed development 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)	ⓘ	<p>Required for changes to elevations, except if approved within the Outline permission.</p> <ul style="list-style-type: none"> Drawn to a scale of 1:50 or 1:100 and include a scale bar Show the proposed works in relation to what is already there, where possible, the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. 	Core Strategy Policy D2

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Floor Plans (existing and proposed)		Required for changes to floor plans, except if approved within the Outline permission. <ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Where existing buildings or walls are to be demolished these should be clearly shown. • Show details of the existing building(s) as well as those for the proposed development. • New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). 	Core Strategy Policy D2
Section Plans / Levels (existing and proposed)		Required, except if addressed at Outline stage. <ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Show a cross section(s) through the proposed building(s). 	Core Strategy Policy D2
Ecology Report		Required, except if addressed at Outline stage or if there is no impact - to be determined on a site by site basis. This should include evidence to support Habitats Regulations Assessment where appropriate.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended) Core Strategy Policy D14 and D15
Flood Risk Assessment (FRA)		Required, except if addressed at Outline stage: <ul style="list-style-type: none"> • All development in Flood Zone 2 and 3 refer to Sedgemoor's Sequential Test guidance • Development over 1 hectare in Flood Zone 1 • Works within 8m of a main river Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.	Core Strategy Policy D1 PPG Flood Zone and Flood Risk Tables
Heritage Statement		Required, except if addressed at Outline stage. For works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument or having archaeological implications.	Core Strategy Policy D17 NPPF paragraph 128
Archaeological Assessment		Required, except if addressed at Outline stage. For developments in areas of high archaeological potential.	Core Strategy Policy D17 NPPF paragraph 128

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Design and Access Statement		Required, except if the development is for engineering operations only or if considered at Outline stage.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 PPG Design paragraphs 029 and 034
Tree Survey / Report		Required, except if addressed at Outline stage. For works involving a tree that is subject to a Tree Preservation Order, to a tree within a Conservation Area or where works potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.	Core Strategy Policy S3, D14 BS. 5837 (2012)
Structural Survey and Conversion Method Statement		Required, except if addressed at Outline stage. For development involving the conversion of an existing rural building outside of the settlement boundaries where there exists doubt as to the structural integrity of the building. Applicants should refer to SDC's Conversion of Agricultural/Rural Buildings guidance.	Core Strategy Policy D2
Land Contamination Report		Required, except if addressed at Outline stage. For application sites where there has been a previous or suspected contaminative use at the site AND: <ul style="list-style-type: none"> • Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR • A vulnerable use is proposed where human health may be impacted 	Core Strategy Policy D16
Noise / Vibration Assessment		Required, except if addressed at Outline stage. For developments generating potentially significant levels of noise / vibration, for development in close proximity to sensitive receptors, or developments within close proximity to existing significant levels of noise / vibration.	Core Strategy Policy D16 NPPF paragraph 123
Agricultural Appraisal		Required, except if addressed at Outline stage. For countryside development including new agricultural buildings or rural worker's dwelling.	Core Strategy Policy P6 NPPF paragraph 55

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Transport Assessment / Statement		Required, except if addressed at Outline stage. For development that is likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic • Affect a classified road or proposed highway • Involve the laying out or construction of a highway or access • Impact on other modes of transport 	Core Strategy Policy D10
Landscape and Visual Impact Assessment		Required, except if addressed at Outline stage. For developments that have the potential to result in a significant visual impact which may include (but is not limited to): <ul style="list-style-type: none"> • Solar and wind energy projects • Development in the open countryside or AONB 	Core Strategy Policy D14
Landscape Plan / Strategy		Required, except if addressed at Outline stage.	Core Strategy Policy S3, D14
Statement of Community Involvement		Required where identified during pre-application discussions, during Outline considerations or where identified in the SDC's Statement of Community Involvement.	Adopted Statement of Community Involvement
Retail Impact Assessment		Required, except if addressed at Outline stage. For applications for over 2,500m ² of floor space for retail, leisure or office development.	Core Strategy Policy D13 NPPF paragraphs 23-27
Planning Statement		Required (can be combined with a Design and Access Statement)	Core Strategy Policy S3 NPPF paragraphs 10 and 14

Application for Advertisement Consent

Advertisement consent applications should be used for proposals to display an advertisement or sign which requires planning permission.

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form and Fee	✓	<ul style="list-style-type: none"> • Application for consent to display an advertisement(s) (completed form, signed and dated) • Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Location Plan (existing)	✓	<ul style="list-style-type: none"> • Drawn to a scale of 1:1250 or 1:2500 and include a scale bar • Show the direction of North • Identifies the boundary of the property, edged in red • Identifies any other land in the same ownership/control that is close to or adjacent to the application site edged in blue • Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)	✓	<ul style="list-style-type: none"> • Drawn to a scale of 1:500 or 1:200 and include a scale bar • Show the direction of North • Show the proposed advertisement dimensions and position on the land or building in question 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)	✓	<ul style="list-style-type: none"> • Drawn to a scale of 1:20 or 1:50 and include a scale bar • Show the materials to be used, fixings, colours, height above the ground and, where it would project from a building, the extent of the projection. • Show the signs, size and illumination. The type of each sign for which application is being made, e.g. fascia, projecting box, pole-mounted free-standing, should be shown, together with the dimensions of each sign. If any of the signs are to be illuminated please describe the type of illumination, e.g. internal, external, floodlight, etc., and whether the illumination will be static, flashing, or have moving parts. 	Core Strategy Policy D2

Listed Building Consent

Listed building consent applications are used if your property is listed for having special architectural or historic interest and you wish to make alterations, external or internal, to the building. (Listed building consent applications can accompany a householder or full application if planning permission is also required.)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for listed building consent for alterations, extension or demolition of a listed building or Application for Planning Permission and listed building consent for alterations, extension or demolition of a listed building or Householder Application for Planning Permission for works or extension to a dwelling and listed building consent (completed form, signed and dated) Fee (if required) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Forms	ⓘ	Required for applications where the accompanying householder or full planning application will create one or more new dwellings, or involve the creation of 100m ² or more floor space (including converted floor space) of retail warehouse, supermarket or hotel (not required for the Listed Building Consent application itself).	CIL Regulations (2010), as amended
Location Plan (existing)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:1250 or 1:2500 and include a scale bar Show the direction of North Identifies the boundary of the property, including access to the highway, edged in red Identifies any other land in the same ownership/control that is close to or adjacent to the application site edged in blue Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:500 or 1:200 and include a scale bar Show the direction of North Show the proposed development e.g. extension, garage, access alterations, etc. 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:20, 1:50 or 1:100 and include a scale bar Show the proposed works in relation to what is already there, where possible, the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. 	Core Strategy Policy S3, D2, D17

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Floor Plans (existing and proposed)	✓	<ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Where existing buildings or walls are to be demolished these should be clearly shown. • Show details of the existing building(s) as well as those for the proposed development. • New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). 	Core Strategy Policy S3, D2, D17
Section Plans / Levels (existing and proposed)	ⓘ	<p>Required, this will be determined on a case by case basis.</p> <ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Show a cross section(s) through the proposed building(s) AND • Plans to a scale of not less than 1:20 to show all new details proposed e.g. doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details 	Core Strategy Policy S3, D2, D17
Heritage Statement	✓	Required, this must include a full schedule of the proposed works.	Core Strategy Policy D17 NPPF paragraph 128
Design and Access Statement	✓	Required	The Town and Country Planning (Development Management Procedure) (England) Order 2015 PPG Design paragraphs 029 and 034
Structural Survey and Conversion Method Statement	ⓘ	<p>Required for development involving structural works to a Listed Building.</p> <p>Applicants should refer to SDC's Conversion of Agricultural/Rural Buildings guidance as appropriate.</p>	Core Strategy Policy S3, D2, D17

Certificate of Lawfulness of Existing Use or Development

Certificate of Lawfulness of Existing Use or Development are used to confirm that any existing use/operation/activity in breach of a condition or limitation on a planning permission that has already taken place is lawful on the date specified in the application. It is defined as being lawful if enforcement action cannot be taken against it. This may be because it had, or did not need planning permission, or it may be the case that the use or operation took place so long ago that the time for enforcement action has expired.

Mandatory requirements for Certificate of Lawfulness of existing use or development applications can be found in [Town and Country Planning Act 1990 section 191](#)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form and Fee	✓	<ul style="list-style-type: none"> Lawful Development Certificate for an Existing use/operation/activity Application Form (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Location Plan (existing)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:1250 or 1:2500 and include a scale bar Show the direction of North Identifies the boundary of the property, including access to the highway, edged in red Identifies any other land in the same ownership/control that is close to or adjacent to the application site edged in blue Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:500 or 1:200 and include a scale bar Show the direction of North Show the development 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings		<p>Required for changes to elevations.</p> <ul style="list-style-type: none"> Drawn to a scale of 1:50 or 1:100 and include a scale bar Show the proposed works in relation to what is already there, where possible, the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. 	Town and Country Planning Act 1990 s.191

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Floor Plans		Required for changes to floor plans. <ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Where existing buildings or walls are to be demolished these should be clearly shown. • Show details of the existing building(s) as well as those for the proposed development. • New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). 	Town and Country Planning Act 1990 s.191
Planning Statement		Required this should: <ul style="list-style-type: none"> • Describe the use, operations or other matter • Give the reasons for determining the use, operations or other matter to be lawful • Provide evidence e.g. sworn affidavit(s) from people with personal knowledge of the existing use; dated photographs; utility bills etc. 	Town and Country Planning Act 1990 s.191

Certificate of Lawfulness of Proposed Use or Development

Certificate of Lawfulness of Proposed Use/Development/Works or Activity are used to confirm that what you are proposing would be lawful i.e. it would not require express planning permission. For example you may need to establish that what you have proposed does not constitute development, is 'permitted development', or already has planning permission.

Mandatory requirements for Certificate of Lawfulness of proposed use or development applications can be found in [Town and Country Planning Act 1990 section 192](#)

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form and Fee	✓	<ul style="list-style-type: none"> Lawful Development Certificate for a Proposed use or development Application Form or Certificate of Lawfulness of Proposed Works to a Listed Building (completed form, signed and dated) Fee (if applicable) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form	ⓘ	Required for applications for full permission where the proposed development will create one or more new dwellings, or involve the creation of 100m ² or more floor space (including converted floor space) of retail warehouse, supermarket or hotel use.	CIL Regulations (2010), as amended
Location Plan (existing)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:1250 or 1:2500 and include a scale bar Show the direction of North Identifies the boundary of the property, including access to the highway, edged in red Identifies any other land in the same ownership/control that is close to or adjacent to the application site edged in blue Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:500 or 1:200 and include a scale bar Show the direction of North Show the proposed development e.g. extension, garage, access alterations, etc. 	The Town and Country Planning (Development Management Procedure) (England) Order 2015

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Elevation Drawings (existing and proposed)		Required for changes to elevations. <ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Show the proposed works in relation to what is already there, where possible, the proposed building materials and the style, materials and finish of windows and doors. • Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. 	Town and Country Planning Act 1990 s.192
Floor Plans (existing and proposed)		Required for changes to floor plans. <ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Where existing buildings or walls are to be demolished these should be clearly shown. • Show details of the existing building(s) as well as those for the proposed development. • New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). 	Town and Country Planning Act 1990 s.192
Section Plans / Levels (existing and proposed)		Required, this will be determined on a case by case basis. <ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Show a cross section(s) through the proposed building(s). 	Town and Country Planning Act 1990 s.192
Planning Statement		Required this should: <ul style="list-style-type: none"> • Describe the use, operations or other matter • Give the reasons for determining the use, operations or other matter to be lawful 	Town and Country Planning Act 1990 s.192

Tree Works or Hedgerow Removal Application

Trees and woodlands that are considered important to amenity, and can be protected by a tree preservation order. You can request a tree to be considered for protection, or if a tree is already protected, you must have consent to carry out works to the tree.

The Application for Hedgerow Removal Notice form should be used by anyone proposing to remove a hedgerow, or part of a hedgerow, covered by the Hedgerows Regulations 1997. The regulations are designed to protect important hedgerows in England and Wales.

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for hedgerow removal notice or Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area (completed form, signed and dated) No fee 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Hedgerows Regulations 1997</p>
Location Plan (existing)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:1250 or 1:2500 and include a scale bar Show the direction of North The tree(s) / hedgerow(s) in question should be clearly marked in red Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the tree/hedgerow is clear 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p>
Block / Site Plan (existing and proposed)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:500 or 1:200 and include a scale bar Show the direction of North The tree(s) / hedgerow(s) in question should be clearly marked 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p>
Tree Survey / Report		<p>Required for works to trees covered by a TPO if:</p> <ul style="list-style-type: none"> It is diseased or you have fears that it might break or fall (you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert). Alleged damage to property (written technical evidence from an appropriate expert, including description of damage and possible solutions) 	<p>Core Strategy Policy D14 and D20</p>
Planning Statement		<p>Required, unless already included on the application form.</p> <p>This should provide a detailed description of works and the reason(s) for the works/removal.</p>	<p>Core Strategy Policy D14 and D20</p> <p>Hedgerows Regulations 1997</p> <p>NPPF paragraphs 10 and 14</p>

Removal or Variation of Condition (Section 73 application)

This application can be used if, under a previous planning permission, a condition was imposed that you wish to be amended or removed entirely.

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for removal or variation of a condition following grant of planning permission (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form	ⓘ	Required for development relating to residential, retail warehouses, supermarket or hotel use that will change the floor space from that which was permitted by the permission that the S73 application relates to.	CIL Regulations (2010), as amended
Location Plan (existing)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:1250 or 1:2500 and include a scale bar Show the direction of North Identifies the boundary of the property, including access to the highway, edged in red (consistent with the original application) Identifies any other land in the same ownership/control that is close to or adjacent to the application site edged in blue Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)	✓	<ul style="list-style-type: none"> Drawn to a scale of 1:500 or 1:200 and include a scale bar Show the direction of North Show the proposed development e.g. extension, garage, access alterations, etc. 	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)	ⓘ	<p>Required, this will be determined on a case by case basis if changes to elevations are proposed.</p> <ul style="list-style-type: none"> Drawn to a scale of 1:50 or 1:100 and include a scale bar Show the proposed works in relation to what is already there, where possible, the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. 	Core Strategy Policy D2

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Floor Plans (existing and proposed)		<p>Required, this will be determined on a case by case basis if changes to floor plans are proposed.</p> <ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Where existing buildings or walls are to be demolished these should be clearly shown. • Show details of the existing building(s) as well as those for the proposed development. • New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). 	Core Strategy Policy D2
Section Plans / Levels (existing and proposed)		<p>Required, this will be determined on a case by case basis if changes affect sections / levels.</p> <ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Show a cross section(s) through the proposed building(s). 	Core Strategy Policy D2
Ecology Report		<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>This should include evidence to support Habitats Regulations Assessment where appropriate.</p> <p>Where the removal or variation has additional ecological implications an ecology report may be required. Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.</p>	Core Strategy Policy D14 and D15
Flood Risk Assessment (FRA)		<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.</p>	Core Strategy Policy D1 PPG Flood Zone and Flood Risk Tables
Heritage Statement		<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.</p>	Core Strategy Policy D17 NPPF paragraph 128
Archaeological Assessment		<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.</p>	Core Strategy Policy D17 NPPF paragraph 128

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Tree Survey / Report		<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.</p> <p>Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.</p>	Core Strategy Policy D14 BS. 5837 (2012)
Structural Survey & Conversion Method Statement		<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.</p>	Core Strategy Policy D2
Land Contamination Report		<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.</p>	Core Strategy Policy D16
Noise / Vibration Assessment		<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.</p>	Core Strategy Policy D1 NPPF paragraph 123
Agricultural Appraisal		<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.</p>	Core Strategy Policy P6
Transport Assessment / Statement		<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.</p>	Core Strategy Policy D10
Landscape and Visual Assessment		<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.</p>	Core Strategy Policy D14

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Landscape Plan / Strategy		<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.</p>	Core Strategy Policy S3, D14
Affordable Housing Statement		<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>Where an assessment was provided to support the planning permission that the S73 application relates to, an updated assessment or addendum may be sufficient.</p>	Core Strategy Policy D6
Planning Statement		<p>Required</p> <p>This should detail why the application for removal/variation of the condition is being sought.</p>	Town and Country Planning Act 1990 s.73

Other Application Types

Prior Approvals

Prior approval means that a developer has to seek approval from the local planning authority (SDC) that specified elements of the development are acceptable before work can proceed. The matters for prior approval vary depending on the type of development and these are set out in full in the relevant parts in Schedule 2 of the General Permitted Development Order. SDC cannot consider any other matters when determining a prior approval application.

Prior approval is required for some change of use permitted development rights. Certain other types of permitted development including the erection of new agricultural buildings, demolition and the installation of telecommunications equipment also require prior approval. The matters which must be considered by the local planning authority in each type of development are set out in the relevant parts of Schedule 2 to the General Permitted Development Order.

The statutory requirements relating to prior approval are much less prescriptive than those relating to planning applications. This is deliberate, as prior approval is a light-touch process which applies where the principle of the development has already been established. Where no specific procedure is provided in the General Permitted Development Order, local planning authorities have discretion on what processes they put in place.

Please note:

- Validation requirements for Prior Approval Notifications are set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 Part 3 W.
- Prior Approval application forms must be completed in full and include specific requirements depending on the proposal, relating to flood risk, transport / highways impacts, noise assessments etc.
- Development carried out using permitted development rights can be liable to pay a Community Infrastructure Levy charge.

Prior Approval for a Proposed Larger Home Extension

As per Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 1, Class A

This notification can be used by a household to notify a local planning authority of the intention to use the **permitted development rights** to build a single-storey rear extension of greater than four metres up to eight metres for a detached house and greater than three metres up to six metres for any other type of house outside Article 2(3) land* and sites of special scientific interest.

* Land within a National Park, the Broads, an area of outstanding natural beauty, an area designated as a Conservation Area and land within World Heritage Sites.

- Application form - https://ecab.planningportal.co.uk/uploads/1app/forms/notification_of_a_proposed_larger_home_extension.pdf
- No fee
- Location Plan
- Block / Site Plan (existing and proposed)

Prior Approval Office Use to Dwellings

Notification for Prior Approval for a Proposed Change of Use of a building from Office Use (Class B1(a)) to a Dwellinghouse (Class C3). As per Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class O

Development consisting of a change of use of a building and any land within its curtilage to a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes

Order from a use falling within Class B1(a) (offices) of that Schedule. Development is not permitted where the building is on Article 2(5) land, is a Listed Building or is within the curtilage of a listed building or the site is, or contains, a Scheduled Monument, or is or forms part of a safety hazard area or military explosives storage area.

- Application form - https://ecab.planningportal.co.uk/uploads/1app/forms/notification_of_a_proposed_change_of_use_to_dwelling.pdf
- Fee
- Location Plan

Prior Approval Agricultural to State-Funded School or Registered Nursery

Notification for Prior Approval for a Proposed Change of Use from an Agricultural Building and any land within its curtilage to a State-Funded School* or Registered Nursery** Schedule 2, Part 3, Class S. As per Town and Country Planning (General Permitted Development) Order 2015

* “state-funded school” means a school funded wholly or mainly from public funds including an Academy school, and alternative provision Academy or a 16 to 19 Academy established under the Academies Act 2010, or a school maintained by a local authority as defined in section 142(1) of the School Standards and Framework Act 1998. **

“registered nursery” means non-domestic premises in respect of which a person is registered under Part 3 of the Childcare Act 2006 to provide early years provision.

Development is not permitted where the combined floor area of building and land (“the site”) proposed to change use exceeds 500 square metres. Development is not permitted where the building is a listed building, the site is or contains a scheduled monument, or the site is, or forms part of a site of special scientific interest, a safety hazard area or a military explosives storage area.

- Application form - https://ecab.planningportal.co.uk/uploads/1app/forms/prior_approval_agricultural_building_to_school_or_nursery.pdf
- Fee
- Location Plan

Prior Approval to a State-Funded School or Registered Nursery

Notification for Prior Approval for Proposed Change of Use of a building and any land within its curtilage from Business (Class B1), Hotels (Class C1), Residential Institutions (Class C2), Secure Residential Institutions (Class C2A) or Assembly and Leisure (Class D2) to a state funded school* or a registered nursery**. As per Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class T

*“state-funded school” means a school funded wholly or mainly from public funds including an Academy school, and alternative provision Academy or a 16 to 19 Academy established under the Academies Act 2010, or a school maintained by a local authority as defined in section 142(1) of the School Standards and Framework Act 1998.

**“registered nursery” means non-domestic premises in respect of which a person is registered under Part 3 of the Childcare Act 2006 to provide early years provision” This permitted development right is for the use of a building and land within its curtilage as a state-funded school or as a registered nursery and for no other purpose apart from purposes ancillary to those uses. A building qualifies for this permission only if it is currently used for a purpose falling within use class B1 (business), C1 (hotels), C2 (residential institutions), C2A (secure residential institutions) or D2 (assembly and leisure). Development is not permitted if the building is a listed building, a scheduled monument or the site is, or forms part of, a safety hazard area or military explosives storage area.

- Application form - https://ecab.planningportal.co.uk/uploads/1app/forms/notification_of_a_proposed_change_of_use_to_state_funded_school.pdf
- Fee
- Location Plan

Prior Approval Agricultural Building to Office / Shops / Hotel

Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure*. As per Town and Country Planning Act 1990 and Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class R

Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure*. As per Town and Country Planning Act 1990, Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class R

*Development is not permitted where the building exceeds 500 square metres or is a listed building or Scheduled Ancient Monument or is or forms part of a safety hazard area or military explosives storage area.

- Application form - https://ecab.planningportal.co.uk/uploads/1app/forms/notification_of_a_proposed_change_of_use_of_agricultural.pdf
- Fee
- Location Plan

Prior Approval Retail Use / Mixed Retail and Residential Use to Dwellings

Notification for Prior Approval for a Proposed Change of Use of a Building from Shops (Class A1), Financial and Professional Services (Class A2), a Betting Office, Pay Day Loan Shop or a Mixed Use Combining Use as a Dwellinghouse with a Betting Office, Pay Day Loan Shop, Shops (Class A1) or Financial and Professional Services (Class A2) to a use falling within Class C3 (Dwellinghouse), and for Associated Operational Development*. As per Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class M

Development is not permitted where the cumulative floor space changing use exceeds 150 square metres. Development is not permitted where the building is a listed building, or is a scheduled monument, or where the building is located on Article 2(3) land, in a site of special scientific interest, in a safety hazard area or in a military explosives storage area.

- Application form - https://ecab.planningportal.co.uk/uploads/1app/forms/prior_approval_of_shops_to_residential.pdf
- Fee
- Location Plan

Prior Approval Agricultural Building to Dwelling

Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to a Dwellinghouse (Class C3), and for Associated Operational Development*. As per Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class Q

Development is not permitted where the proposed change of use would result in more than 3 dwellinghouses that have a cumulative floor space of more than 450 square metres being created within an “established agricultural unit” (which means agricultural land occupied as a unit for the purposes of agriculture on or before 20 March 2013, or for ten years before the date the proposed development will begin). Development is not permitted where the building is a listed building, the site is or contains a scheduled monument, is located on Article 2 (3) land, or the site is, or forms part of a site of special scientific interest, a safety hazard area or a military explosives storage area.

- Application form - https://ecab.planningportal.co.uk/uploads/1app/forms/prior_approval_of_agricultural_to_residential.pdf
- Fee
- Location Plan

Prior Approval Installation / Alteration / Replacement of Solar Photovoltaics (PV) (Non Domestic)

Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt, subject to certain limitations*. As per Town and Country Planning (General Permitted Development) (England) Order 2015 Schedule 2, Part 14, Class J

*The right does not apply in relation to any roof slope which fronts a highway in Conservation Areas, National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites. Nor do they apply to Listed Buildings or on a building within the curtilage of a Listed Building or Scheduled Monuments.

- Application form - https://ecab.planningportal.co.uk/uploads/1app/forms/notification_for_installation_alteration_replacement_of_other_solar_photovoltaics.pdf
- Fee
- Location Plan

Agricultural Prior Notification

Application for prior notification of agricultural or forestry development - proposed building. As per Town and Country Planning (General Permitted Development) (England) Order 2015 Schedule 2, Part 6

- Application form - https://ecab.planningportal.co.uk/uploads/appPDF/V3310Form016_england_en.pdf
- Fee
- Location Plan

Prior Approval Storage or Distribution Buildings to Dwellings

Notification for Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3). Town and Country Planning (General Permitted Development) (England) Order 2015 - Schedule 2, Part 3, Class P.

Development consisting of a change of use of a building (up to 500m² of floor space) to a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order from a use falling within Class B8 (storage or distribution buildings) of that Schedule*. After changing to a residential use, existing permitted development rights for dwelling houses (Class C3) will not apply.

*The new right does not apply in National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites, Listed Buildings or land within the curtilage of Listed Buildings, Scheduled Monuments, or in Sites of Special Scientific Interest, Safety Hazard Areas and Military Explosives Storage Areas.

- Application form - https://ecab.planningportal.co.uk/uploads/1app/forms/notification_for_change_of_use_from_storage_distribution_buildings_to_dwelling.pdf
- Fee
- Location Plan
- A statement setting out the evidence to demonstrate that the building was used solely for storage or distribution centre use on the 19th March 2014 and the building was used solely for storage or distribution centre use for a period of at least 4 years.

Prior Approval Amusement Arcades / Centres / Casinos, (Sui Generis Uses) to Dwellings

Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3). Town and Country Planning (General Permitted Development) (England) Order 2015 -Schedule 2, Part 3, Class N.

Development consisting of a change of use of amusement arcades/centres and casinos (sui generis) of up to 150 m² of floor space to a use falling within class C3 (dwellinghouses) of the Schedule to the Use Classes Order and to carry out associated building works that are reasonably necessary to make this change*. After changing to

a residential use, existing permitted development rights for dwelling houses (Class C3) will not apply.

*The new right does not apply in National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites, Listed Buildings or land within the curtilage of Listed Buildings, Scheduled Monuments, or in Sites of Special Scientific Interest, Safety Hazard Areas and Military Explosives Storage Areas.

- Application form - https://ecab.planningportal.co.uk/uploads/1app/forms/notification_for_change_of_use_from_amusement_arcades_casinos_to_dwelling.pdf
- Fee
- Location Plan
- Plans, drawings, schedule or information necessary to describe the details of the design

Prior Approval Shops, Financial and Professional Services, Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés

Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3). Town and Country Planning (General Permitted Development) (England) Order 2015 - Schedule 2, Part 3, Class C. Development consisting of a change of use of shops (Class A1), financial and professional services (Class A2), betting offices, pay day loan shops and casinos of up to 150m² floor space to a use falling within Class A3 restaurants and cafés of the Schedule to the Use Classes Order and for limited building works to allow the installation of extraction and ventilation units, and for waste storage and management*. Premises may revert from Class A3 use to their original use class if that was Class A1 (shops) or Class A2 (financial and professional services) under existing permitted development rights. A planning application will be required for change of use from Class A3 to a betting office or pay day loan shop. * The right does not apply to land within the curtilage of Listed Buildings or Scheduled Monuments, to Sites of Special Scientific Interest, Safety Hazard Areas and Military Explosives Storage Areas.

- Application form - https://ecab.planningportal.co.uk/uploads/1app/forms/notification_for_change_of_use_from_a1_a2_sui_generis_to_restaurants_cafes.pdf
- Fee
- Location Plan
- Existing and proposed elevations and floor plans (if building or other operations are required for the provision of facilities for ventilation and extraction (including the provision of an external flue), and the storage of rubbish).

Prior Approval Shops and Financial and Professional Services, Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses

Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2). Town and Country Planning (General Permitted Development) (England) Order 2015 - Schedule 2, Part 3, Class J. Development consisting of a change of use of shops (Class A1) and financial and professional services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) with an upper threshold of 200m² of total floor space to a use falling within Class D2 assembly and leisure uses of the Schedule to the Use Classes Order*. Permitted development rights to convert a D2 premises to a registered nursery or state funded school do not apply to premises that change to D2 use under these rights. *The permitted development right does not apply in conservation areas, National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage sites. Nor do they apply to land within the curtilage of Listed Buildings and land within the curtilage of Listed buildings, Scheduled Monuments, Sites of Special Scientific Interest, Safety Hazard Areas or Military Explosives Storage Areas.

- Application form - https://ecab.planningportal.co.uk/uploads/1app/forms/notification_for_change_of_use_a1_a2_sui_generis_to_assembly_and_leisure.pdf
- Fee
- Location Plan

Prior Approval Erection or Construction of Collection Facility within the Curtilage of a Shop

Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop. Town and Country Planning (General Permitted Development) (England) Order 2015 - Schedule 2, Part 7, Class C.

The provision of a single click and collect facility within the curtilage of a shop, for example, on car parks. One facility per retail premises may be erected. Any buildings will be limited to 4 metres in height and a gross floor space of up to 20m². *The right does not apply in conservation areas, National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites. Nor do they apply to land within the curtilage of Listed Buildings or Scheduled Monuments, or Sites of Special Scientific Interest.

- Application form - https://ecab.planningportal.co.uk/uploads/1app/forms/notification_for_erection_or_construction_of_a_collection_facility.pdf
- Fee
- Location Plan

Prior Approval for Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making

Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use. Town and Country Planning (General Permitted Development) (England) Order 2015 - Schedule 2, Part 4, Class E.

Development consisting of temporary use of land and buildings for commercial film making and any associated operational development*. The new right allows the temporary use of any land or buildings for a period not exceeding 9 months in any 27 month period for the purpose of commercial film making and the provision on such land, during the filming period, of any temporary structures, works, plant or machinery required in connection with that use. Development is not permitted on land which is more than 1.5 hectares or for overnight accommodation. *The right does not apply in conservation areas, National Parks, Areas of Outstanding Natural Beauty, the Broads and World Heritage Sites. Nor does it apply to Listed Buildings or land within the curtilage of Listed Buildings, Scheduled Monuments, to Sites of Special Scientific Interest, Safety Hazard Areas or Military Explosives Storage Areas.

- Application form - https://ecab.planningportal.co.uk/uploads/1app/forms/notification_for_use_of_buildings_or_land_for_commercial_film_making.pdf
- Fee
- Location Plan

Non-Material Amendments

As per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3 (10)

- Application form - https://ecab.planningportal.co.uk/uploads/appPDF/V3310Form034_england_en.pdf
- Fee
- Location Plan and drawings or information necessary to describe the subject of the application

Hazardous Substance Consents

As per the requirements of the National Planning Practice Guidance - Hazardous Substances.

Prescribed Forms [The Planning \(Control of Major-Accident Hazards\) Regulations 1999 \(as amended\)](#)

Applications in respect of Crown Land

As per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3 (8).

Discharge of Condition

A covering letter is acceptable in place of an application form - https://ecab.planningportal.co.uk/uploads/appPDF/V3310Form027_england_en.pdf for this type of application together with the necessary details.

As per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 5 (27).

Glossary (abbreviations / definitions and selected web links)

Affordable Housing Development / Advice for Developers

When negotiating Affordable Housing as part of residential development, the Council will have regard to its new Core-Strategy, which was formally adopted in October 2011. Further details can be found here <https://www.sedgemoor.gov.uk/corestrategy>. A full definition of Affordable Housing can be found within the PPG Annex 2: Glossary <http://planningguidance.communities.gov.uk/blog/policy/achieving-sustainable-development/annex-2-glossary/>

Agricultural Building

In the context of permitted development this has a specific meaning and definition relating to actual use (“solely in agricultural use as part of an established agricultural unit”) at a specific date.

Area of Outstanding Natural Beauty (AONB)

Nationally designated area of high scenic quality – within Sedgemoor this applies to the Mendip Hills and Quantock Hills. The exact boundaries of AONB’s can be found on the Local Plan Proposals Map or at <http://www.magic.gov.uk/MagicMap.aspx> - in the “Table of Contents” panel: expand “Designations” > “Land-Based Designations” > “Statutory” and select “AONB” and then zoom in to your location.

Agricultural Appraisal / Agricultural Worker’s Dwellings

In broad terms there are two primary tests; a functional test (which deals with why there may be an essential need) and a financial test (which deals with whether the business is making sufficient profit and is likely to remain financially sustainable). For further information please see Planning Policy Statement 7: Sustainable Development in Rural Areas (Annex A Only – adopted as Supplementary Planning Guidance) <http://webarchive.nationalarchives.gov.uk/20120919132719/http://www.communities.gov.uk/documents/planningandbuilding/pdf/147402.pdf>

Application Fee

The correct full fee must be submitted with the application. SDC’s schedule of fees is available via <https://www.sedgemoor.gov.uk/article/822/Planning-Applications-and-Enforcement> and a fee calculator is available on the Planning Portal <https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1>. Please contact us for any assistance in calculating fees.

Application Forms

In common with all Local Planning Authorities, Sedgemoor District Council uses the national standard application forms, these can be accessed on our website via this link <https://www.sedgemoor.gov.uk/831> or they can be accessed via the Planning Portal.

Archaeological Assessment

Archaeology advice can be found on the South West Heritage Trust’s website <http://www.swheritage.org.uk/> or within the SCC Heritage Service Archaeological Handbook available here <http://www.somersetheritage.org.uk/downloads/publications/SomersetHandbook.pdf>.

Relevant information on Listed Building, Conservation Areas and Historic Environment Records (HERs) can be found on Somerset Historic Environment Record website <http://www.somersetheritage.org.uk/>.

Change of Use

A form of development of a building (or land) which involves changing its use but without needing any operational development / building works. Some changes of use are allowed as “permitted development”.

Community Infrastructure Levy (CIL)

Planning approvals granted for residential dwellings, hotels, supermarkets and retail warehouses on or after 1st April 2015 will be liable to pay the Community Infrastructure Levy (CIL). CIL will also apply to building works that do not require planning approval where works commence on or after 1st April 2015. For further CIL information and forms please see SDC’s Community Infrastructure Levy (CIL) webpages <http://www.sedgemoor.gov.uk/cil>.

Conservation Area

An area valued for its special architectural or historic interest, the character of which it is desirable to preserve and enhance – designated under the Planning (Listed Buildings and Conservation Areas) Act 1990. Relevant areas can be checked on SDC’s Interactive Mapping Online <https://www.sedgemoor.gov.uk/article/947/Interactive-Mapping-Online> (select “Conservation”).

Contaminated Land

Contaminated land can occur for a number of reasons, these include past land uses, current land uses and incidents such as spills of chemicals or oil etc. <https://www.sedgemoor.gov.uk/article/939/Contaminated-Land>

Conversion of Agricultural / Rural Buildings Planning Guidance

Sedgemoor District Council Planning Guidance Note on Conversion of Agricultural/Rural buildings <https://www.sedgemoor.gov.uk/article/1251/Barn-Conversions-Guidance>

Core Strategy

Local planning policy document (Sedgemoor’s Core Strategy was adopted in October 2011). The Sedgemoor Core Strategy can be accessed at <https://www.sedgemoor.gov.uk/corestrategy> .

Curtilage

The area, usually enclosed, encompassing the ground and outbuildings which serve a dwelling-house (or other building). In the case of PD for the change of use of agricultural buildings “curtilage” is specifically limited to being “no larger than the land area occupied by the agricultural building”.

Datum Point

In planning, a datum point is a known point of reference on the basis of which further measurements or analysis can be made e.g. a manhole cover.

Design and Access Statement

Is a concise report accompanying certain applications for planning permission and applications for listed building consent. It provides a framework for applicants to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users and is required for:

- Major Developments; or
- Listed Building Consent; or

- Where any part of the development is in a Conservation area, development consisting of –
 - The provision of one or more dwellinghouses; or
 - The provision of a building or buildings where the floor space created by the development is 100 square metres or more

Further details can be found under The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3 Article 9 <http://www.legislation.gov.uk/uksi/2015/595/article/9/made>

Environment Agency (EA)

The government agency with responsibilities relating to the protection and enhancement of the environment in England, including flood risk management. <https://www.gov.uk/government/organisations/environment-agency>

Environmental Impact Assessment (EIA)

A compilation of the relevant environmental information necessary to support an application. Further information can be found here - <http://planningguidance.communities.gov.uk/blog/guidance/environmental-impact-assessment/>

Ecology Report

Planning authorities have a duty to consider biodiversity when assessing planning applications. Where there is a reasonable likelihood that a planning proposal might affect important protected species or habitats, the council will require information on the species and habitat likely to be affected, and an assessment of the impacts of the proposals. This information will need to be provided before a planning decision is made.

Further information and guidance can be found on the below websites:

- Planning Practice Guidance on Biodiversity, Ecosystems and Green Infrastructure <http://planningguidance.communities.gov.uk/blog/guidance/natural-environment/biodiversity-ecosystems-and-green-infrastructure/>
- The Biodiversity Planning Toolkit created by the Association of Local Government Ecologists (ALGE) in partnership with a wide range of conservation and planning organisations across the United Kingdom <http://www.biodiversityplanningtoolkit.com/default.asp>
- Gov.uk Protected species and sites: how to review planning proposals <https://www.gov.uk/guidance/protected-species-and-sites-how-to-review-planning-proposals>
- European Commission The Habitats Directive - The Habitats Directive ensures the conservation of a wide range of rare, threatened or endemic animal and plant species. Further details can be found on their website http://ec.europa.eu/environment/nature/legislation/habitatsdirective/index_en.htm

Flood Risk Assessment (FRA)

A site-specific assessment of the flood risk to and from a development site. The assessment should demonstrate how flood risk will be managed now and over the development's lifetime, taking climate change into account, and with regard to the vulnerability of its users.

SDC have created a specific Householder Flood Risk Assessment Information sheet and form available on our website <https://www.sedgemoor.gov.uk/article/855/Householder-Application>

It is advisable to review the Environment Agency Guidance on Flood risk assessment for planning applications <https://www.gov.uk/planning-applications-assessing-flood-risk> and flood risk assessment: standing advice can be accessed via this link <https://www.gov.uk/guidance/flood-risk-assessment-standing-advice> .

Flood Zones

Are land areas identified by the Environment Agency (EA). Each flood zone describes that land area in terms of its risk of flooding. Everyone lives in a flood zone—it's just a question of whether you live in a low, moderate, or high risk area.

Flood Zones can be checked using the Environment Agency Flood Map for Planning <https://flood-map-for-planning.service.gov.uk/>

General Permitted Development Order (GPDO)

A shorthand reference to the suite of statutory instruments which provide for “permitted development”, the first is The Town and Country Planning (General Permitted Development) Order 2015 available via <http://www.legislation.gov.uk/ukxi/2015/596/made>.

Heritage Statement

A report to describe the significance of any heritage assets. A heritage statement is required for all applications affecting listed buildings; unlisted buildings in Conservation Areas or locally listed buildings, including applications affecting the setting for any of the above, or within an AONB.

Relevant information on Listed Building, Conservation Areas and Historic Environment Records (HERs) can be found on Somerset Historic Environment Record website <http://www.somersetheritage.org.uk/>

Historic England

Are the public body that looks after England's historic environment, provides expert advice, helping people protect and care for it, and helps the public to understand and enjoy it. <http://historicengland.org.uk/>

Interactive Mapping Online

Provides mapped information within Sedgemoor e.g. Conservation Areas, Listed Buildings and Tree Preservation Orders and can be accessed via this link <https://www.sedgemoor.gov.uk/article/947/Interactive-Mapping-Online>

Land Drainage Consent

It is advisable that developers apply to Somerset Drainage Boards Consortium for land drainage consent if a proposed development is likely to be sited close to or impede a watercourse or require works to be sited within 9.0 meters of a watercourse. <http://www.somersetdrainageboards.gov.uk/development-control-byelaws/land-drainage-consents/>

Landscape Plan

A landscape plan is a plan which details the proposed landscaping of a site and must usually be submitted and approved prior to the commencement of buildings and works.

Level Crossing Safety

Any planning application which may increase the level of pedestrian and/or vehicular usage at a level crossing should be supported by a full Transport Assessment assessing such impact. The developer may be required to fund any improvements to level crossings/rail infrastructure necessary as a direct result of the proposed development.

Local Flood Risk Standing Advice (LFRSA)

The EA has issued standing advice for Sedgemoor. This can be accessed via <https://www.sedgemoor.gov.uk/article/950/Environment-Agency-Local-Flood-Risk-Standing-Advice-for-Sedgemoor>

National Flood Risk Standing Advice can be accessed via <https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>

Local Highway Authority (LHA)

The organisation responsible for maintaining local highways - in Sedgemoor's case this is Somerset County Council.

Listed Building (LB)

A listed building is a building, object or structure that has been judged to be of national importance in terms of architectural or historic interest and is included on the Statutory List of Buildings of Special Architectural or Historic Interest under the Planning (Listed Buildings and Conservation Areas) Act 1990. This can be checked on SDC's Interactive Mapping Online: <https://www.sedgemoor.gov.uk/article/947/Interactive-Mapping-Online> (select "Conservation").

Listed buildings are classified into grades as follows:

- Grade I - buildings of exceptional interest (approximately 2 per cent of all listed buildings)
- Grade II* - particularly important and more than special interest (approximately four per cent)
- Grade II - buildings of special interest, warranting every effort being made to preserve them (94 per cent)

Local Planning Authority (LPA)

The local council that is empowered by law to exercise statutory town planning functions for a particular area (in this area: Sedgemoor District Council).

Major Developments/Applications

The following types of application are classed as 'major':

- Residential applications for 10 or more dwellings
- Outline residential applications on a site of 0.5 hectares or more.
- Commercial development site of 1 hectare or more or involving floor space of 1000m² or more

National Heritage List for England (NHLE)

The Heritage List is the only official and up to date database of all listed buildings, scheduled monuments, protected wrecks and registered parks, gardens and battlefields and sites in England. <https://historicengland.org.uk/listing/the-list/>

National Planning Policy Framework (NPPF)

A document which sets out government's planning policies for England (published 27 March 2012) <http://planningguidance.communities.gov.uk/blog/policy/>

Noise

Noise needs to be considered when new developments may create additional noise or would be sensitive to the prevailing acoustic environment. When preparing plans there may also be opportunities to consider improvements to the acoustic environment. For further information about Noise please see the Noise Guidance as provided by National Planning Policy Framework <http://planningguidance.communities.gov.uk/blog/guidance/noise/noise-guidance/>

Open Space Contributions

Open space contributions (formerly RLT2 contributions). Current requirements for RLT2 developer contributions can be found here <https://www.sedgemoor.gov.uk/article/1219/Planning-Guidance-on-Space-for-Sport-and-Play>

Further information about Planning Guidance on Space for Sport and Play can be found here <https://www.sedgemoor.gov.uk/article/1219/Planning-Guidance-on-Space-for-Sport-and-Play> or RLT 2 funds for Play and Outdoor sport here <http://www.sedgemoor.gov.uk/RLT>

Ownership Certificate

This now also incorporates the Agricultural Land Declaration:

- Complete Certificate A if you own all of the land (freehold or leasehold of more than 7 years) and do not have agricultural tenants.
- Complete Certificate B, C or D if you do not own all the land or if you have agricultural tenants on the land. This includes situations where the development overhangs the boundary with the adjoining property/land.
- Certificate B – Complete this if you know who the owners/agricultural tenants are. State the names and addresses of these people on the application form.
- Certificate C – This is a combination of the circumstances described in Certificates B and D and should be completed accordingly.
- Certificate D – Complete this if you do not know any of the owners. Specify the steps you have taken to find the owners e.g. land registry search. You must advertise the application in a local newspaper and provide evidence of the advertisement with the application.

Permitted Development (PD)

Certain building works and changes of use which can be carried out without having to make a planning application because planning permission is deemed to be granted under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

Planning Portal

The UK Government's online planning and building regulations resource for England and Wales <https://www.planningportal.co.uk/>

Planning Practice Guidance (PPG)

PPG is technical guidance to help local planning authorities implement the National Planning Policy Framework <http://planningguidance.communities.gov.uk/blog/guidance/>

Planning Statement

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. A good planning statement will include a justification for the proposal. Alternatively, a separate statement on community involvement may also be appropriate.

Recycling and Waste Management - Developers Guidance

Waste and recycling collections are essential services for households and must be considered when designing a new development or even converting an existing property. Failure to do so can lead to poor services for future residents and could result in objections to planning applications. SWP have produced a Developer's Guidance document based around Document H6 of the Building Regulations 2010, and draws on Best practice as outlined in BS5906 Waste Management in Buildings Code of Practice, which can be found on their website <http://www.somersetwaste.gov.uk/business/developers/>

Somerset County Council (SCC)

<http://www.somerset.gov.uk/>

Scheduled Ancient Monument

A 'nationally important' archaeological site or historic building, given protection against unauthorised change – designated under the Ancient Monuments and Archaeological Areas Act 1979. The location of Scheduled (Ancient) Monuments can be checked at <http://www.magic.gov.uk/MagicMap.aspx> - in the "Table of Contents" panel expand "Designations" > "Land-Based Designations" > "Historic Statutory" and select Scheduled Monuments (England) and then zoom in to your location.

Sedgemoor District Council (SDC)

<http://www.sedgemoor.gov.uk>

Sequential Test

A planning principle that seeks to ensure that a sequential approach is followed to steer new development to areas with the lowest probability of flooding.

<http://planningguidance.communities.gov.uk/blog/guidance/flood-risk-and-coastal-change/the-sequential-risk-based-approach-to-the-location-of-development/>

Strategic Flood Risk Assessment (SFRA)

A study carried out by one or more local planning authorities to assess the risk to an area from flooding from all sources, now and in the future, taking account of the impacts of climate change, and to assess the impact that changes or development in the area will have on flood risk. Sedgemoor's current SFRA is available on the website at

<https://www.sedgemoor.gov.uk/sfra>

Site Waste Management Plans

It is advisable that developers review the advice provided within the Somerset County Council's Waste Core Strategy, which includes a requirement for a Site Waste Management Statement under Policy WCS1 Waste Prevention. Further details can be found on Somerset County Council's website <http://www.somerset.gov.uk/policies-and-plans/policies/somerset-waste-core-strategy/>

Secretary of State

A Cabinet Minister in charge of a Government Department

Somerset Waste Partnership (SWP)

Somerset Waste Partnership is the local authority team managing waste and recycling services for Mendip, Sedgemoor, South Somerset and West Somerset District Councils, Taunton Deane Borough Council and Somerset County Council. We work for all six local authorities and report to Somerset Waste Board.

<http://www.somersetwaste.gov.uk/>

Somerset Historic Environment Record (HER)

The Historic Environment Record (HER) throughout Somerset has been digitised and is available online. It provides comprehensive information about hundreds of historic sites and localities throughout the county based on historic and contemporary research and surveys. <http://www.somersetheritage.org.uk/>

South West Heritage Trust

Are an independent charity committed to protecting and celebrating Somerset and Devon's rich heritage <http://www.swheritage.org.uk/>

Site of Special Scientific Interest (SSSI)

A nationally important nature conservation site (notified for biological and/or geological interest). The exact boundaries of SSSI's can be found on the Local Plan Proposals Map or at <http://www.magic.gov.uk/#> - in the "Table of Contents" panel: expand "Designations" > "land-based designations" > "statutory" and scroll down the list to select "Sites of Special Scientific Interest (England)" and then zoom in to your location.

Statement of Community Involvement

The Sedgemoor Statement of Community Involvement has been prepared as part of the Local Development Framework and sets out how the District Council intends to inform, consult and involve the community in the preparation of new planning policy documents and the determination of planning applications.

<https://www.sedgemoor.gov.uk/sci>

The Town and Country Planning (Development Management Procedure) (England) Order 2015

This Order prescribes procedures connected with planning applications, consultations in relation to planning applications, the determination of planning applications, appeals, local development orders, certificates of lawful use or development and the maintenance of registers of planning applications and related matters.

<http://www.legislation.gov.uk/ukxi/2015/595/made>

Tree Preservation Order (TPO)

A Tree Preservation Order is an order made by a local planning authority in England to protect specific trees, groups of trees or woodlands in the interests of amenity. An Order prohibits the cutting down; topping, lopping, uprooting, wilful damage or wilful destruction of trees without the local planning authority's written consent. Trees and woodlands that are considered important to amenity, and can be protected by a tree preservation order (TPO). Tree Preservation Orders and associated mapped information within Sedgemoor and can be accessed via SDC's Interactive Mapping tool <https://www.sedgemoor.gov.uk/article/947/Interactive-Mapping-Online> .

Use Classes

The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as 'Use Classes'. It is generally the case that you will need planning permission to change from one use class to another, although there are exceptions where the legislation does allow some changes between uses. For further information please see https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use