

## **MIDDLESBROUGH COUNCIL – PLANNING APPLICATION VALIDATION CHECKLIST**

### **HOUSEHOLDER APPLICATIONS**

The following additional plans will be required:

- Existing and proposed site layout at a scale of not less than 1:100. This should include all buildings and structures, gardens, open spaces and car parking in the context of adjacent buildings including the location of any windows
- Existing and proposed elevations to a scale of not less than 1:50
- Existing and proposed floor plans at a scale of not less than 1:100
- Existing and proposed sections at a scale of not less than 1:100

In addition to the information that **MUST** be submitted with your application, the following information may also be required:

- Design Statement (including details of proposed materials to be used for walls, roofs, windows, doors, hardstanding and boundary treatments) - only required if within a conservation area
- Supporting Planning Statement
- New or altered access to a Public Highway or a Public Right of Way
- Details on existing and proposed car parking arrangements
- Drainage Strategy or Flood Risk Assessment
- Tree Survey

### **FULL PLANNING APPLICATION**

If you are submitting all the details of the new buildings, engineering works, extensions, the following additional plans will be required:

- Existing and proposed elevations to a scale of not less than 1:100
- Existing and proposed floor plans at a scale of not less than 1:50
- Site survey plan to a scale of not less than 1:200 showing existing features of the site e.g. walls, trees, buildings and other structures
- Site survey plan at a scale of not less than 1:200 showing proposed features e.g. landscaping

In addition to the information that **MUST** be submitted with you application, the following information may also be required, please contact the planning department on 01642 729377

- Transport Assessment
- Draft Travel Plan
- Environmental Statement
- Retail Assessment
- Design Statement
- Supporting Planning Statement
- Regeneration Assessment
- Air quality assessment
- Sustainability Appraisal
- Noise Impact Assessment
- Sound Insulation Assessment
- Energy Statement
- Nature conservation and Ecological Assessment
- Historical and Archaeological Assessment
- Listed building and Conservation Area appraisal
- Flood Impact Assessment
- Utilities Statement
- Access Statement
- Planning Obligation(s)/ Draft Heads of Terms
- Affordable housing statement
- Ventilation / Extraction and refuse disposal details
- Structural Survey
- Tree Survey Lighting Assessment / Details of Lighting Scheme
- Sunlight / Daylighting Assessment

## **OUTLINE PLANNING APPLICATION**

If you are proposing to erect buildings but do not wish to submit all the details at present, and would like to 'reserve' some or all of the details for the future consideration, you will need to submit the following:

- Maximum envelope of the proposed buildings (to show whether the proposed floorspace can be adequately accommodated within the site)
- Other plans / drawings or details which you would like to be considered at this stage e.g. access arrangements, external appearance

In addition to the information that **MUST** be submitted with your application, the following information may also be required:

- Environmental Statement
- Supporting Planning Statement
- Design Statement Access Statement
- Transport Assessment
- Flood Impact Assessment
- Utilities Statement
- Tree Survey
- Planning Obligation(s) / Draft Heads of Terms
- Regeneration Assessment
- Sustainability Assessment
- Energy Statement

#### **LISTED BUILDING AND CONSERVATION AREA CONSENT**

The following additional plans will be required:

- Existing and proposed elevations where alterations are proposed to a scale not less than 1:100
- Block Plans to a scale not less than 1:500 showing the boundaries of the site, the position of all existing buildings and the position of new extensions and buildings
- Building Plans to a scale not less than 1:100 including plans of each floor where works are proposed
- Copies of sections through the building
- Detailed plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details

In addition to the information above that **MUST** be submitted with you application, the following information may also be required

- Structural Survey of the building

- Supporting Planning Statement including reasoned justification for the proposed works which may include the submission of a structural survey or other analysis of the character or appearance of the conservation area
- Heritage Statement which analyses the significance of archaeology, history, and character of the building/ structure, the principles of and justification for the proposed works and their impact
- Design statement including the type colour, make and name of all materials to be used both internally and externally, including roofing and the surfacing of car parking areas etc
- Photographs - up to date photographs showing the whole building and its setting and/or the particular section of the building affected by the proposals

#### **FULL PLANNING APPLICATION FOR CHANGE OF USE WITHOUT EXTERNAL BUILDING WORKS**

For applications that involve changing the use of a building or land but are not proposing any external works to the building, the following additional plans will be required:

- Block plan of the site to a scale of not less than 1:500
- Existing and proposed floor plans at a scale of not less than 1:100

#### **FULL PLANNING APPLICATION FOR CHANGE OF USE WITH EXTERNAL BUILDING WORKS**

If your proposal involves the change of use of a building or land and involves external alterations e.g. construction of a flue, insertion of new windows, additional plans will be required:

- Existing and proposed elevations to a scale of not less than 1:50
- Existing and proposed floor plans at a scale of not less than 1:50
- Site survey plan at scale of not less than 1:200 showing existing features of the site e.g. walls, trees, buildings and other structures
- Site survey plan at scale of not less than 1:200 showing proposed features e.g. landscaping

In addition to the above, the following information may also be required for all changes of use application:

- Existing and proposed sections at a scale of not less than 1:50
- Transport Assessment
- Draft Travel Plan
- Environmental Statement
- Regeneration Assessment
- Retail Assessment
- Design Statement
- Sustainability Appraisal Access Statement

- Supporting Planning Statement
- Air quality assessment
- Noise impact assessment
- Sound insulation assessment
- Listed building and Conservation Area appraisal
- Affordable housing statement
- Ventilation / Extraction and refuse disposal details
- Structural Survey
- Lighting Assessment / Details of Lighting Scheme
- Sunlight / Daylighting Assessment
- Planning Obligations(s) / Draft Heads of Terms
- Energy Statement

### **TREE APPLICATIONS**

In addition to the information that **MUST** be submitted with your application, the following information may also be required:

- Dimensioned Plan showing the precise location of all tree(s). The tree should be numbered.
- Tree survey identifying the types of trees and full details of the proposed works e.g. thin crown by X%
- Supporting Statement stating reasons for proposed work Photographs

### **PRIOR NOTIFICATION PROCEDURE**

In addition to the form, the following information may also be required:

- Supporting Planning Statement
- Design Statement Access Statement
- Flood Impact Assessment
- Tree Survey
- Telecommunications

In addition to the information required to be submitted under Part 24 of the Schedule 2 of the Town & Country Planning (General Permitted Development) Order 1995 (as amended) for a prior approval application and the requirements specified on the Councils application forms for planning permission it is recommended that the following information is also submitted in order to assist with the processing of the application:

- A signed declaration that the equipment and installation fully complies with the ICNIRP requirements

- Site type (micro or macro)
- Confirmation as to whether the Council's mast register and/or the industry site database has been checked for suitable sites
- Details of annual rollout and pre application discussions with the Council
- Details of all consultations carried out and copies of all written comments
- Details of any consultations carried out with a particular school or further education college if relevant
- Details of any consultation carried out with the CAA/Secretary of State for defence/Aerodrome operator if relevant
- Area of search
- Details of the proposed structure including the type of structure and its dimensions, height of existing building and details of the size of equipment housing and materials
- A map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity
- A statement explaining the reasons for the choice of the design
- Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna
- Technical justification - details about the purpose of the site and why the particular development is required
- Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area.
- An explanation if no alternatives considered
- Visual impact assessment where relevant
- Acoustic report where relevant
- Any other relevant additional information

#### **CERTIFICATE OF LAWFULNESS**

The burden of proof in a Lawful Development Certificate is firmly with the applicants and therefore sufficient and precise information should be provided. This may include the following:

- Existing and Proposed floor plans (for all applications involving use of a building) to a scale not less than 1:100

- Existing and Proposed extensions (for all proposed building works) to a scale not less than 1:100
- Sworn affidavits(s) from people with personal knowledge of the existing use or works carried out
- Description of all uses of land within the site (if relevant)
- Supporting Planning Statement (to include statement of grounds on which the Certificate is sought)