

## Guidance on completing a planning application form

From 2 February 2015, Bracknell Forest Council's Planning Department introduced a Local Validation List and made an Additional Information Requirement form a validation requirement. This is to facilitate the introduction of the Community Infrastructure Levy on 6th April 2015. Further information on the Community Infrastructure Levy can be found on our website: <http://www.bracknell-forest.gov.uk/cil>

Guidance on submitting a planning application can be found on the Planning Portal website: <http://planningguidance.planningportal.gov.uk/> you may find it helpful to refer to this guidance before submitting your application.

**Important:** For applications in relation to listed building consent, advertisement consent and applications for outline permission please contact our Technical Support Team on 01344 352000 for further guidance.

To make a valid planning application we require the following information. Please note, however, that there may be circumstances where we need further information from you.

### ***Validation requirements***

**Standard application form** (this form includes the ownership certificates).

- Applicants who apply for permission or consent on a paper copy of the standard form must provide the **original plus two copies** of the form.
- Applicants should answer all questions on the form.
- Ownership certificate and agricultural land declaration are to be completed, submission of paper copies to be signed and dated and the original certificate to be included in the submission.
- If certificate B is completed a notice must be served on all owner(s) of the application site.
- **A completed Additional Information Requirement form for CIL, (Community Infrastructure Levy further details can be found on our website)**

### **Plans**

All plans must be of sufficient quality to scan. It would also be helpful to have a scale bar on all drawings/plans and for any "do not scale" disclaimers to be removed

### **Location plan**

This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible, plans should be scaled to fit onto A4 or A3 paper size).

- Plans should identify and name sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.
- The application site should be edged clearly with a red line, it should include all land necessary to carry out the proposed development – for example, land required for access

to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- Both the red and blue lines must be continuous and not broken.

### **Block plan (or site plan)**

The plan should be drawn to an identified standard metric scale (typically 1:200 or 1:500). It should accurately show:

- The direction of north.
- The proposed development in relation to the site boundaries and other existing buildings on the site.
- Other information may be required to be shown if it would influence or affect the proposed development. Please refer to: <http://planningguidance.planningportal.gov.uk/>

### **Existing and proposed elevations and floor plans**

These must show full elevations and not part. All plans should be drawn to a recognised scale of 1:50 or 1:100.

Please note that if you are making a householder application where single storey extensions only are proposed, we will accept existing and proposed elevations and floor plans incorporated into one drawing as long as the existing and proposed elements can be clearly seen and distinguished.

### **Roof plans**

The roof plan should be at a scale of 1:100 or 1:200. We require roof plans for all applications that involve changes to the roof of the existing buildings. They are not required for householder applications unless the roof shape of an existing roof will change.

### **SUDs (Sustainable Drainage Strategy)**

From 12 August 2015 a Sustainable drainage strategy is required for all eligible applications. For further details on SUDs please visit Bracknell Forests Website:- <http://www.bracknell-forest.gov.uk/suds>

### **The correct fee**

Most planning applications require a fee –please visit:-

[http://www.planningportal.gov.uk/uploads/english\\_application\\_fees.pdf](http://www.planningportal.gov.uk/uploads/english_application_fees.pdf)

Alternatively, please call us and we will be happy to advise you on the fee required for your application.

### **Design and access statements (where applicable)**

For further information please **visit**:

<http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/designacce>  
[ss](#)

### **Further information**

Should you require any further information please contact the Planning Technical Support Team on 01344 352000.