

Full application check list

Documents	Single or Two storey extension	Change of Use - no alterations	Change of Use with alterations	Residential or Commercial new build	Shop fronts	Residential Conversion	Commercial Conversion
Application Form	YES	YES	YES	YES	YES	YES	YES
Site Location Plan	YES	YES	YES	YES	YES	YES	YES
Block Plan and Parking layout	YES	NO	NO	YES	NO	NO	NO
Existing and Proposed Floor Plans	YES	YES	YES	YES	YES	YES	YES
Existing and Proposed Elevations	YES	YES	YES	YES	YES	YES	YES
Roof Plans	Yes if affecting existing roof line	Yes if affecting existing roof line	Yes if affecting existing roof line	Yes if affecting existing roof line	Yes if affecting existing roof line	Yes if affecting existing roof line	Yes if affecting existing roof line
Adjoining Elevations	YES	NO	NO	NO	YES, plus proposed sections	NO	NO
Contextual Elevations	NO	NO	NO	YES	NO	NO	NO
Design and Access Statement	NO	NO	Only if in a Conservation Area	YES	Only if in a Conservation Area	Only if in a Conservation Area	Only if in a Conservation Area
Waste Minimisation Statement	No	NO	NO	May be required	NO	May be required	NO
Biodiversity Statement	May be required	NO	NO	May be required	NO	No	NO
Sustainability Statement	NO	May be required	May be required	May be required	NO	YES	NO
Tree Survey	May be required	NO	May be required	May be required	NO	NO	NO
Lighting Scheme	NO	NO	NO	May be required	May be required	NO	NO
Planning Statement	NO	NO	NO	If a major application	NO	If a major application	If a major application
Transport Assessment	NO	NO	NO	May be required	NO	May be required	May be required
Noise Impact Assessment	NO	May be required	May be required	May be required	NO	May be required	May be required

