

Application for planning permission and relevant demolition of an unlisted building in a conservation area

These notes provide a checklist to determine what information the Council requires to be submitted with your application.

Before submitting an application you are strongly advised to make use of the pre application advice service we offer.

As part of our registration process we inspect applications received in detail. Requests for plans will be proportionate to the nature and scale of the proposal and information will only be required that adds to an understanding of the proposal. This being the case it would assist if an applicant/agent advises as to why they feel their submission is adequate and reflects the matter to hand.

Two copies of plans, forms, certificates and supporting statements are required to support any postal submission. They should be numbered so they can be referred to on the decision notice.



All plans must be to an identified metric scale (normally 1:50 or 1:100), must state the original paper size, show a north point and/or identify which direction elevations face and be named in a logical manner. When proposing new development they must include a scale bar and key dimensions.


Planning and related application fees

Almost all planning and related applications require the payment of a fee. A [schedule of fees \(update\)](#) is available.

Document required	Circumstances when document should be submitted	Tick when provided
Information Required: · Correct and fully completed planning application form, including a signed and dated ownership certificate (either A, B, C or D)	All applications	
Location Plan	All applications The plan should identify the land to which the application relates at an identified metric scale showing sufficient roads or buildings on land adjoining the site to ensure the exact location of the site is clear. The site should be edged clearly in red and a blue line should be drawn around other land owned by an applicant adjoining or near the application site. Please note that the guidance available from the National Planning Portal in relation to the red line plan may not be applicable in all cases, for example there may be no need to include the access to the public highway if no	

	development is taking place on the access. The normal rule is that the red line should include all land where development (requiring planning permission) is actually taking place.	
Site (Block) Plan	At an identified metric scale showing north, the development in relation to site boundaries and existing buildings with written dimensions including those to boundaries. (The full footprint of adjacent properties would greatly assist in determining the relationship to the existing buildings, and detailing the hardstanding and parking is also helpful if relevant to the application.)	
Elevations	Existing and proposed (scaled) clearly showing the proposed works in relation to what is presently there for any elevations being altered.	
Floor plans	Existing and proposed (scaled) clearly showing the proposed works in relation to what is presently there, (detailing all opening doors and windows) these can be combined if changes can clearly be shown.	
Sections	Where a change in levels is proposed or the site slopes sections should be provided showing how the proposed development relates to existing levels, trees and adjacent development (with levels related to a fixed datum off site) details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining land is to be avoided. Existing and proposed site sections and finished floor and site levels should be provided.	
Roof Plans	For any roof that would be created or altered by the proposed development showing the shape of the roof, its location, and specifying the roofing materials to be used.	
Additional plans	such as landscaping and drainage plans may be required dependant on the nature of the proposals.	
CIL additional Information Form	All applications that involve new residential dwellings are required to submit the CIL additional Information Form which is available on the Planning Portal website. Guidance notes to help complete the form are also available. As part of the CIL process you are required to submit various forms to the Council, these can be found below. Further information on the CIL process can be found on the Council's website .	

	<p>Form 1: Assumption of Liability</p> <p>Form 2: Claiming Exemption or Relief</p> <p>Form 3: Withdrawal of Assumption Liability</p> <p>Form 4: Transfer of Assumed Liability</p> <p>Form 5: Notice of Chargeable Development</p> <p>Form 6: Commencement Notice</p> <p>Form 7: Self Build Exemption Claim Form: Part 1</p> <p>Form 7: Self Build Exemption Claim Form: Part 2</p> <p>Form 8: Self Build Residential Annex Claim Form</p> <p>Form 9: Self Build Residential Extension Exemption Claim</p>	
Biodiversity Statement	<p>All applications where the (householder) biodiversity checklist has been correctly completed and answered yes in any of the categories. All applications within or adjacent to a local or national nature reserve (SINC) or SSSI and where there is a reasonable likelihood of a protected species.</p> <p>Biodiversity</p> <p> 1 APP Biodiversity Checklist [254kb]</p> <p>Refer to the Local Checklists for Planning Applications page on the council website.</p>	
Flood risk assessment	<p>Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zone 2 and 3.</p>	
Heritage Statement	<p>For applications within or adjacent to a conservation area or affecting a Listed Building, an assessment of the impact of the development on the character and appearance of the area may be required.</p> <p> Heritage Statement [9kb]</p> <p>Refer to the Local Checklists for Planning Applications page on the council website.</p>	
Viability Appraisal	<p>All residential development involving 10 or more dwellings if you do not accept the proposed level of Affordable Housing Policy contributions.</p>	
Transport Statement	<p>All applications for 5 dwellings or less that are located on a classified road.</p>	
Land contamination	<p>Any proposed development on or within 250</p>	

	<p>metres of a currently licensed or historic landfill site; where contamination is known or suspected to exist for example a previous use (not necessarily the last use) included on the following list of potentially contaminative uses or in close proximity to such a use: This list is not exhaustive. For further advice please follow the link to our website.</p> <p>Asbestos, Chemical works, Engineering works, Foundries, Oil refineries and storage, Petrol filling stations , Power stations, Garages - workshops, Sewage works, Railway land, Textile works, Timber treatment works, Landfill sites, Shipbuilding/repair yards, Scrap yards, Dry Cleaners, Printers, Gas Works, Builder's yards, Factories/former industrial estates, Farm (e.g. slurry pits), Coastal /reclaimed land , Former pit (e.g. old gravel workings).</p>	
Lighting Assessment	<p>All applications for development when significant external lighting is proposed.</p> <p>Advertisements where illumination is proposed.</p> <p>Level of illumination only is required (in candelas)</p>	
Planning Obligation Statement	<p>All applications for development generating a need for contributions. Statements must confirm willingness to pay in full or include a viability case if required and show that all options in terms of provision have been considered.</p>	
Tree Assessment	<p>All applications for development affecting protected trees</p>	
Ventilation/Extraction Statement	<p>All applications involving A3, A4, A5 and B2 activities and other applications where ventilation or extraction plant is proposed.</p>	
Design & Access Statement	<p>For major development, designated areas and Listed Buildings, to explain and justify the proposals, the level of detail will depend on the scale and complexity of the proposals, cover design principles and concepts also issues relating to access</p> <p> Design and Access Statement [4kb]</p> <p>Refer to the Local Checklists for Planning Applications page on the council website.</p>	

Please Note: New Forest District Council reserves the right to request further information, not listed above, that is reasonably required for the determination of your application.