

## **NATIONAL REQUIREMENTS**

For each application you are required to submit the original plus five copies<sup>1</sup> of all documents if submitted in paper form, but only one copy of all documents if submitted electronically. If you require further advice and guidance on National Requirements please refer to the DCLG documents 'The Validation of Planning Applications: Guidance for Local Planning Authorities' (December 2007) [Validation of Planning Applications](#) and Circular 02/2008 'Standard Application Form and Validation' (March 2008) [Circular 02/08](#). Please check the boxes below to show the information or documents submitted with this application.

<b><u>DOCUMENTS OR INFORMATION SUBMITTED</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Completed and signed application form	<input type="checkbox"/>	<input type="checkbox"/>
Completed and signed Ownership Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Completed and signed Agricultural Holdings Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Signed declaration	<input type="checkbox"/>	<input type="checkbox"/>
The appropriate fee	<input type="checkbox"/>	<input type="checkbox"/>
Design and Access Statement (if required)	<input type="checkbox"/>	<input type="checkbox"/>
Particulars or evidence as set out on the Local Requirements list, below	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>PLANS/DRAWINGS</u></b>		
<u>Location plan at 1:1250 or 1:2500</u> showing at least two named roads and surrounding buildings with names or numbers with a red line clearly showing the application site and any other land necessary to carry out the development and a blue line around any other land owned by the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Site plan at 1:500 or 1:200</u> showing direction of north; proposed development in relation to site boundaries and other existing buildings on the site; written dimensions to site boundaries; all buildings, roads and footpaths on land adjoining the site including access arrangements; all public rights of way crossing or adjoining the site; the position of all trees on the site, and those on adjacent land that could influence or be affected by the development; the extent and type of any hard surfacing; and boundary treatment including walls or fencing where proposed.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Block plan at 1:100 or 1:200</u> showing any site boundaries, the type and height of boundary treatment and the position of any buildings or structures on the other side of such boundaries.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Elevations, existing and proposed, at 1:50 or 1:100</u> showing clearly proposed works in relation to what is already there, all sides being shown indicating proposed building materials and the style, materials and finish of windows and doors; and where a proposed elevation adjoins or is in close proximity to another building details of all openings on each property are	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> National Regulations only provide for a total of four copies, but Colchester Council's local requirement is for a total of 6 copies. If you choose not to supply six copies it may delay determination of your application.

shown.		
<u>Floor plans, existing and proposed, at 1:50 or 1:100</u> showing clearly all buildings or walls to be demolished as well as details of the existing building and the proposed development; new buildings are shown in the context of adjacent buildings including property numbers/names where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Site sections and finished floor and site levels, existing and proposed, at 1:50 or 1:100</u> showing clearly a cross section through the proposed building(s); changes in ground level; details of foundations and eaves and how encroachment on adjoining land is avoided; for all new buildings existing site levels and finished floor levels (in both instances related to a fixed off-site datum point) and their relationship to adjoining buildings is shown. For householder applications see below <sup>2</sup> . Levels must be taken into account in the Design and Access Statement.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Roof plans at 1:50 or 1:100</u> showing the shape of the roof and details of roofing materials. A roof plan may be at a scale smaller than 1:100.	<input type="checkbox"/>	<input type="checkbox"/>
For <u>Listed Building applications</u> , plans at not less than 1:20 showing all new doors, windows, shop fronts, panelling, fireplaces, plaster mouldings and other decorative details.	<input type="checkbox"/>	<input type="checkbox"/>
For <u>advertisement applications</u> , drawings at 1:50 or 1:100 showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour of illumination (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>

## **LOCAL REQUIREMENTS**

You are required to submit additional information as set out in the table below. However, this additional information may not be required with every application. To see if it is needed each heading is linked to a more comprehensive advice note which you are advised to read ([Colchester's Local 1APP Requirements](#)). Before submitting your application please check the boxes below to show the information or documents submitted with this application. If the answer to any request for information is 'No' please give the reason, for example the proposal falls below the national or local threshold, the scale of the proposal is not sufficient to require such information, the details are included on the submitted plans [please insert drawing number(s)], the details are contained in document [insert title], etc. Failure to include the information required will render your application invalid, whilst failure to respond properly to each question or entering 'not applicable' may delay registering and determining your application. A copy of this form must accompany the application.

<sup>2</sup> In the case of householder development the levels may be evident from floor plans and elevations but on sloping sites it will be necessary to show how the proposals relate to existing ground levels or where ground levels would be modified

**Application for Advertisement Consent**

<b><u>DOCUMENTS OR INFORMATION SUBMITTED WITH APPLICATION</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>REASON</u></b>
Lighting assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Photographs and photomontages	<input type="checkbox"/>	<input type="checkbox"/>	
Planning statement	<input type="checkbox"/>	<input type="checkbox"/>	