

Major planning applications supporting information



Outline planning application checklist

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 future consideration, you will need to submit the following:

4 copies of the maximum envelope of the proposed buildings (to show whether the proposed floorspace can be adequately accommodated within the site).

4 copies of other plans/drawings or details which you would like to be considered at this stage, eg access arrangements, external appearance.

To enable the Council to deal with your application within the Government’s target period we may need additional copies or sets of drawings to send to people we need to consult on the proposal. If this is the case we will contact you to let you know how many copies are required. Alternatively you may wish to provide documents in electronic form in addition to the paper submission so that these can be used to help with the processing of your application.

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

- ✧ **Environmental Statement** – the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 require developers to prepare an Environmental Statement (required for Schedule 1 projects and for some Schedule 2 projects) to enable us to give proper consideration to the likely environmental effects of a proposed development
- ✧ **Supporting Planning Statement** – to include how the development accords with Development Plan Policies and supplementary planning guidance. A separate Statement of Community Involvement may also be appropriate (see AVDC Local Development Framework Draft Statement of Community Involvement)
- ✧ **Site Survey** – to include existing levels and features such as walls, trees and buildings.
- ✧ **Transport Assessment** – to describe and analyse existing transport conditions, how the development would be affected by those conditions and any measures proposed to overcome any problems.

For applications in Aylesbury and the area covered by Supplementary Planning Guidance – Transport Contributions from Non-MDA Developments at Aylesbury a calculation of existing and proposed vehicle trip general and the level of contribution.

- ✧ **Design and Access Statement** – to explain how the applicant has considered the proposal and understands what is appropriate and feasible for the site in its context. It should clearly explain and justify the design and access principles that will be used to develop future details of the scheme. It will form a link between the outline permission and the consideration of reserved matters and how access arrangements will ensure that all users will have equal and convenient access to buildings, spaces and the public transport network.
- ✧ **Draft Travel Plan** – to outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impact.
- ✧ **Retail Assessment** – to include the need for the development, why it is an appropriate scale, that there are no sites within or close to the town centre for the development, there are no unacceptable impacts on the existing town centre and the location is accessible.
- ✧ **Energy Statement** – to include the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards.
- ✧ **Nature Conservation and Ecological Assessment** – to show any significant wildlife habitats or features or ecological assessments as appropriate including proposals for long term maintenance or management as appropriate.
- ✧ **Historical and Archaeological Assessment** – to include plans showing historic features that may exist and an assessment of archaeological impact as appropriate.
- ✧ **Listed Building and Conservation Area Appraisal** – to include a schedule of works to the Listed Building and an assessment of the impact of the development or the setting of a Listed Building or adjacent Listed Buildings, including the impact on the character and appearance of the Conservation Area as appropriate.
- ✧ **Flood Impact Assessment** – to include a flood risk assessment and the impact of the development where it may be directly affected by flooding or affect flooding elsewhere.
- ✧ **Assessment of the Treatment of Foul Sewage** – to include a description of types, quantities and means of disposal of any trade waste or effluent.
- ✧ **Utilities Statement** – to include how the application connects to existing utility infrastructure systems.
- ✧ **Affordable Housing Statement** – to include information regarding the type, number and size and tenure of affordable housing units in the scheme to include low cost market housing provision.
- ✧ **Noise Impact Report** – to indicate noise impact and mitigation measures for a development where noise is an issue.

- ✧ **Air Quality Assessment** – to indicate the change in air quality resulting from the proposed development and outlining appropriate mitigation measures.
- ✧ **Refuse and Recycling** – to include details of the provision for the storage and means of disposal of refuse from the site including provision for recyclates.
- ✧ **Tree Survey** – in accordance with BS5837 to include details of the location, size, species, spread, roots and conditions of existing trees on the site, including details of trees to be felled.
- ✧ **Lighting Assessment** – to include details of the number, type, location and intensity of any lighting installation proposed and a light pollution assessment.
- ✧ **Sunlight/Daylighting Assessment** – assessment of any potential adverse impact upon current levels of sunlight/daylight enjoyed by adjoining properties and buildings.
- ✧ **Contamination Statement** – to include details of any assessment of sources and evidence of contamination on the application site and the proposed means of dealing with any contamination that has been identified.
- ✧ **Sustainability Appraisal** – to include details of the elements of the scheme that address sustainable development issues including for positive environmental, social and economic implications.
- ✧ **Planning Obligation Agreements** – to include draft heads of terms for a Section 106 Agreement.
- ✧ **Supporting Illustrative Information** – to include photographs and photomontages to illustrate the design and external appearance of the development and how it will integrate into the street scene.