

Please note **ALL** plans and drawings should include: unique reference numbers / letters / date (if applicable), paper size, key dimensions and scale bar indicating a minimum of 0-10 metres. Where possible drawings should not exceed A3 size and at least **1 copy of all documents should be provided**

Please make sure you have checked the national and local level requirements before submitting your application. If you do not send all the information we need your application will be deemed invalid.

4 - Application for Planning Permission

NATIONAL REQUIREMENTS:	Yes	
Completed form (signed and dated)		
The completed Ownership Certificate (A, B, C or D – as applicable) stating the ownership of the land to which the application relates under Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 – must be signed		
A Site Location Plan typically to a scale of 1:1250 or 1:2500 which identifies the land to which the application relates outlined in red including any land needed to incorporate a soakaway and/or septic tank and any other land owned by the applicant, close to or adjoining the application site outlined in blue and showing the direction of North .		
The appropriate fee		
In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 must be given and/or published in accordance with this Article		
Design and Access Statement – This is a mandatory requirement for certain applications please refer to Design and Access Guidance to check if applicable.		
	Yes	N/A
A copy of other plans and drawings or information necessary to describe the subject of the application including: <ul style="list-style-type: none"> Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100) Roof plans (e.g. at a scale of 1:50 or 1:100) 		

LOCAL REQUIREMENTS:	Yes	N/A
Major Applications (Ten or more dwellings) - A plan to a recognised metric scale identifying 20% of the houses will meet the requirements of Part M4(2) of the Building Regulations 2010 (as amended) and the requirements of Policy DM 1 (i) of the Mid Devon Local Plan 2013 – 2033 <i>Please consult with your Building Control Provider to ensure your proposal complies before finalising your application.</i>		
Major Applications - Carbon Reduction Statement to set out how landform, layout, building orientation, massing and landscaping to minimise energy consumption have been taken account of in the final design		
Statement of community involvement - for all major applications (10 dwellings or 1000 m ² floorspace)		
Impact Assessment for all retail and leisure development outside of Town Centres for proposals exceeding 500 m ² floorspace		
Waste Audit Statement – all major development - Should be specific to the development being applied for and include wastes arising from the construction and operational stages of a development. Further information and guidance can be found on Devon County Council's website at: DCC Planning - Minerals and Waste - Waste Management and Infrastructure Supplementary Planning Document (SPD)		

LOCAL REQUIREMENTS:	Yes	N/A
Farm Waste Management Plan – for all accommodation of livestock buildings and storage of slurry over 465sqm. Waste management plan could be incorporated into waste audit statement for major agricultural developments		
Flood Risk Assessment (FRA) required for all applications in Environment Agency Flood Zones 2 and/or 3		
Form FDA1 required for all new or connections to existing non-mains drainage		
Surface Water Drainage Strategy - refer to Mid Devon District Councils Validation Process and Guidance		
Justification for works to a listed building & schedule of works		
Heritage Statement - a written statement that includes a proportionate analysis of the significance of the archaeology, history and character of the building/structure), (where proposed development is likely to affect heritage assets or their settings)		
Structural survey of the property to include schedule of works to secure stability/safety of building during conversion – when application involves conversion only		
Parking and access details required if application proposes changes to parking or access (must be shown on block plan or other drawings)		
Ecology - The application should include a Wildlife and Geology Trigger Table to establish if Habitat Survey is required.		
Tree survey and report for all trees within application site or likely to be affected by proposed development		
Landscape and Visual Impact Assessment – seek advice of local planning authority, potentially required for all renewable energy projects		
Pollution Impact Assessment and mitigation scheme (refer to Policy DM4 of the Mid Devon Local Plan 2013-2033)		
Transport Assessment/Travel Plan/Traffic Pollution Assessment/Low Emission Assessment – required for all development proposals that would give rise to significant levels of vehicle movement		
ICNIRP Statement for all telecoms apparatus		
Environment Impact Assessment for EIA development only Has the applicant submitted an 'Environmental Statement'?		
Confirmation that proposal fits statutory definition of a caravan for all applications relating to a 'caravan' (see below):		
<p>If your application proposes the siting of a mobile home; static caravan; log cabin; mobile log cabin; holiday lodge; holiday chalet to properly assess your application we need to consider whether the unit is a 'caravan' or a 'building'.</p> <p>a) Does the unit fall within the following dimensions: Length (exclusive of any drawbar): 20m; Width: 6.8m; Overall height (measured internally from the floor at the lowest level to the ceiling at the highest level): 3.05m.</p> <p>b) Does the unit come in no more than 2 parts to the site?;</p> <p>c) Once on site, can the unit be moved as one single unit?</p> <p>If the answer to all of these questions is 'YES' then your application will be described as being for a 'caravan'. If you answer 'NO' to any question, then your application will be described as being for a <u>'building'</u>.</p>		

Official Use

Checked by:

Dated: