

MID DEVON DISTRICT COUNCIL

VALIDATION CHECKLIST FOR PLANNING APPLICATIONS

DRAFT FOR CONSULTATION: 30 June 2025 to 8 August 2025

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Introduction

This local validation checklist has been produced to inform applicants/agents of the type of documents and level of information required to validate a planning application or other similar consents. There are National Requirements and Local Level Requirements. To avoid confusion, this document will merge Local and National requirements to enable use of this document as your one-stop-shop, with the aim that your application can be registered as valid for determination the first time round.

This checklist is intended to provide applicants/agents with clear advice as to the planning information that is considered necessary to allow Case Officers and Statutory/Non-Statutory consultees to properly consider proposals being put forward and to ensure a streamlined submission process.

Where a document or plan is listed for a particular type of application or consent, such an application may not be validated without this information. Everything that is required from applicants will be justified by policy or legislation so you know why we are asking for certain information.

Adoption / Review

This validation checklist went to public consultation between **INSERT DATEs** and following consideration of the consultation responses, was signed off by **xxx** on the **INSERT DATE**

The local validation checklist should be reviewed and republished as required under the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3, Article 11 (3) (d).

How to use this document

This document has been designed for use both electronically and in hard copy. When using electronically you can click on the [blue hyperlinks](#) to navigate to specific items/web pages and can return to a **previous page** within this document by pressing the Alt key and the left arrow key.

Applicants and Agents should ensure that their application includes all of the information required for the specific type that is being submitted.

Permitted development rights and restrictions

If you live in a house (not a flat or a maisonette) or run a business you may be able to make alterations to your property without needing to make a planning application, depending on some limits and conditions. These rights are called 'permitted development rights'. Government legislation¹ grants automatic planning permission for certain types of development (for example certain types of extensions and alterations).

If you think your development would fall within permitted development rights, we recommend that before carrying out works, you apply to the council for a ['certificate of lawfulness'](#). This is an optional application that asks the council to confirm in a legal document that the proposed works would be lawful (that they would comply with the legislation). A certificate can give peace of mind before you start works, and may be required during any future sale of your property. It is strongly recommended that you apply for a certificate of lawfulness before starting works, because the legislation can be difficult to interpret, and it is not uncommon for people to make mistakes in interpretation.

If you are thinking of making alterations to your property, read the online guidance on the [Planning Portal](#) and in the guide below.

Although most houses benefit from these permitted development rights, there are a number of exceptions, including the following:

- Flats and maisonettes (whether purpose-built or converted) do not benefit from these types of permitted development rights
- Some houses have had their permitted development rights removed by an Article 4² direction
- Some houses have had their permitted development rights removed by a condition on a previous planning permission.

If a house benefits from permitted development rights but is situated within a conservation area, then its rights will be reduced (for example no side extension or no roof extensions etc).

If a house benefits from permitted development rights but is a listed building, then its rights will be reduced (for example no outbuildings etc) and most works to the house itself will still require listed building consent.

If you wish to undertake works that are permitted development, then such works do not require planning permission from the council (because they are granted planning permission by the GPDO). However, please note the following:

The fact that works are permitted under planning legislation does not change whether or not they require approval under other areas of legislation, such as the Building Regulations, the Party Wall Act, etc.

[Click to find out more about permitted development rights](#)

¹ The Town and Country Planning (General Permitted Development) Order 2015 (as amended)

² Article 4 of the Town and Country Planning (General Permitted Development) Order 2015 allows local planning authorities to remove certain permitted development rights, generally for a defined geographic area.

What is validation?

Validation is a process undertaken by Mid Devon District Council on an application (and associated information) prior to starting the formal process of determining whether to grant or refuse planning permission. The validation of applications is the process to check that the correct documents and fee (where applicable) have been submitted. This guidance explains the level of information that will be required for certain types of planning applications in order that they can be accepted and processed by the Council.

The validation checklist will include submissions required to accompany an application by reason of National Requirements as well as local requirements specific to Mid Devon.

Extra information requested after validation

The list of requirements is not exhaustive. The Council can still request further, or more detailed information after validation to resolve any particular issues that arise as a result of consultation responses or Officer site visits. Any additional information not required by the Validation Checklist, but which is needed to make a decision, will be requested during the course of the application. This should be provided as soon as possible.

Invalid applications and validation disputes

Applications will be validated typically five working days upon receipt. However, if an application is not considered valid by Mid Devon District Council, the validation technician will inform you and explain the information that is required for validation as soon as possible. The District Council and applicant are expected to make every effort to resolve any disagreements regarding the information requested through negotiation.

There is a procedure in the Development Management Procedure Order to resolve such disputes. An applicant must first send the local planning authority a notice under [article 12 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) (an 'article 12 notice'). This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the [statutory tests](#).

Submitting an Application

All applications must be submitted on the appropriate Standard Application Form, it must be signed and dated and all questions on the form must be answered fully and accurately.

Personal or Sensitive Data

Where there is a need to submit information considered 'personal data' or 'sensitive personal data' under the General Data Protection Regulations (GDPR) this information should be submitted in a separate document without cross-referencing in documents that can be made public and clearly marked as confidential.

The definition of 'personal data' and 'sensitive personal data' can be found in the Information Commissioner's Office (ICO) [Guide to the General Data Protection](#) Regulation (GDPR) and will include for example personal circumstances and health information.

Submission direct to Mid Devon District Council

Via email to dcregistration@middevon.gov.uk (emails with attachments no larger than 5mb)

Submission via the Planning Portal

Apply online via the Planning Portal application service <https://www.planningportal.co.uk/applications>
For further information about making an application via the Planning Portal please visit their website <https://www.planningportal.co.uk>

Postal Applications

If you are not able to submit your application using the Planning Portal, you will need to send it in the post with 1 x copy of each document/plan required.

Send to: Planning Registration, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton. EX16 6PP.

Pre-Application Advice

All applicants/agents are advised to seek pre-application advice before submitting an application, to discuss the likelihood of a successful outcome. This will help to highlight any potential issues at an early stage in the planning process and ensure that the necessary documentation is submitted. This is considered essential for major applications.

For further information on our service and fees, please view our Pre-application advice webpage: [Pre-application advice and Other Discretionary planning fees - MIDDEVON.GOV.UK](#)

Planning Performance Agreements

For some major applications, we encourage the use of Planning Performance Agreements to ensure the best outcomes for everyone. The agreement sets out how the developer and the Council will approach the application process, the resources to be allocated and the timescales.

Discretionary Fees and Charges

Please note the following are now subject to an additional fee for validation:

- Validation of applications that are incorrect for the second time (£50 & VAT)

[Pre-application advice from the Planning Service at Mid Devon District Council](#)

What happens after a planning application has been validated?

Once a planning application has been deemed as valid, the application will become registered and is passed on to a planning case officer.

Common reasons why applications are invalid:

If an application is submitted without the necessary information required to allow officers to assess your proposals, then your application will be made 'invalid'. This means it will be placed on hold until the necessary amendments or documents have been received. If no response is received or the required information is not received within 21 days then your application will be returned. Please note as above, if your application is made invalid for a second time there will be a discretionary fee of 10% charged.

Below are some of the most common reasons why application are made invalid by the Registration Team. You should always check the Validation Requirements before submitting your application.

- Application form not signed and/or dated correctly, application forms include a declaration near the end and must be signed and dated.
- The certificate ownership is not signed and/or dated or the incorrect certificate has been completed. The guidance notes that accompany each form, provide advice on which certificate to complete and more guidance can be found at [Making an application - GOV.UK](#)
- Incorrect fee or no fee paid. You can calculate the fee due using the How much does a planning application cost at: [Planning Portal](#)
- Drawings not labelled clearly, correctly, or at all. All drawings should be clearly titled and numbered, for example 'Proposed Ground Floor Plan';
- Inaccurate or incomplete plans or elevations;
- Plan, elevation and/or section drawings that do not match;
- Drawings not to a recognised metric scale;
- No red line drawn around the application site on the location plan More guidance can be found in the [National Planning Policy Guidance](#);
- Design and Access and/or Heritage Statement not submitted when required;

Scaling from Plans

Applicants and agents must ensure plans are submitted at the correct scale as indicated on the plan.

The National Guidance states that plans must be to scale. (If the plans have 'do not scale' on them it is considered that the Planning Authority cannot scale from them. Therefore they are not to scale). We have found by trying to be flexible with the wording we are receiving a high number of various connotations. This is causing delays and increased invalidity reasons.

Possible alternatives include:

- Contractors must check all dimensions and only work from figured dimensions.
- All dimensions must be checked on site and not scaled from this drawing for construction purposes.

Using the Validation Checklist

The guidance contains a series of checklists detailing the information that must be submitted with certain types of application.

The checklist is divided into three parts:

Part 1 sets out national requirements that must be submitted. The information required will vary depending on the type of application and the lists in part 3 specify the national requirements for the type of application being submitted.

Part 2 identifies those documents that may be required for a particular type of application.

Part 3 sets out the local requirements, which is the additional information that Mid Devon District Council may require for particular types of application.

PART 1: NATIONAL REQUIREMENTS

Information Required	Types of Application	Guidance
Application Form	All applications	<ul style="list-style-type: none"> All sections and questions must be answered. Declaration must be signed and dated. <p>Notes</p> <ul style="list-style-type: none"> For all types of development other than for housing (for example: employment or retail) information on non-residential floor space must be provided in terms of gross internal floor space. <p>Applications can be submitted online (Planning Portal website: 'Planning Portal') Alternatively, you can download at: Planning applications - Planning applications - Planning Portal via the Planning Portal.</p>
Appropriate Fee paid in full	All applications (where a fee is necessary)	<ul style="list-style-type: none"> The appropriate fee must be paid in full at the time of submitting your application <p>The Planning Portal includes a fee calculator and a fee schedule for applicants, although each Local Planning Authority is able to advise applicants on specific cases and payments methods at: Planning Portal</p> <p>Note: For the purpose of fee calculation, floor space is taken to be the gross amount (all storeys, including basements and garaging) to be created by the development. This is an external measurement, including thickness of external and internal walls.</p>
Ownership Certificate	<p>All applications</p> <p>Except for consent to display Advertisements</p> <p>Only one ownership certificate should be signed. If more than one certificate is signed your</p>	<ul style="list-style-type: none"> Certificate A – Sole Ownership and no agricultural tenants This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants. Certificate B – Shared Ownership (All other owners/agricultural tenants known) This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.

Information Required	Types of Application	Guidance
	application cannot be processed.	<ul style="list-style-type: none"> Certificate C – Shared Ownership (Some other owners/agricultural tenants known) This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants. You must also give details of the steps taken to find the other owners, including details of the advert published in the local paper. Certificate D – Shared Ownership (None of the other owners/agricultural tenants known) This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants. You must also give details of the steps taken to find the other owners, including details of the advert published in the local paper. <p>An ‘owner’ is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. In the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land is also an owner. An ‘agricultural tenant’ is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.</p> <p>Notice(s) The applicant must serve notice on all owners of the application site including any agricultural tenants. Failure to serve the correct notice will invalidate the application.</p> <p>If you need to serve notice on someone else with an interest in the land, you must serve formal notice at least 21 days before the application is submitted.</p> <p>The relevant notice templates are available from the Planning Portal website.</p> <p>For Householder Application Use: https://ecab.planningportal.co.uk/uploads/1app/notices/householder_notice.pdf</p> <p>For Other Application Use:</p>

Information Required	Types of Application	Guidance
		https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf https://ecab.planningportal.co.uk/uploads/1app/notices/notice2.pdf
Location Plan	All applications	<p>A site location plan shows the proposal in its surrounding context and must:</p> <ul style="list-style-type: none"> • Be as up-to-date as possible • Be at an identified measurable scale typically 1:1250 or 1:2500 and include a scale bar • Be clearly marked with the direction of North • Show the full site, all site boundaries, adjoining properties (numbered and/or named) and identify roads and/or buildings to enable identification of the land to which the application relates • Show the application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from the road, outlined in red • Land needed to incorporate a soakaway and/or septic tank within the red line • Show any other land within the applicant's ownership or control that is close to or adjacent the site outlined in blue • Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council.
Block/Site Plan (Existing and Proposed)	All applications	<p>A block / site plan shows the development in more detail and must:</p> <ul style="list-style-type: none"> • Be as up-to-date as possible • Be at an identified measurable scale of 1:500, 1:200 or 1:100 and include a scale bar • Be clearly marked with the direction of North • Clearly show the proposed development • Include all site boundaries, existing buildings, roads, tracks, footpaths, public right of way, banks and historic features, ponds, watercourses and proposed boundary treatments/walls/fencing (including measures for removal and/or retention): <ul style="list-style-type: none"> i. On the site ii. On land adjoining the site • Clearly show any buildings to be demolished • Include existing and proposed parking provision, access arrangements and the extent and type of any hard surfacing • Clearly show the position of all trees and all hedges and those that could influence or be affected by the development; with proposals for removal and/or retention clearly indicated (including boundary hedges) <ul style="list-style-type: none"> iii. On the site

Information Required	Types of Application	Guidance
		<ul style="list-style-type: none"> iv. On land adjoining the site <ul style="list-style-type: none"> • Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council.
Design and Access Statement (DAS)	Not statutorily required for all applications	<p>A Design and Access Statement is a short report accompanying applications for:</p> <ul style="list-style-type: none"> • Major Developments; or • Listed Building Consent; or • Where any part of the development is in a Conservation area, development consisting of – <ul style="list-style-type: none"> ❖ The provision of one or more dwellinghouses; or ❖ The provision of a building or buildings where the floor space created by the development is 100 square metres or more. <p>They provide a framework for applicants to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users.</p> <p>Design and Access Statements can help decision making by enabling local planning authorities and third parties to better understand the applicants analysis that has led to the choice of design of a development proposal.</p> <p>The level of detail in a Design and Access Statement needs to be proportionate to the complexity of the application, but not be overly long or complex.</p> <p>Refer to Guidance Notes:</p> <p>https://www.middevon.gov.uk/media/1238/design-and-access-statement-guidance.pdf</p>

National Requirements for Outline Planning Applications

An outline planning application is a means of establishing the principle of a proposed development without having to supply all of the details. The grant of outline planning permission will then be conditional upon the subsequent approval of details of 'reserved matters' – as defined below.

The Government has set down the minimum level of information that must be submitted with outline applications, as follows:-

Use	The use or uses proposed for the development and any distinct development zones within the application site.
Amount of Development	The amount of development for each use.
Indicative Access Points	An area or areas in which access points to the site will be situated.

An outline application may also contain details and seek approval of one or more of the reserved matters, but a least one must be reserved for later approval. It should be noted that for an outline application it is necessary to indicate access points on the submitted plans even if access will be a reserved matter.

Reserved matters are defined by the government as follows:-

Layout	The way in which buildings, routes and open spaces are provided within the development and their relationship to buildings and spaces outside the development
Scale	The height, width and length of each building proposed in relation to its surroundings.
Appearance	The aspects of a building or place which determine the visual impression it makes. This includes the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.
Access	The accessibility to and within the site for vehicles, cycles and pedestrians in terms of the positioning and treatment of access and circulation and how these fit into the surrounding network.
Landscaping	This is the treatment of private and public space to enhance or protect the amenities of the site through hard and soft measures. This may include, for example, planting of trees or hedges, screening by fences or walls, the formation of banks or terraces, or the layout of gardens, courts or squares.

PART 2: VALIDATION CHECKLISTS – AT A GLANCE

Householder Planning Application

The Householder Application for Works or Extension to a Dwelling should be used for proposals to alter/extend a single dwelling or two or more dwellings, including work within the curtilage (boundary/garden) of a house or the formation of an access in association with the house.

What is required:

- [Householder Application Form](#)
- [Application Fee](#)
- [Site Location Plan](#)
- [Block Plan](#)
- [Plans and Drawings](#)
- [Wildlife & Geology Trigger Table](#)

What extra documents might be required:

Document Description:
Non-Statutory Interim Planning Policy Statement: Climate Emergency - MIDDEVON.GOV.UK
Design & Access Statement
Ecology Report
Flood Risk Assessment (FRA)
Heritage Statement
Surface Water Drainage Strategy
Tree Survey and Report

Joint Householder and Listed Building Consent

The Householder Application for Works or Extension to a Dwelling should be used for proposals to alter/extend a single dwelling or two or more dwellings, including work within the curtilage or the formation of an access in association with the house, as long as it is within the curtilage i.e. not across agricultural land.

What is required:

- [Application Form](#)
- [Application Fee](#)
- [Site Location Plan](#)
- [Block Plan](#)
- [Plans and Drawings](#)
- [Wildlife & Geology Trigger Table](#)
- [Design & Access Statement](#)
- [Schedule of Works](#)
- [Justification](#)

What extra documents might be required:

Document Description:
Non-Statutory Interim Planning Policy Statement: Climate Emergency - MIDDEVON.GOV.UK
Ecology Report
Flood Risk Assessment (FRA)
Heritage Statement
Surface Water Drainage Strategy
Tree Survey and Report

Full Planning Application - Change of Use

If the proposal is intending to change the use of all or part of a property/land, planning permission may need to be obtained. The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as use classes. The Full application for planning permission form should be used for change of use applications.

What is required:

- [Full Application Form](#)
- [Application Fee](#)
- [Site Location Plan](#)
- [Block Plan](#)
- [Wildlife & Geology Trigger Table](#)
- [Plans and Drawings](#)

What extra documents might be required:

Document Description:
Non-Statutory Interim Planning Policy Statement: Climate Emergency - MIDDEVON.GOV.UK
Biodiversity Net Gain Assessment & Calculation
Design & Access Statement
Ecology Report
Flood Risk Assessment (FRA)
Heritage Statement
Surface Water Drainage Strategy
Tree Survey and Report

Full Planning Application – Minor development

Full applications are for many types of application, including the erection of new dwellings, agricultural buildings or development involving commercial and industrial properties.

What is required:

- [Full Application Form](#)
- [Application Fee](#)
- [Site Location Plan](#)
- [Block Plan](#)
- [Plans and Drawings](#)
- [Wildlife & Geology Trigger Table](#)

What extra documents might be required:

Document Description:
Agricultural Appraisal
Air Quality Assessment
Biodiversity Net Gain Assessment & Calculation
Non-Statutory Interim Planning Policy Statement: Climate Emergency - MIDDEVON.GOV.UK
Design and Access Statement
Ecology Report
Environment Impact Assessment
Fire Statement
Flood Risk Assessment (FRA)
Foul Drainage
Heritage Statement
ICNIRP Statement
Landscape and Visual Impact Assessment
Noise Impact Assessment
Pollution Impact Assessment and Mitigation Scheme
Statutory definition of a caravan
Structural Survey
Surface Water Drainage Strategy
Tourism/Holiday Lets
Transport Assessment/Travel Plan
Tree Survey / Report

Full Planning Application – Major development

Full applications are for many types of application, including the erection of new dwellings, agricultural buildings or development involving commercial and industrial properties.

What is required:

- [Full Application Form](#)
- [Application Fee](#)
- [Site Location Plan](#)
- [Block Plan](#)
- [Plans and Drawings](#)
- [Wildlife & Geology Trigger Table](#)

What extra documents might be required:

Document Description:
Active Travel England: planning application assessment toolkit - GOV.UK
Agricultural Appraisal
Air Quality Assessment
Biodiversity Net Gain Assessment & Calculation
Carbon Reduction Statement
Non-Statutory Interim Planning Policy Statement: Climate Emergency - MIDDEVON.GOV.UK
Design and Access Statement
Ecology Report
Environment Impact Assessment
Fire Statement
Flood Risk Assessment (FRA)
Foul Drainage
Heritage Statement
ICNIRP Statement
Landscape and Visual Impact Assessment
Land Contamination Assessment
Noise Impact Assessment
Planning Statement
Pollution Impact Assessment and Mitigation Scheme
Retail Impact Assessment
Statement of Community Involvement
Statutory definition of a caravan
Structural Survey
Surface Water Drainage Strategy
Tourism/Holiday Lets
Transport Assessment/Travel Plan
Tree Survey / Report
Viability Statement
Waste Audit Statement

Outline Planning Application with some or all matters reserved

Outline applications are used when the principle of a development needs to be established.

What is required:

- [Application Form](#)
- [Application Fee](#)
- [Site Location Plan](#)
- [Wildlife & Geology Trigger Table](#)

All Outline Applications must show the following details on:

- **Use** – The use or proposed uses for the development and any distinct development zones within the site identified
- **Amount of development** – The amount of development proposal for each use
- **Indicative access points** – An area or areas in which the access point or points to the site will be situated (where access is a reserved matter)

What extra documents might be required:

Document Description:	Document Description:
Active Travel England: planning application assessment toolkit - GOV.UK	Noise Impact Assessment
Agricultural Appraisal	Planning Statement
Air Quality Assessment	Plan identifying 20% of the houses will meet the requirements of Part M4(2)
Biodiversity Net Gain Assessment & Calculation	
Carbon Reduction Statement	Pollution Impact Assessment and Mitigation Scheme
Non-Statutory Interim Planning Policy Statement: Climate Emergency - MIDDEVON.GOV.UK	Retail Impact Assessment
Design and Access Statement	Roof Plan
Ecology Report	Section Plans/Levels (existing and proposed)
Environment Impact Assessment	Statement of Community Involvement
Fire Statement	Statutory definition of a caravan
Flood Risk Assessment (FRA)	Structural Survey
Floor Plans and Elevations (if the site falls within the Conservation Area)	Surface Water Drainage Strategy
Foul Drainage	Tourism/Holiday Lets
Heritage Statement	Transport Assessment/Travel Plan
ICNIRP Statement	Tree Survey / Report
Landscape and Visual Impact Assessment	Viability Statement
Land Contamination Assessment	Waste Audit Statement

Reserved Matters Application

Reserved matters applications should be used after an Outline planning application has been approved. A Reserved Matters application deals with some or all of the outstanding details of the Outline application proposal, including appearance, means of access, landscaping, layout and scale.

What is required:

- [Application Form](#)
- [Application Fee](#)
- [Site Location Plan](#)
- [Block Plan](#)
- [Wildlife & Geology Trigger Table](#)

Such plans as are necessary to deal with the matters reserved in the outline planning permission, including:

- Block Plan of the site at a recognised metric scale, for e.g. 1:500, 1:200 or 1:100, showing any site boundaries
- Existing and proposed elevations at a recognised metric scale
- Existing and proposed floor plans at a recognised metric scale
- Existing and proposed site sections and finished floor levels and site levels at a recognised metric scale
- Roof Plans at a recognised metric scale

What extra documents might be required:

Document Description:	Document Description:
Active Travel England: planning application assessment toolkit - GOV.UK	
Agricultural Appraisal	Plan identifying 20% of the houses will meet the requirements of Part M4(2)
Air Quality Assessment	Plans and Drawings
Biodiversity Net Gain Assessment & calculation – Phased developments	
Carbon Reduction Statement	Pollution Impact Assessment and Mitigation Scheme
Non-Statutory Interim Planning Policy Statement: Climate Emergency - MIDDEVON.GOV.UK	Retail Impact Assessment
Design and Access Statement	Statement of Community Involvement
Ecology Report	Statutory definition of a caravan
Environment Impact Assessment	Structural Survey
Fire Statement	Surface Water Drainage Strategy
Flood Risk Assessment (FRA)	Tourism/Holiday Lets
Foul Drainage	Transport Assessment/Travel Plan
Heritage Statement	Tree Survey / Report
ICNIRP Statement	Viability Statement
Landscape and Visual Impact Assessment	Waste Audit Statement
Land Contamination Assessment	Planning Statement
Noise Impact Assessment	

Application for Consent to display an Advertisement(s)

Advertisement consent applications should be used for proposals to display an advertisement or sign which requires planning permission

What is required:

- [Application Form](#)
- [Site Location Plan](#)
- [Application Fee](#)
- [Drawings](#)
- [Owners Consent](#)

- Owners consent:

It is a condition of every consent granted by or under the Regulations that, before displaying any advertisement, the permission of the owner of the land or other person entitled to grant permission must be obtained. To display any advertisement without this permission is an offence, open to immediate prosecution.

Where the site is within the boundaries of a highway, evidence that the application is acceptable to the highways authority must be provided.

- Drawings:

- The drawing of the proposed advertisement should show its dimensions and position on the land or building in question
- For a sign, the drawing should indicate the materials to be used, fixings, colours, height above the ground and, where it would project from a building, the extent of the projection

- Description of signs, size and illumination:

- The type of each sign for which application is being made, e.g. fascia, projecting box, pole-mounted free-standing, should be shown, together with the dimensions of each sign. If any of the signs are to be illuminated a description of the illumination is required, e.g. internal, external, floodlight etc, and whether the illumination will be static, flashing, or have moving parts.
- Other plans and drawings or information necessary to describe the subject of the application

Listed Building Consent

Listed building consent applications are used if a property is listed for having special architectural or historic interest and external or internal alterations are proposed. (Listed Building Consent applications can also accompany a Householder or Full application if planning permission is required).

What is required:

- [Application Form](#)
- [Site Location Plan](#)
- [Block Plan](#)
- [Plans and Drawings](#) (including large scale sections and roof plans where relevant)
- [Wildlife & Geology Trigger Table](#)
- [Design and Access Statement](#)
- [Heritage Statement](#)
- [Schedule of Works](#)
- [Justification](#)

What extra documents might be required:

Document Description:
Other Plans
Ecology Report
Plans of not less than 1:20
Non-Statutory Interim Planning Policy Statement: Climate Emergency - MIDDEVON.GOV.UK

Certificate of Lawfulness of Existing Use or Development

Certificate of Lawfulness of Existing Use or Development are used to confirm that any existing use/operation/activity in breach of a condition or limitation on a planning permission that has already taken place is lawful on the date specified in the application. It is defined as being lawful if enforcement action cannot be taken against it. This may be because it had, or did not need planning permission, or it may be the case that the use or operation took place so long ago that the time for enforcement action has expired.

What is required:

- [Application Form](#)
- [Application Fee](#)
- [Site Location Plan](#)
- Such other information as is considered to be relevant to the application
- Such information verifying the information included in the application as can be provided (e.g. sworn affidavit(s) from people with personal knowledge of the existing use) and evidence to verify information on the application form such as, but not limited to, aerial photographs, utility bills etc.

What extra documents might be required

Document Description:
Statutory definition of a caravan

Certificate of Lawfulness for Proposed Use or Development

Certificate of Lawfulness of Proposed Use/Development/Works or Activity are used to confirm that what you are proposing would be lawful i.e. it comprises works with planning permission where a lawful commencement has been made, or would not require express planning permission. For example you may need to establish that what you have proposed does not constitute development, is 'permitted development', or already has planning permission.

What is required:

- [Application Form](#)
- [Application Fee](#)
- [Site Location Plan](#)
- [Existing and Proposed Floor Plans](#)
- [Existing and Proposed Elevations](#)

What extra documents might be required:

Document Description:
Statutory definition of a caravan

Works to Trees protected by a Tree Preservation Order

Trees and woodlands that are considered important to amenity, and can be protected by a tree preservation order. You can request a tree to be considered for protection, or if a tree is already protected, you must have consent to carry out works to the tree.

What is required:

- [Application Form](#)
- Site Location Plan / Or Sketch showing location of tree(s)

What extra documents might be required:

Document Description:	Further information
Arboricultural Statement	<ul style="list-style-type: none">• If the works relate to the condition / health of the tree(s)
Technical Evidence	<ul style="list-style-type: none">• In respect of structural damage
Report by appropriate engineer or surveyor and one from an arboriculturist	<ul style="list-style-type: none">• If alleging subsidence damage

Works to Trees protected within the Conservation Area

Trees and woodlands that are considered important to amenity, and can be protected by a tree preservation order. You can request a tree to be considered for protection, or if a tree is already protected, you must have consent to carry out works to the tree.

What is required:

- [Application Form](#) Or written request
- Site Location Plan / Or Sketch showing location of tree(s)

Hedgerow Removal Notice

The Application for Hedgerow Removal form should be used by anyone proposing to remove a hedgerow, or part of a hedgerow, covered by the Hedgerows Regulations 1997. The regulations are designed to protect important hedgerows in England and Wales.

To check if a hedgerow is protected and if an application to the LPA for hedgerow removal is required please refer to Natural England's [Guidance Countryside hedgerows: protection and management](#)

What is required:

- [Application Form](#)
- [Site Location Plan](#)
- [Wildlife & Geology Trigger Table](#)

What extra documents might be required:

Document Description:	Further information
Additional Information	<ul style="list-style-type: none">• If the hedgerow to be removed is less than 30 years old – evidence of the date of planting is required.
Ecology Report	

- The site location plan should show the location and length (in metric) of the hedgerow(s) to be removed. The plan does not have to be at a scale of 1:1250 or 1:2500, as long as it shows the exact location and length to be removed) and shows the direction of North.

Removal or Variation of Condition (Section 73 application)

This application can be used if, under a previous planning permission, a condition was imposed that you wish to be amended or removed entirely. The approval of a Section 73 planning application results in the grant of a new planning permission and therefore the original permission remains intact.

What is required:

- [Application Form](#)
- [Application Fee](#)

What extra documents might be required:

Document Description:	Further information
Plans	<ul style="list-style-type: none">• Plans and drawings or information necessary to describe the subject of the application
Planning Statement	<ul style="list-style-type: none">• Required, unless already included on the application form. This should provide a detailed description of works and the reason(s) for the works/removal.
Reports & Surveys	<ul style="list-style-type: none">• Depending upon the nature of the S.73 application the application would need to update the original supporting reports to demonstrate how the revised proposals would secure the same outcomes / mitigation / protection provided for by the original permission.

Non-Material Amendment

As per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3 (10)

Non-material amendments require a separate process; the '**Flexible options for planning permissions**' guidance, contained on the Planning Practice Guidance website, provides more information.

What is required:

- [Application Form](#)
- [Application Fee](#)

What extra documents might be required:

Document Description:	Further information
Proposed Plans	Subject to the request, for e.g. <ul style="list-style-type: none">• Elevations• Floor Plans• Site Sections and finished floor levels and site levels• Roof Plans

Prior Approvals

Prior approval means that a developer has to seek approval from the local planning authority (Mid Devon District Council) that specified elements of the development are acceptable before work can proceed. The matters for prior approval vary depending on the type of development and these are set out in full in the relevant parts of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

Mid Devon District Council cannot consider any other matters when determining a prior approval application.

Please note:

- Validation requirements for Prior Approval Notifications are set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2 Part 3 W.
- In general this will include:
 - Prior Approval application form dated, signed and completed in full (please include specific requirements depending on the proposal, relating to flood risk, transport / highways impacts, noise assessments etc.). Forms/guidance can be downloaded from [Planning applications - Planning applications - Planning Portal](#)
 - A plan indicating the site and showing the proposed development. A plan drawn to an identified scale will assist the authority in assessing your development proposal.
 - Fee
- Development carried out using permitted development rights can be liable to pay a Community Infrastructure Levy charge (CIL) where this is applicable.

Prior Notification of Agricultural and Forestry Development

- Forestry Building
- Construction of an agricultural road,
- Excavations/deposits of agricultural waste material, or
- Placing/assembly of a water tank in water

As per the requirements of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 6

- a) the erection, extension or alteration of a building;
- b) the formation or alteration of a private way;
- c) the carrying out of excavations or the deposit of waste material (where the relevant area, as defined in paragraph D.1(4) of this Part, exceeds 0.5 hectares); or
- d) the placing or assembly of a tank in any waters

What is required:

- [Application Form](#)
- [Application Fee](#)
- [Site Location Plan](#)

What extra documents might be required:

Document Description:	Further information:
Full Planning Permission, if:	<ul style="list-style-type: none">• the proposed building exceeds 1500 square metres;• works or structure that would exceed 1000 square meters;• if the proposal is for livestock and is within 400m of any protected/neighbouring properties;• if the proposal is for livestock and is within 25m of a classified road;• the height of any part of the building or works exceed 3 metres within 3 Km of an aerodrome• if the total area of the existing agricultural unit is less than 1ha (10,000 sq. m)• if the area of the parcel of land where the development is located is less than 1ha (10,000 sq. m)

Permitted Development rights for agricultural and forestry developments are granted in [Schedule 2, Part 6 of The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015 \(as amended\)](#).

- **For agricultural units of 5 hectares or more** ([Class A](#)) – Rights for the erection, extension or alteration of a building for the purposes of agriculture are available, subject to certain criteria detailed in the legislation.
- **For agricultural units of at least 0.4 hectares but smaller than 5 hectares** ([Class B](#)) – More limited rights, including extensions and alterations adding not more than 20 per cent to the cubic content of the building for the purposes of agriculture are available, subject to certain criteria detailed in the legislation.
- **On land used for the purposes of forestry, including afforestation** ([Class E](#)) – Rights for the erection, extension, or alteration of a building reasonably necessary for those purposes are available, subject to certain criteria detailed in the legislation.

‘Agricultural Unit’ means “agricultural land which is occupied as a unit for the purposes of agriculture”, see [Schedule 2, Part 6 of The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#).

On holding totalling more than 5 hectares, development is not permitted on separate parcels of land of less than 1 hectare. For holdings of less than 5 hectares development is not permitted on separate parcels of land of less than 0.4 hectares. A separate parcel of land is defined as being separated by land in different ownership, or for example, by a public highway.

The reference to a ‘metalled road’ relates to a hard surfaced including asphalt, concrete, paving stones, bricks and cobbles, etc.

TELCOM – Prior Notification of Proposed Development by Communications Code System Operators

What is required:

- [Application Form](#)
- [Application Fee](#)
- [Site Location Plan](#)
- [INCRIP Statement](#)
- **Evidence***

Evidence*

- Evidence that the developer has given notice of the proposed development in accordance with A3 (1) of Part 16 of Schedule 2 to the General Permitted Development Order 2015 (as amended).
- Where the proposed development consists of the installation, alteration or replacement of a mast on a civil safeguarding area or a defence safeguarding area, evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the operator of the civil safeguarding area, in accordance with A.2 (5A) of Part 16 of Schedule 2 of the General Permitted Development Order 2015 (as amended).

Permission in Principle

Permission in Principle is an alternative way of obtaining planning permission for housing-led development and may be granted for minor housing-led development only (less than 10 dwellings and related non-residential work or, for larger developments, by entering a site in Part 2 of a brownfield land register. Article 5B of The Town and Country Planning (Permission in Principle) Order 2017 (as amended) sets out development that is specifically excluded from a grant of permission in principle and this includes habitats development and Environmental Impact Assessment (EIA) development.

Information regarding the type of developments which can be submitted via this route can be found in [Planning Practice Guidance](#) and in the [Town and Country Planning \(Permission in Principle\) \(Amendment\) Order 2017](#).

There are two stages:

Stage 1 – Permission in Principle (PiP)

The following National Requirements apply:

- a completed application form
- a plan which identifies the land to which the application relates, drawn to an identified scale and showing the direction North
- correct application fee

Stage 2 – Technical Details Consent (TDC)

At this stage the details of the proposed development are assessed. An application for TDC follows the same validation process as a 'FULL' application and should be submitted on a full application form making reference to Planning in Principle in the proposal. The TDC will be subject to the relevant National and Local requirements for the development as set out above in this document.

Both applications must be granted before development can commence and may be liable to pay Community Infrastructure Levy (CIL) where applicable. There is a right of appeal where a local planning authority refuses PiP upon receipt of a valid application. The procedures in place are set out in Article 5V of the Town and Country Planning (Permission in Principle) Order 2017 (as amended).

Other Application Types

Hazardous Substance Consents

As per the requirements of the National Planning Practice Guidance - Hazardous Substances. Prescribed Forms The Planning (Control of Major-Accident Hazards) Regulations 1999 (as amended)

Applications in respect of Crown Land

As per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3 (8).

Town and Country Planning Act Section 257 Diversion/Stopping-up of footpaths, bridleways and restricted byways

Although rights of way matters are usually dealt with by the Local Highways Authority (typically the County Council), Local Planning Authorities (District/Borough Councils and National Park Authorities) have been granted powers by Section 257 of the Town and Country Planning Act 1990 (the 'Act') to make Public Path Orders for the diversion or stopping-up of footpaths, bridleways or restricted byways. This type of application can only be made however where the Local Planning Authority is satisfied that the diversion/stopping-up is necessary to enable development to be carried out in accordance with a planning permission. The Growth and Infrastructure Act 2013 also amended section 257 of the Act to allow an diversion/stopping-up Order to be made before planning permission has been granted provided a planning application has been submitted. Please note that an Order cannot be confirmed however, until such time as planning permission has been granted. Please note that the provisions of this Act do not apply to highways with vehicular rights (e.g. byways).

Important:

The grant of planning permission does not entitle developers to obstruct a public right of way. The diversion or stopping up of footpaths, bridleways and restricted byways is a separate process which must be carried out before the paths are affected by the development. It cannot be assumed that because planning permission has been granted that an Order under section 257 will invariably be made or confirmed. Development, in so far as it affects a right of way, must not be started and the right of way should be kept open for public use, unless or until the necessary order has come into effect.

Public Path Orders can be a lengthy process and can take between 6 and 12 months even for an unopposed Order. A contentious diversion can take several years if strong objections are made. Please download the [Footpath Diversion Application Form](#) along with [Guidance on Footpath Diversion Orders](#) to make an application.

How to apply:

What we need from you:

- [Application Form](#) completed with declaration signed
- Justification for the proposed extinguishment, or stopping up or diversion
- Plan to scale (the path must be shown in its entirety on 1 page at a scale of 1:1250, 1:2500 or 1:1000)
- Initial Fee of £1000
- Copy of original Decision Notice
- If the applicant is not the owner of the land then written consent from the land owner is required

Diverting a footpath or bridleway can be costly. The process involves obtaining legal advice and advertising proposed diversions in local newspapers. There is a standard charge of £1500 to cover administrative costs, legal advice, site visits, postage and printing, plus £1500 to cover the cost of advertising, per application.

The applicant must pay the administrative and legal costs regardless of whether the application is successful:

- Initial fee of £1000 paid with the application to divert the footpath
- Final payment of £2000 paid before the order is confirmed and certified that the order is in place
- £500 is paid before submission to the Secretary of State (SOS), if objections are received and the order is submitted to the SOS for a decision
- £200 for each additional path is paid where it is included in the same order
- £1000 initial fee is retained if the application is withdrawn/rejected following informal consultation and first advertisement

Applications for Prior Notification

Prior notifications are not applications for planning permission but are confirmation of the intent to take up permitted development rights. Schedule 2 of the General Permitted Development Order sets out various types of development that require prior approval these include agricultural or forestry developments, demolition, telecommunications developments and some changes of use.

Prior notifications are subject to National Requirements as follows:

- Completed form or a written description of the proposed development which must include any building or other operations
- A plan indicating the site
- Contact details for applicant/agent
- A site-specific flood risk assessment in an area within Flood Zone 2 or Flood Zone 3; or in an area within Flood Zone 1 which has critical drainage problems (change of use prior approvals only)
- Appropriate fee

Although prior notifications are not subject to Local Requirements there may be additional information required in order to fully consider the notification.

Further information regarding prior notifications and what additional information may be required can be found in [Schedule 2 of the General Permitted Development Order](#) and [Prior approval - Consent types - Planning Portal](#)

Part 1 Class A.1 (g) - Larger Home Extension

Application form, or written description of the proposed development including:

- (i) how far the enlarged part of the dwellinghouse extends beyond the rear wall of the original dwellinghouse;
- (ii) the maximum height of the enlarged part of the dwellinghouse; and
- (iii) the height of the eaves of the enlarged part of the dwellinghouse;
- (iv) where the enlarged part will be joined to an existing enlargement of the dwellinghouse, the information in sub-paragraphs (i) to (iii) must be provided in respect of the total enlargement (being the enlarged part together with the existing enlargement to which it will be joined).
- A plan indicating the site and showing the proposed development and any existing enlargement of the original dwellinghouse to which the enlarged part will be joined
- The addresses of any adjoining premises
- the developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- Fee

Part 1 Class AA - Enlargement of a Dwellinghouse by Construction of Additional Storeys

- Application form, or written description of the proposed development including, including the details of any works proposed
- A plan which is drawn to a recognised metric scale and shows the direction of North, indicating the site and showing the proposed development
- A plan which is drawn to a recognised metric scale and shows the existing and proposed elevations of the dwellinghouse
- The position and dimensions of proposed windows
- Fee
- Before beginning the development, the developer must provide a report for the management of the construction of the development, which sets out the proposed development hours of operation and how any adverse impact of noise, dust, vibration and traffic on adjoining owners or occupiers will be mitigated.

Part 3 Class G - Prior notification for the change of use of a building falling within Class E (commercial, business or service) or used as a betting office or pay day loan shop to a mixed use within Class E and as up to 2 flats

- Application form or written description of the proposed development, which, must include any building or other operations
- A plan indicating the site and showing the proposed development
- A statement specifying the net increase in dwellinghouses proposed by the development ("net increase in dwellinghouses" is the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses on the site immediately prior to the development) together with a floor plan indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses,
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Fee

Part 3 Class M - Prior notification for the change of use of certain uses to dwellinghouses (C3)

- Application form or written description of the proposed development, which, must include any building or other operations
- A plan indicating the site and showing the proposed development
- A statement specifying the net increase in dwellinghouses proposed by the development ("net increase in dwellinghouses" is the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses on the site immediately prior to the development)
- A floor plan indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Fee

Part 3 Class MA – Prior notification for the change of use of a building falling within Class E (commercial, business or service) to dwellinghouses (C3)

- Application form or written description of the proposed development, which, must include any building or other operations
- A plan indicating the site and showing the proposed development
- A statement specifying the net increase in dwellinghouses proposed by the development (“net increase in dwellinghouses” is the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses on the site immediately prior to the development)
- A floor plan indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses
- The developer’s contact address
- The developer’s email address if the developer is content to receive communications electronically
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Fee

Part 3 Class N - Prior notification for the change of use of Amusement Arcades/Casinos to dwellinghouses (C3)

- Application form or written description of the proposed development, which, must include any building or other operations
- A plan indicating the site and showing the proposed development
- A statement specifying the net increase in dwellinghouses proposed by the development (“net increase in dwellinghouses” is the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses on the site immediately prior to the development)
- A floor plan indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses
- The developer’s contact address
- The developer’s email address if the developer is content to receive communications electronically
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Fee

Part 3 Class O - Prior notification for the change of use of offices to dwellinghouses (C3)

- Application form or written description of the proposed development, which, must include any building or other operations
- A plan indicating the site and showing the proposed development
- A statement specifying the net increase in dwellinghouses proposed by the development (“net increase in dwellinghouses” is the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses on the site immediately prior to the development)
- A floor plan indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses
- The developer’s contact address
- The developer’s email address if the developer is content to receive communications electronically
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Fee

Part 3 Class P - Prior notification for the change of use of a building used for storage or distribution (Class B8) to dwellinghouses (C3)

- Application form or written description of the proposed development, which, must include any building or other operations
- A plan indicating the site and showing the proposed development
- A statement specifying the net increase in dwellinghouses proposed by the development (“net increase in dwellinghouses” is the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses on the site immediately prior to the development)
- The developer’s contact address
- The developer’s email address if the developer is content to receive communications electronically
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Fee

Part 3 Class PA - Prior notification for the change of use of a building in light industrial use (Class B1c) to dwellinghouses (C3)

- Application form or written description of the proposed development, which, must include any building or other operations
- A plan indicating the site and showing the proposed development
- A statement specifying the net increase in dwellinghouses proposed by the development (“net increase in dwellinghouses” is the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses on the site immediately prior to the development)
- A floor plan indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses
- The developer’s contact address
- The developer’s email address if the developer is content to receive communications electronically
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Fee

Part 3 Class Q - Prior notification for the change of use of and agricultural building to dwellinghouses (C3)

- Application form or written description of the proposed development, which, must include any building or other operations
 - A plan indicating the site and showing the proposed development
 - A statement specifying the net increase in dwellinghouses proposed by the development (“net increase in dwellinghouses” is the number of dwellinghouses proposed by the development that is additional to the number of dwellinghouses on the site immediately prior to the development)
 - A statement specifying:
 - (i) the number of dwellinghouses proposed
 - (ii) whether previous development has taken place under Class Q within the established agricultural unit and, if so, the cumulative floorspace developed under Class Q
 - A floor plan indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses
 - The developer’s contact address
 - The developer’s email address if the developer is content to receive communications electronically
 - A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
 - Fee
- In addition, to discharge the planning authorities responsibilities under the Wildlife and Countryside Act 1981, applicants will be expected to submit a Wildlife and Geology Trigger Table to establish if a Wildlife Report is required. All reports must be produced by a consultant with suitable qualifications and experience. For further information on the reports, including a list of consultants and a generic Wildlife Report brief (which may help when employing a consultant), go to www.devon.gov.uk/wildlife

Part 3 Class R - Prior notification for the change of use of agricultural buildings to a flexible use falling within Class B2 (general industrial) of Schedule 1; Class B8 (storage or distribution) of Schedule 1; Class C1 (hotels) of Schedule 1; Class E (commercial, business or service) of Schedule 2; or Class F.2(c) (outdoor sport or recreation) of Schedule 2; or for the provision of agricultural training.

Where the cumulative floor space of the building or buildings to change use does not exceed 150 square metres to provide the following information to the local planning authority:

- The date the site will begin to be used for any of the flexible uses
- The nature of the use or uses
- A plan indicating the site and which buildings have changed use

Where the cumulative floor space of the building or buildings to change use exceeds 150 square metres to apply to the local planning authority for a determination as to whether the prior approval of the authority will be required

- Application form or written description of the proposed development
- A plan indicating the site and showing the proposed development
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Fee

Part 3 Class S - Prior notification for the change of use of agricultural buildings to a state-funded school

- Application form or written description of the proposed development
- A plan indicating the site and showing the proposed development
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Fee

Part 3 Class T - Prior notification for the change of use of buildings and land falling within Class C1 (hotels) of Schedule 1; Class C2 (residential institutions) of Schedule 1; Class C2A (secure residential institutions) of Schedule 1; or Class E (commercial, business or service) of Schedule 2, to a state-funded school

- Application form or written description of the proposed development
- A plan indicating the site and showing the proposed development
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Fee

Part 4 Class BB – Moveable structures for historic visitor attractions and listed pubs, restaurants etc.

- Application form or written description of the proposed development
- A plan indicating the site and showing the proposed development
- a statement setting out the proposed methods of— (i) installing the moveable structure; and (ii) reinstating the land to its original condition once the moveable structure is removed;
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- Fee

Part 4 Class BC – Temporary recreational campsites

- Application form or written description of the proposed development
- A site-specific flood risk assessment, including provision for warning and evacuation; and
- Fee

The developer must notify the local planning authority in writing before commencement of development in each calendar year, providing a copy of the site plan, which must include particulars of— (i) toilet and waste disposal facilities; and (ii) the dates on which the site will be in use;

Part 4 Class CA - Provision of a temporary state-funded school on previously vacant commercial land

- Application form or written description of the proposed development
- A plan indicating the site and showing the proposed development
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Fee

Part 4 Class E - Temporary use of buildings or land for film-making purposes

- Application form or written description of the proposed development
- A plan indicating the site and showing the proposed development
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Fee

Part 7 Class C - Click and collect facilities

- Application form or written description of the proposed development, including details of any building operations proposed
- A plan indicating the site and showing the proposed development
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- Fee

In addition, to discharge the planning authorities responsibilities under the Wildlife and Countryside Act 1981, applicants will be expected to submit a Wildlife and Geology Trigger Table to establish if a Wildlife Report is required. All reports must be produced by a consultant with suitable qualifications and experience. For further information on the reports, including a list of consultants and a generic Wildlife Report brief (which may help when employing a consultant), go to www.devon.gov.uk/wildlife

Part 7 Class M - The erection, extension or alteration of a school, college, university, prison or hospital

- Application form or written description of the proposed development, which, must include any building or other operations
- A plan indicating the site and showing the proposed development
- drawings prepared to an identified scale and showing— i) in the case of a building to be erected, the proposed external dimensions and elevations of that building; and (ii) in the case of a building to be extended or altered, the external dimensions and elevations of that building both before and after the proposed extension or alteration; (d) a written statement in respect of the heritage and archaeological considerations of the development
- The proposed commencement date;
- Written confirmation that development will not take place on any land used as a playing field, and remaining in that use, at any time in the 5 years before the proposed commencement date;
- A written statement in respect of the heritage and archaeological considerations of the development;
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- Fee

Part 11 Class B - Demolition of buildings

- Application form or written description of the proposed development
- A statement that a site notice has been posted in accordance with paragraph B.2 (b)(iv) of Part 11 GDPO
- Fee

In addition, to discharge the planning authorities responsibilities under the Wildlife and Countryside Act 1981, applicants will be expected to submit a Wildlife and Geology Trigger Table to establish if a Wildlife Report is required. All reports must be produced by a consultant with suitable qualifications and experience. For further information on the reports, including a list of consultants and a generic Wildlife Report brief (which may help when employing a consultant), go to www.devon.gov.uk/wildlife

Part 14 Class J - Installation or alteration etc of solar equipment on non-domestic premises

- Application form or written description of the proposed development
- A plan indicating the site and showing the proposed development
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- Fee

Part 19 Class TA - Development by the Crown on a closed defence site

The following provisions apply where a developer is required under paragraph TA.2 (3) or (5) (b) to make an application for a determination as to whether the prior approval of the authority will be required.

- Application form or written description of the proposed development
- statement of any proposed increase in the total footprint of buildings on the closed defence site
- Where the proposed development relates to the erection or extension of— (i) single living accommodation, a statement showing the total floor space of single living accommodation— (aa) on the closed defence site immediately before 11th January 2022
- already added to the closed defence site via development under Class TA(a), and(cc) to be added to the closed defence site via the proposed development; (ii) a non-residential building, a statement showing the total floor space of non-residential buildings
- already added to the closed defence site via development under Class TA(b), and (cc) to be added to the closed defence site via the proposed development
- a plan indicating the closed defence site and showing the proposed development
- drawings prepared to an identified scale and showing— (i) in the case of a building to be erected, the proposed external dimensions and elevations of that building; (ii) in the case of a building to be extended or altered, the external dimensions and elevations of that building both before and after the proposed extension or alteration
- A plan indicating the site and showing the proposed development
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically

Part 20 Class ZA Demolition of buildings and construction of new dwellinghouses in their place

- Application form or a written description of the proposed development, which must include details of the building proposed for demolition, the building proposed as replacement and the operations proposed under paragraph ZA(3);
- A plan, drawn to an identified scale and showing the direction of North, indicating the site of the proposed development;
- Drawings prepared to an identified scale and showing external dimensions and elevations of—
 - the building proposed for demolition,
 - the building scheduled as replacement, and, in the direction of North, the positioning of each, together with the applicable information called for by sub-paragraph (1B); to include the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building
- a written statement specifying—
 - the number of dwellinghouses in the building proposed for demolition, and
 - the number of new dwellinghouses proposed in the building proposed as replacement,
- Where required to consult the Environment Agency, a site specific flood risk assessment;
- A written statement in respect of heritage and archaeological considerations of the development;
- The developer's contact address; and
- The developer's email address if the developer is content to receive communications electronically;
- Fee.

Part 20 Class A New dwellinghouses on detached blocks of flats

- Application form or written description of the proposed development, which, in relation to development proposed under Class A, must include details of any dwellinghouse and other works proposed under paragraph A of Part 20
- A plan, drawn to an identified scale and showing the direction of North, indicating the site of the proposed development
- Floor plans which are drawn to an identified scale and show the direction of North indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building
- A written statement specifying the number of new dwellinghouses proposed by the development (that is, additional to any dwellinghouses in the existing building)
- A list of all addresses of any flats and any other premises in the existing building
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Health and Safety Executive to be consulted, a statement about the fire safety design principles, concepts and standards that have been applied to the development

- Where relevant, a report from a chartered engineer or other competent professional confirming that the external wall construction of the existing building complies with paragraph B4(1) of Schedule 1 to the Building Regulations
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- Fee

Part 20 Class AA - new dwellinghouses on detached buildings in commercial or mixed use

- Application form or written description of the proposed development, which, in relation to development proposed under Class A, must include details of any dwellinghouse and other works proposed under paragraph AA of Part 20
- a plan, drawn to an identified scale and showing the direction of North, indicating the site of the proposed development
- floor plans which are drawn to an identified scale and show the direction of North indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building
- a written statement specifying the number of new dwellinghouses proposed by the development (that is, additional to any dwellinghouses in the existing building)
- a list of all addresses of any flats and any other premises in the existing building
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Health and Safety Executive to be consulted, a statement about the fire safety design principles, concepts and standards that have been applied to the development
- Where relevant, a report from a chartered engineer or other competent professional confirming that the external wall construction of the existing building complies with paragraph B4(1) of Schedule 1 to the Building Regulations
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- Fee

Part 20 Class AB - new dwellinghouses on terrace buildings in commercial or mixed use

- Application form or written description of the proposed development, which, in relation to development proposed under Class A, must include details of any dwellinghouse and other works proposed under paragraph AB of Part 20
- a plan, drawn to an identified scale and showing the direction of North, indicating the site of the proposed development
- floor plans which are drawn to an identified scale and show the direction of North indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building
- a written statement specifying the number of new dwellinghouses proposed by the development (that is, additional to any dwellinghouses in the existing building)
- a list of all addresses of any flats and any other premises in the existing building
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Health and Safety Executive to be consulted, a statement about the fire safety design principles, concepts and standards that have been applied to the development
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- Fee

Part 20 Class AC - new dwellinghouses on terrace buildings in use as dwellinghouses

- Application form or written description of the proposed development, which, in relation to development proposed under Class A, must include details of any dwellinghouse and other works proposed under paragraph AC of Part 20
- a plan, drawn to an identified scale and showing the direction of North, indicating the site of the proposed development
- floor plans which are drawn to an identified scale and show the direction of North indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building
- a written statement specifying the number of new dwellinghouses proposed by the development (that is, additional to any dwellinghouses in the existing building)
- a list of all addresses of any flats and any other premises in the existing building
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Health and Safety Executive to be consulted, a statement about the fire safety design principles, concepts and standards that have been applied to the development
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- Fee

Part 20 Class AD - new dwellinghouses on detached buildings in use as dwellinghouses

- Application form or written description of the proposed development, which, in relation to development proposed under Class A, must include details of any dwellinghouse and other works proposed under paragraph AD of Part 20
- a plan, drawn to an identified scale and showing the direction of North, indicating the site of the proposed development
- floor plans which are drawn to an identified scale and show the direction of North indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building
- a written statement specifying the number of new dwellinghouses proposed by the development (that is, additional to any dwellinghouses in the existing building)
- a list of all addresses of any flats and any other premises in the existing building
- A site-specific flood risk assessment, where the site is in Flood Zone 2, 3 or a critical drainage area
- Health and Safety Executive to be consulted, a statement about the fire safety design principles, concepts and standards that have been applied to the development
- The developer's contact address
- The developer's email address if the developer is content to receive communications electronically
- Fee

PART 3: LOCAL REQUIREMENTS

This list sets out the local validation requirements. For each item the following guidance is provided:

Whilst guidance is provided for each item, the nature and extent of the information required will depend on the individual site and proposal. The list is not exhaustive, and it is possible that once an application has been validated, further information may have to be submitted in order for the application to be determined. The list does not therefore limit the Council's ability to request additional information should further issues arise during the planning application determination period.

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Plans and Drawings	
Active Travel England: planning application assessment toolkit - GOV.UK	
Agricultural Appraisal	
Air Quality Assessment	
Biodiversity Net Gain Assessment & calculation	
Carbon Reduction Statement	
Climate Emergency	
Design and Access Statement	
Ecology Report	
Environmental Impact Assessment (EIA) Screening Opinion/Scoping Opinion	
Fire Statement	
Flood Risk Assessment	
Foul Drainage Assessment (FDA1)	
Heritage Statement	
Justification – For works to a Listed Building	
Land Contamination Assessment	
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Noise Impact Assessment	
Nutrient Neutrality (for further information, refer to Page 67)	
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Index of Local Requirements

[Statement of Community Involvement](#)

[Statutory definition of a caravan](#)

[Structural Survey](#)

[Surface Water Drainage Strategy](#)

[Telecommunications & ICNIRP Certificate \(Statement of Conformity\)](#)

[Tourism/Holiday Lets](#)

[Transport Assessment / Travel Plan](#)

[Tree Survey and Report](#)

[Viability Assessment](#)

Plans and Drawings

When Required: All applications

Site Location Plan

- Be as up-to-date as possible
- Be at an identified measurable scale typically 1:1250 or 1:2500 and include a scale bar
- Be clearly marked with the direction of North
- Show the full site, all site boundaries, adjoining properties (numbered and/or named) and identify roads and/or buildings to enable identification of the land to which the application relates
- Show the application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from the road, **outlined in red**
- Land needed to incorporate a soakaway and/or septic tank within the red line
- Show any other land within the applicant's ownership or control that is close to or adjacent the site **outlined in blue**

Existing and Proposed Block Plan

- Be as up-to-date as possible
- Be at an identified measurable scale of 1:500, 1:200 or 1:100 and include a scale bar
- Be clearly marked with the direction of North
- Clearly show the proposed development
- Include all site boundaries, existing buildings, roads, tracks, footpaths, public right of way, banks and historic features, ponds, watercourses and proposed boundary treatments/walls/fencing (including measures for removal and/or retention):
 - v. On the site
 - vi. On land adjoining the site
- Clearly show any buildings to be demolished
- Include existing and proposed parking provision, access arrangements and the extent and type of any hard surfacing
- Clearly show the position of all trees and all hedges and those that could influence or be affected by the development; with proposals for removal and/or retention clearly indicated (including boundary hedges)
 - vii. On the site
 - viii. On land adjoining the site

All applications (where relevant)

Note: plans/drawings containing disclaimers such as 'Not to scale' and 'Do not scale' cannot be accepted by the Council. Drawings must be drawn true to stated scales and therefore all plans will need to be resubmitted.

Site Levels to an appropriate scale

- the existing and proposed ground levels across the site, with the measurements taken from an Ordnance Survey data point or from an otherwise authoritative and easily identifiable fixed point;
- the details provided both in plan form and by appropriate cross sections and should cover the land including and beyond any proposed building footprint;
- a north point; and
- a scale bar and the scale used

Floor Plans to a scale of 1:50 or 1:100

- the existing and proposed layout of the whole of each floor that will be created, altered, or added to by the proposal (unless the proposal is for a single room extension, where a partial floor plan will be acceptable);
- the name of each of the rooms or area; and
- a scale bar and the scale used

Elevations to a scale of 1:50 or 1:100

- the existing and proposed view of each side of the building or structure that will be altered or added to by the proposal, and labelled according to their directional facing e.g. north facing;
- where the proposal relates to the demolition or replacement of an existing structure, the extent of the existing building should be indicated with dashed lines; and
- a scale bar and the scale used

Roof Plan to a scale of 1:50 or 1:100

- the existing and proposed layout of the roof structure; and
- a scale bar and the scale used

Parking and Access Arrangements (may be shown on Block Plan)

- the existing and proposed parking and cycle storage; and
- access and turning arrangements for vehicles and pedestrians

Plans to a scale of not less than 1:20 to show all new windows, doors, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details

- for all Listed Building Consent Applications

Cross Section Drawings will be required if:

- the proposal will create, alter or add to a building, showing:
- the cross section(s) through the existing (if any) and proposed building and the remainder of the site relating these to adjoining ground levels
- a scale bar and the scale used

The proposal is for a track or an outdoor horse-riding arena, showing:

- the cross section(s) or any proposed surface treatment, which should include details of the proposed surfacing materials;
- a scale bar and the scale used

The proposal relates to a listed building, showing:

- the whole vertical and horizontal cross sections of the joinery details, profiles and sections for new or replacement windows and doors and other architectural features;
- to a scale of 1:20, and
- a scale bar

Existing Site and Topographical Survey to include:

- features such as green infrastructure;
- site levels;
- contours
- buildings;
- watercourses;
- public rights of way;
- overhead lines; and
- roads within and adjacent to the site

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. *Please consult with your Building Control Provider to ensure your proposal complies before finalising your application.*

Active Travel England (ATE) Guidance

ATE are a statutory consultee on any applications meeting the thresholds below:

≥150 dwellings

≥7,500sqm floorspace

≥5ha site area

The ATE Checklist can be found here: [Active Travel England: planning application assessment toolkit - GOV.UK](https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit)

Its use will assist designers and transport consultants in presenting the development proposals.

Agricultural Appraisal

When is this required:

All applications seeking new agricultural, forestry or other rural occupational dwellings in the countryside for agricultural purposes

What information is required?

The appraisal should be prepared by an independent specialist with expert knowledge of the rural business in question, which includes the following information:

- Three years of accounts (for a dwelling). In the case of applications for temporary dwellings (which will be appropriate where the business enterprise is new and evolving), financial evidence to show that the business has been planned on a sound financial basis.
- Justification for requiring the dwelling
- Demonstration the need cannot be met by a building elsewhere

- Description of the business and how it operates
- Plans to show the extent of the operational land and buildings

Please note, any application seeking a new agricultural workers dwelling will be subject to further assessment by the Council by an independent consultant and a further fee will be required at the time of commission.

Air Quality Assessment

When is this required:

All applications for major development, except car-free residential development, must be supported by an Air Quality Assessment (AQA), addressing the air quality impacts of both the construction and operational phases of the development on human health and ecological receptors. Impacts may arise from dust generated during demolition and/or construction works, emissions from plant or from the traffic generated by the proposal. The latter will need to take into account the information contained within the Transport Statement/Assessment submitted with the application. Where impacts are identified, the assessment must include appropriate mitigation measures to be secured through either planning condition or s106 legal agreement.

An AQA is also required for proposals that significantly increase traffic flows to/from the site or that change traffic flows to high polluting vehicles, e.g. car parks (>10 spaces), coach/lorry parks, etc.

An AQA will also be required for any applications within 20 metres of the Air Quality Management Area (AQMA) to ensure that the proposal will not be adversely affected by traffic pollution – particularly vulnerable uses such as residential and schools/nurseries, or will increase nitrogen dioxide emissions within the AQMA through traffic generation. Please contact the Council's Environmental Health team to confirm if this is needed for your proposal.

What information is required:

An Air Quality Assessment should be prepared by a suitably qualified expert. It should indicate the change in air quality or exposure resulting from the proposed development and outline appropriate mitigation measures, as necessary.

Further information:

[Air quality - GOV.UK \(www.gov.uk\)](http://www.gov.uk);

[SCAIL - Simple Calculation of Atmospheric Impact Limits \(ceh.ac.uk\)](http://ceh.ac.uk)

Biodiversity Net Gain

When is this required:

National minimum requirements are set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

What is it required:

Devon County Council (DCC) provides support to Mid Devon for the delivery of Biodiversity Net Gain (BNG). The DCC guidance can be found here: [Biodiversity Net Gain - Environment](#)

Guidance for the validation of applications required to deliver BNG can be found here: [Devon BNG Statement for Validation July 24.docx](#)

The Statutory Biodiversity Metric guidance note, metric calculation and small sites metric can be found here: [Statutory biodiversity metric tools and guides - GOV.UK](#)

Note - certain types of development are exempt from the need to comply with the statutory biodiversity gain condition as set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024. However, even for exempt developments, applicants must confirm whether they believe that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, the reasons for that belief. Planning Portal application forms capture this information where used, but without this, the LPA is not allowed to validate the application.

Phased developments (where the original outline application was subject to BNG) are required by condition to submit for approval an Overall Gain Plan as a pre-commencement condition to set a clear upfront framework for how the biodiversity gain objective of at least a 10% gain is expected to be met across the entire development. Subsequent Phase Gain Plans setting out a phase's contribution to BNG and track progress towards the overall biodiversity gain objective for the development, must then be submitted and approved before commencement of each phase. It may be beneficial for the relevant Phase Gain Plan to be prepared alongside the application for reserve matter approvals for a phase.

Carbon Reduction Statement

When is this required:

Major Applications - Our preferred approach to demonstrate compliance with relevant policies in the adopted development plan will be through the completion of the planning applications checklist (link provided below). The information provided will be proportionate in relation to the nature and scale of development that is proposed'

Climate Emergency

All Applications – Our preferred approach is completion of the checklist in the link below:

[Climate Emergency – Planning Application Checklist](#) (See Page 15)

What information is required:

A statement to identify how the applicant has addressed impacts in relation to climate change and interconnected environmental impacts, in construction and over the lifetime of the development. Please evidence how you have delivered / will deliver reductions in carbon emissions (greenhouse gases) and consumption of natural resources through design, construction and operational systems. The Council's checklist provides a wide spectrum of issues such as site orientation and location, landscape and natural capital, construction materials and methods, and operational design details.

The level of information should be proportionate to the development proposals. For example, it could include a short descriptive response to a question, pointing to how each matter has been considered in the development proposal, or it might signpost to specific evidence provided in other documents submitted in support of the planning application. (For types of developments where certain elements do not apply, simply provide a brief explanation. For example, using the Net Zero Housing Assessment Tool would not apply to non-residential development.)

[Non-Statutory Interim Climate Change Planning Policy Statement: Climate Emergency - MIDDEVON.GOV.UK](#)

Ecology Report

When is this required:

All applications must include a completed [Wildlife and Geology Trigger Table](#). This will indicate whether or not a Wildlife or Geology Report is required.

What information is required:

There are 2 elements to the requirements for wildlife and geological information.

Where the trigger table indicates that a Wildlife and/or Geology Report is required, it must be submitted with the application and be produced by a suitable qualified and experienced ecologist. The report (and any surveys) must comply with national guidance such as the British Standard for Biodiversity (GS42020). The report must include all the information required in order for the local planning authority to determine the application (including any survey information on protected and priority species).

If the submitted ecology report states that additional surveys are required in order to provide a full assessment of the ecology issues for an application, the Council will be unable to validate your application until the surveys are completed and submitted, as the submission of the surveys cannot be conditioned as part of a permission. <https://www.gov.uk/government/publications/biodiversity-and-geological-conservation-circular-06-2005>

Where a development may affect the Exe Estuary Special Protection Area (SPA) either directly or indirectly, alone or in-combination with other developments, the Council must undertake an Appropriate Assessment of the impacts under the Conservation of Habitats and Species Regulations 2017

The applicant/agent must submit evidence including:

- the type and extent of the impact(s), including up-to-date survey where appropriate;
- mitigation measures proposed and how they will be delivered and maintained;
- how the mitigation will fully offset the impacts on the SPA/SAC;
- on-going monitoring to prove the effectiveness of the mitigation, where appropriate.

It may be necessary to undertake wildlife or site-user surveys over an extended period prior to submission of any application. All wildlife surveys must be up to date and undertaken by suitably qualified and licensed ecological consultants.

Information on lighting, noise, sewage/surface water discharge and any other potentially harmful matters may also be required. Your ecological consultant and subject-specific professionals should be involved in assessing possible impacts and proposing appropriate mitigation measures. To mitigate impacts of surface water discharge a suitable Sustainable Urban Drainage scheme (SUDS) may be appropriate.

Biodiversity – Bats and Birds in buildings Survey Reports

Applications involving:

- Barn Conversions
- Demolitions
- Redevelopment of existing buildings that involves works to roofs, roof spaces, external cladding or cellars
- Works to underground structures other than drains/sewers
- Wind turbines or solar panels

Bat and Bird reports are required for the applications listed unless:

- Located in highly urban areas
- The building was erected after 2005, without specific bat provision incorporated
- Works are to a flat roof or to a single layer sheet metal/plastic roof.

A licenced bat consultant will be needed to undertake the survey(s) and produce the report unless they consider that a full report is not required (e.g. no evidence of bats) when you may obtain a letter from them stating why a full report is not required and submit this with your application instead.

Bat and Bird Survey Reports must include date of survey, methodology used, evidence found, assessment of impacts on protected species, mitigation/compensation for impacts, details on how these will be delivered and a scheme for monitoring effectiveness of mitigation/compensation. The necessary surveys may need to be undertaken over an extended period prior to submission of any application.

All reports must be up-to-date and produced by a licensed bat consultant (their licence number should be quoted in the report).

Where surveys can only be done at certain times of the year you should make sure that the report has been commissioned and received and submitted with your application. We will not hold onto invalid applications awaiting reports.

Biodiversity - Ecological Reports

Applications involving:

- New builds or change of use on greenfield or vegetated brownfield sites
- Developments adjacent to greenfield or vegetated brownfield sites
- Works to, or adjacent to rivers and streams
- Loss of intertidal habitat
- Loss of trees

Applications for development that has the potential to adversely affect biodiversity must be accompanied by an Ecological Report which must appraise the site itself and adjacent land. It must be produced by a suitably qualified and licensed ecological consultant and include:

- desk study
- phase 1 survey
- Natural England Offsetting Metric calculations showing the net biodiversity loss/gain
- protected species surveys
- any additional habitat and species surveys advised by the ecologist
- assessment of importance of biodiversity features
- assessment of impacts
- suite of measures to avoid/mitigate/compensate impacts
- details of how these will be delivered
- details of biodiversity enhancements/net gain that will be provided and
- a scheme for monitoring the effectiveness of mitigation/compensation.

Surveys may need to be undertaken over an extended period and the results used to inform the design of the development/compensation. All reports must be up-to-date and produced by a suitably qualified and licensed professional ecological consultant. If your professional ecological consultant considers that a report is not required you may submit a letter from them justifying why this is the case. Where surveys can only be done at certain times of the year you should make sure that the report has been commissioned and received and submitted with your application.

Further Information:

[Guidance on protected species survey and report requirements \(middevon.gov.uk\)](https://www.middevon.gov.uk/guidance-on-protected-species-survey-and-report-requirements)

[Natural England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/natural-england)

Environmental Impact Assessment (EIA) Screening/Scoping Opinion

When is this required:

All applications where the development is listed in Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

Developments that are listed in [Schedule 2](#) of the above regulations, either above or below the thresholds, may require an Environmental Statement if it is likely to have significant effects on the environment by virtue of factors such as nature, size and location.

What information is required:

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017, Infrastructure Planning (Environmental Impact Assessment) Regulation 2017 and the Town and Country Planning and Infrastructure Planning (Environmental Impact Assessment) (Amendment) Regulations 2018 set out the circumstances in which the Environmental Impact Assessment (EIA) is required.

Under the provisions of the Regulations, an Environmental Statement will be required to accompany planning applications for major developments over a certain size where the development would have significant impacts, or where smaller developments would have a local impact of significance. An EIA may obviate the need for other more specific assessments.

Where an EIA is required, Schedule 4 to the regulations (sets out the information that must be included in an Environmental Statement. The information in the Statement has to be taken into consideration when the local planning authority decides to grant planning permission. It may be helpful for a development to request a 'screening opinion' (i.e. to determine whether an EIA is required) from the local planning authority before submitting a planning application.

A development can also request a 'scoping opinion' from the local planning authority which sets out the scope and level of detail of the information that will need to be provided in the Environmental Statement. In cases where a full EIA is not required, the local planning authority may still require environmental information to be provided.

For more information on Environmental Impact Assessments please visit www.gov.uk central Government website.

Fire Statement

When is this required:

Development of a building 18m or 7 storeys high which consists of 2 or more dwellings or educational accommodation.

What information is required:

Fire Statements must be submitted on the standard form on Gov.uk

Fire Statements – Form Guidance

Applications for planning permission will be exempt from the requirement to submit a fire statement where:

- the application is for a material change of use of a relevant building and the material change of use would result in the building no longer being a relevant building
- the application is for a material change of use of land or buildings within the curtilage of a relevant building and the material change of use would not result in the provision of one or more relevant buildings
- the application is for outline planning permission
- the application is for permission to develop land without compliance with conditions under section 73 of the Town and Country Planning Act 1990

Applications for outline planning permission may be exempt from the requirement to submit a fire statement because matters such as layout and scale can be reserved.

Flood Risk Assessment

When is this required:

All planning applications for:

- development within, in whole or in part of flood zone 2 and/or flood zone 3;
- development on sites with an area of 1 hectare or more (in flood zones 1, 2 or 3); and
- development within critical drainage areas.

What information is required?

For residential and non-residential development of less than 250 square metres in flood risk zones 2 and 3, a simple flood risk assessment, which includes a plan showing finished floor levels and estimated flood levels, will be required. For other qualifying developments, a Flood Risk Assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.

Guidance provided by the Environment Agency and Defra outlines the scope of Flood Risk Assessments based on the location of the development, the links below provide guidance for each scenario:

- ['Flood Zone 1 and Critical Drainage Areas'](#)
- ['Flood Zones 2 and 3'](#)
- ['Flood Zones 2 and 3: minor extensions and vulnerable development'](#)

Overall, it is expected Flood Risk Assessment will contain:

- reference to the Strategic Flood Risk Assessment (often adopted as part of the Local Plan);
- a sequential/exception test if necessary;
- plans, including outline of development proposals with identified SuDS;
- surveys;
- assessments of flood risk and surface water run-off, including impacts to offsite locations; and
- flood management and protection measures.

The '[checklist](#)' contained on the Planning Practice Guidance website may help preparation.

Further Information:

[Flood map for planning - GOV.UK \(flood-map-for-planning.service.gov.uk\)](https://www.gov.uk/flood-map-for-planning)

[Flood risk assessments if you're applying for planning permission - GOV.UK \(www.gov.uk\)](https://www.gov.uk/flood-risk-assessments)

Foul Drainage Assessment Form (FDA1)

When is this required?

Development proposals that would result in the disposal of foul sewage, effluent or trade waste not through a mains connection to a public sewer.

What information is required?

A non-mains drainage assessment should be used to establish whether non-mains drainage, either a new system or connection to an existing system, would be acceptable. The Environment Agency requires applicants to provide evidence that a connection to the public sewer is not feasible.

The assessment should include: the method of storage, treatment and disposal, an assessment of site suitability and a demonstration as to why the development cannot connect to the public mains sewer.

The assessment should be provided through the completion of the Environment Agency's Foul Drainage Assessment form ([FDA1](#)).

Heritage Statement

When is this required?

All application for development which:

- affect a World Heritage Site or its setting;
- affect a listed building or its setting;
- are within or would impact upon a conservation area;
- may lie within an area of archaeological interest; or
- could impact upon any other designated or non-designated heritage asset or its setting.

What information is required?

- outline the nature and extent of the proposed development or proposed works, describe and assess (i) the significance of the heritage asset(s) affected, including any contribution made by their setting and (ii) the impact upon the significance of the heritage assets affected. For historic buildings sufficient detail on what the proposed works are expected to achieve – repair/alteration/extension – and whether the works are internal or external should be included in any heritage statement;
- identify any harm that may be caused to the heritage asset and its setting, together with an indication of any positive impacts that may occur;
- any measures to mitigate potential harm and/or better reveal significance of the asset; and
- list the designation records for the heritage asset, including the address, number and date of listing, schedule entry or equivalent of the designated heritage asset from the National Heritage List for England as well as the description;

- a brief overview of the planning history of the heritage asset is useful, but this should be restricted to the context of the current application;

Areas of archaeological interest tend to be located around known archaeological sites, which are recorded on the Historic Environment Record, Scheduled Monuments and within Conservation Areas. The Devon Environment Viewer <https://www.devon.gov.uk/environment/environmental-maps> and [Heritage Gateway websites](#) allows access to these records and may be used to determine initial potential by applicants. A formal, more detailed, appraisal may be obtained from the [Historic Environment Team](#) at DCC.

The results of any archaeological work will need to be included in the Heritage Statement submitted with the planning application.

Further Information:

[Historic environment - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[The Setting of Heritage Assets | Historic England](#)

[Statements of Heritage Significance: Analysing Significance in Heritage Assets \(historicengland.org.uk\)](#)

<https://historicengland.org.uk/images-books/publications/preserving-archaeological-remains/heag100a-preserving-archaeological-remains/>

Justification for works to a Listed Building

When is this required:

For all internal and external alterations to a Listed Building.

What information is required:

A statement setting out why the proposed works are required to be undertaken. This may be repair works due to maintenance concerns, or may be a proposal to change the internal layout due to a change of use of the building. The statement should give clear advice on why such works are necessary, any delay in this information may result in your application not being validated.

Land Contamination Assessment

When is this required:

A land contamination assessment will be required for all applications which:

- are on or adjacent to potentially contaminated land;
- involving the significant importation of soils and infill material onto the land

It does not apply to:

- householder developments;
- advertisements;
- listed building alterations/demolition;
- certificate applications for existing and proposed use;
- Tree Preservation Orders;
- Wind turbines less than 1ha;
- Small offices and similar minor applications

What information is required:

Contaminated Land Assessments should consider risks to both human health and controlled waters. "Potentially contaminated land" is land which may contain substances that are either potentially hazardous or actually hazardous to the environment and/or to health. The primary causes of contaminated land in the UK come from the land being used as:

- a mining site,
- industrial use, or
- waste disposal, or
- which has been subjected to chemical or oil spills.
-

However, contamination can also occur naturally, as a consequence of agricultural use or because of the geology of the area.

A Phase 1 desktop assessment will be the minimum requirement at validation for sites which are adjacent to potentially contaminated land. An Environmental Search / Homebuyers Check is not sufficient.

A Full Phase 2 intrusive assessment will be required on sites which are designated brownfield sites. This will also be required for land known or suspected to be contaminated as a consequence of former industrial or commercial uses.

The assessments shall include a preliminary conceptual site model (showing all potential pathways between contaminants and receptors - known as pollutant linkages). It will also include a preliminary risk assessment of these pollutant linkages. The report should meet the requirements of BS:10175 2011 and shall be undertaken by a competent person.

The assessments shall include a preliminary conceptual site model (showing all potential pathways between contaminants and receptors - known as pollutant linkages). It will also include a preliminary risk assessment of these pollutant linkages. The report should meet the requirements of BS:10175 2011 and shall be undertaken by a competent person.

The initial assessment should clearly demonstrate that the risk from contamination can be satisfactorily reduced to an acceptable level. If this is not the case, further site investigations and risk assessment may be needed before the application can be determined.

Pre-application advice should be sought from the Council's Environmental Health Officers - the email address is below.

If the proposal is likely to pose a risk to controlled waters, pre-application advice can be obtained from the Environment Agency via their cost-recovered planning advice service: [Email SDPC](#)

Further Information:

[Land affected by contamination - GOV.UK \(www.gov.uk\)](#)

Landscape & Visual Impact Assessment

When is this required:

Any development that may result in adverse impacts on landscape / townscape character and/or visual amenity.

Includes development that:

- result in the loss of existing landscape features;
- are visually prominent in the local or wider landscape, or
- result in changes to field patterns

What information is required:

Any development that is likely to have a significant impact on the surrounding landscape and/or townscape character will need supporting information to show how these impacts have been assessed and how the development has been designed to address or mitigate these impacts.

The assessment work should be proportionate to the development it is assessing. It could range from a full assessment including photomontages, to a short, focussed appraisal of the impacts on a certain characteristic or view.

Any LVIA should be carried out by a qualified landscape professional in accordance with the Guidelines for Landscape and Visual Impact Assessment, 3rd Edition 2013 (GLVIA3) LI/IEMA.

Prior to carrying out the assessment, applicants are strongly encouraged to agree the scope of the LVIA through consultation with us and, if appropriate, other relevant consultation bodies. This should include agreeing the number and location of viewpoints for assessment. If appropriate, the 'Type' of visualisations required as outlined in the Landscape Institute Technical Guidance on Visual Representation of Development Proposals (TGN 06/19) should also be agreed.

If your submission is accompanied by a LVIA as part of a formal Environmental Statement under EIA Regulations, we may require applicants to provide one set of good quality hard copies of visualisations (for example photomontages). This should be at the appropriate sheet size for viewing at a comfortable distance, according to latest best practice technical guidance published by the Landscape Institute (LI TGN 06/19). Landscape proposals should be proportionate to the development that they are supporting. They should respect and respond to existing landscape features and characteristics. They should seek to fully mitigate any adverse landscape or visual effects resulting from a proposed development and create a high quality site environment.

For full and outline applications, submissions should be supported by an Outline Landscape Scheme showing general approaches to landscape treatments, and an outline plan for the establishment and ongoing management of the proposals. Full landscape details would then be sought by condition if approved.

For Reserved Matters applications, submissions will need to be supported by a fully detailed Landscape Scheme including details of establishment and ongoing management of the landscape proposals. Where there are requirements for biodiversity mitigation / compensation / enhancement measures on a site (generated from the EclA) these should be incorporated in a combined Landscape and Ecological Management Plan (LEMP).

Further Information:

Planning Practice Guidance: Environmental Impact Assessment - GOV.UK (www.gov.uk)
The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 Schedule 1 and 2: [Schedule 1](#) and [Schedule 2](#)

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017, [Regulation 18](#)

Noise Impact Assessment

When is this required:

Development proposals that have the potential to raise issues of disturbance, or are considered to be noise sensitive developments. An Assessment will generally be required for the following types of application:

- new, including change of use: within Use Class E (restaurants, snack bars, cafes), sui-generis uses (nightclub and takeaways), E (e-f) and F1 (places of worship, church halls, clinics, health centres, crèches, day nurseries, consulting rooms), E (d) and F2 (cinemas, music, concert halls, dance, sports halls, swimming baths, skating rinks, gymnasiums, other indoor and outdoor sports and leisure uses, bingo halls and casinos);
- new residential development;
- new industrial development (Use Class B2 and B8) close to existing residential development;
- new residential development adjoining established industrial estates or transport sources; and
- energy generation development including wind turbine development.

What information is required:

The assessment should outline the potential sources of noise generation, and how these may have a negative effect on local amenity and environmental receptors particularly on sites in close proximity to nationally and internationally designated sites. The assessment should also outline how the developer intends to overcome these issues.

Where noise is likely to be an issue, applicants are advised to contact the Council's Public Health team prior to the submission of a planning application.

Further Information:

[Noise - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Nutrient Neutrality

When is this required:

A small part of Mid Devon's administrative area (sharing a common boundary with Somerset) is impacted by the need to demonstrate "Nutrient Neutrality". The area impacted is predominantly rural, comprising open countryside outside established settlements.

The need to demonstrate Nutrient Neutrality arises in cases where Natural England has identified that certain protected catchments / environments are in an unfavourable condition and, public bodies are required to assess plans and projects against the objective to maintain, but not worsen the condition of the protected feature.

For Mid Devon, the impacted feature is the Somerset Levels and Moors RAMSAR site and particularly the River Tone catchment. The extent of the catchment's impact upon Mid Devon can be seen at: [Phosphates in Somerset background information](#) and opening the River Tone Catchment Area Map link. The adverse impact arises from high levels of phosphates entering the catchment. The objective for planning authorities is to ensure that new development does not worsen the situation. This is generally linked to developments that increase the level of permanent and overnight residential accommodation, generally new dwellings, guest and holiday / tourist accommodation as well as agricultural activities that can enable the increase in livestock within the catchment.

What information is required:

Across the Somerset Levels and Moors catchment, Somerset Council has developed a phosphate budget calculator to confirm the level of phosphate impact that needs to be offset. This can be found at: [Phosphate Budget Calculator](#) The Somerset Council's website also signposts parties in need of offset credits to approved trading schemes. [Phosphate mitigation schemes in the Somerset Levels](#) (Only schemes trading in the River Tone catchment are relevant to Mid Devon.) Given the impact of nutrient neutrality upon Mid Devon largely relates to developments appropriate to rural settings, use of the Somerset Council approach to calculation and mitigation would be acceptable to Mid Devon to demonstrate impact and the proposed solution.

Applications for development impacted by the Nutrient Neutrality issue will need to be accompanied by a phosphate calculation, using the Somerset calculator together with details of the mitigation proposals that will achieve nutrient neutrality.

Planning Statement

When is this required:

All major applications, wind turbines and applications with economic impacts. This can be useful for other application to explain what is proposed.

What information is required:

Planning Statements provide the opportunity to explain how the proposed development accords with planning policies and relevant SPD or development briefs. It is not sufficient to reproduce policies and state that the proposal complies with them.

Planning Statements should identify the context and need for a proposed development and include:

- An assessment of how the development accords with relevant national, regional and local planning policies
- Details of consultations with the LPA and wider community/statutory consultees
- A separate statement on community involvement where appropriate.
- Any regeneration benefits from the proposed development, including any new jobs that might be created or supported
- The relative floorspace totals for each proposed use (where known)
- Community benefits
- Reference to any regeneration strategies that might lie behind or be supported by the proposal
- Details of public open space to be provided
- A utilities' statement detailing proposed links to existing utility infrastructure systems such as the National Grid or telephone provider
- Achievement of code for sustainable homes standards
- Consideration of designing out crime
- A statement demonstrating adherence to any renewable energy requirements
- A separate justification statement for Tourism (where applicable)
- Where community facilities such as a pub or play space would be lost as a result of the development, justification should be provided

Pollution Impact Statement

When is this required:

Applications that will give rise to emissions to air of pollutants.

What information is required:

- For applications that will generate dust, fumes, bio aerosols, vapours, odours or any other emissions to the air. Any proposal which requires a Transport Assessment will require an Air Quality Assessment.

The air quality assessment must focus on the issues specific to the proposal e.g. dust, odour, traffic pollution, bio aerosols and other pollutants. The assessment must include a description of base line conditions, likely impact of the development proposed, any modelling or assessment undertaken to determine impact and details of mitigation and management as a minimum.

Retail Impact Assessment

When is this required:

For all retail and leisure development outside of Town Centres for proposals exceeding 500 m² floorspace.

What information is required:

A Retail Impact Assessment assesses the impact the development may have on the vitality and viability of existing centres within the surrounding area. The assessment will need to consider the impact on all retail offering, and will need to consider:

- recent permissions
- developments under construction
- completed developments

Further Information:

[Town centres and retail - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Schedule of Works

When is this required:

Listed Building Consents and Applications to convert a building to a dwelling

What information is required:

A schedule of works should be provided to clearly show the extent of any repairs, demolition and rebuilding. It should also include a supporting statement to describe the works proposed including, where relevant, the methodology, materials and techniques.

The statement should also explain alternatives that have been considered and why the proposed approach is most appropriate.

Statement of Community Involvement

When is this required:

All major applications.

What information is required:

- details of any consultation held with any neighbours of the site;
- any issues identified through this consultation, and
- the response to these issues and how the proposal has been amended.

Further Information:

[Before submitting an application - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Caravans – confirmation the proposal fits with statutory definition

If your application proposes the siting of a mobile home; static caravan; log cabin; holiday lodge; holiday chalet to properly assess your application we need to consider whether the unit is a 'caravan' or a 'building'.

- a) Does the unit fall within the following dimensions: Length (exclusive of any drawbar): 20m; Width: 6.8m;
- b) Overall height (measured internally from the floor at the lowest level to the ceiling at the highest level): 3.05m
- c) Does the unit come in no more than 2 parts to the site?
- d) Once on the site, can the unit be moved as one single unit?

Structural Survey

When is this required:

A structural survey and schedule of works will be needed where a proposed development involves the conversion of an existing building from one use to another, it is important to establish that the building is capable of conversion.

A structural survey and schedule of works will also be required in support of any proposal to demolish or substantially demolish a listed building or a building in a conservation area, where justification for demolition is sought on the basis of its structural condition.

What information is required:

The survey should demonstrate that a building has sufficient structural strength to accommodate the proposed change of use, together with any necessary physical alterations. The report should include metric scaled plans that highlight the areas requiring replacement, repair or renewal. It should identify the extent to which works or repairs are necessary and the amount of new structural work needed to carry out the conversion. It must be clear which part of the building are to remain and which parts are to be new build.

Surface Water Drainage Strategy

When is this required:

A surface water drainage strategy is required for:

- All Major developments
- Minor development within an area liable to flood from all sources of flooding including surface water, ground water or flood zones 2 and 3.
- Minor development that is likely to increase flood risk locally and falls within a Critical Drainage Area

What information is required:

To ensure the Local Planning Authority (LPA) can determine an application in a timely manner, and for the Lead Local Flood Authority (LLFA) to be able to fulfil its role as a statutory consultee, it is necessary for sufficient surface water drainage information to be submitted in support of an application.

Different requirements depending upon whether the application is a major or minor application (as set out in: Article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

Major Planning Applications

In addition to any requirement for a Flood Risk Assessment (FRA), the following information with regard to surface water drainage must be submitted as part of a major planning application in order for the application to be accepted as valid.

Outline Planning Applications

Any outline application for a development falling within the definition of 'major' shall be accompanied by a drainage strategy.

Information to include:

- indicative sustainable drainage principles for the development
- topographical survey showing how water naturally flows on the site together with groundwater and land drainage flows
- proposed destination for surface water post-development
- ground investigation results for infiltration (if appropriate)
- existing and/or proposed watercourses
- existing and/or proposed surface water sewers and/or pumping stations
- surface water flows onto the site, flows from the site and flood risk to and from the site
- offsite works which may be required to provide surface water drainage or mitigate against flood risk
- sensitive receptors
- general maintenance principles

Full Planning Applications

Detailed Drainage Strategy (and FRA if appropriate)

To include (in addition to details required for an Outline application above) the following additional information:

- details of compliance with the Defra non-statutory technical standards
- off-site works
- consents required
- flow paths through the development
- surface water storage volumes and locations
- sub-catchment areas
- treatment train components
- proposed landscaping and/or vegetative systems
- design calculations for:
 - greenfield run-off
 - brownfield run-off if appropriate (including reductions)
 - peak flow rates
 - surface water volumes
 - storage requirements
 - drain down times
- multi-use areas
- exceedance routes
- temporary drainage during construction climate change allowances
- future development allowances
- details of how the sustainable drainage system is to be maintained, and by whom, for the lifetime of the development

To ensure the Local Planning Authority (LPA) can determine an application in a timely manner, and for the Lead Local Flood Authority (LLFA) to be able to fulfil its role as a statutory consultee, it is necessary for sufficient surface water drainage information to be submitted in support of an application.

Different requirements depending upon whether the application is a major or minor application (as set out in: Article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

Minor Applications

The Local Planning Authority may consult the Local Lead Flood Authority in respect of minor applications.

If the proposed development meets any of the following criteria, a Drainage Statement may be required, setting out how the development is to be drained:

- inclusion of a proposed adoptable highway
- creating impermeable area over more than 50% of the site
- development in Flood Zones 2 and 3

Further Information: [SuDS guidance - Flood Risk Management \(devon.gov.uk\)](https://www.devon.gov.uk/suds-guidance-flood-risk-management)

Telecommunications & ICNIRP Certificate (Statement of Conformity)

When is this required:

All prior approval and full applications for telecommunications and mobile phone masts.

What information is required:

- Evidence of consultation with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college or within a statutory safeguarding zone surrounding an aerodrome or technical site.
- ICNIRP Certificate (Statement of Conformity) confirms that the telecommunications equipment would meet the precautionary guidelines set out by the ICNIRP.
- ICNIRP stands for the International Commission on Non-Ionizing Radiation Protection. It provides scientific advice and guidance on the health and environmental effects of non-ionising radiation (NIR) to protect people and the environment from detrimental NIR exposure.

Tourism/Holiday Lets

When is this required:

If your proposal involves a new development for purposes of tourist accommodation then you will need to provide supporting information in the form of a business case. The case must cover the following points:

- the proposal represents a sustainable rural tourism development;
- the business is commercially and financially viable (which is defined as the ability to compete effectively with competitors and to make a profit); and
- That you can demonstrate a need for this development on this particular site (evidence of demand and how your offer differs from nearby competitors)

What information is required:

The following are suggested areas to cover in your business case, with examples of supporting evidence/information you could include:

The basic areas that need to be addressed in the supporting business case for all planning applications are:

SECTION 1: SUMMARY

Write this section last. The purpose of this section is to summarise the key points from your business plan so anyone reading it, understands it from the beginning. You should include:

- Business summary (about your business)
- Business aims (within the next 5 years)
- Financial summary (expected breakeven point and profit goals by year 5)

SECTION 2: BACKGROUND

This section provides the context for your business proposal.

- What is the history behind the proposal? Is there an existing under-used or disused building that you are seeking to redevelop? Tell us about any problems or opportunities this proposal is seeking to solve.
- Background to the proposal (i.e. is this part of an expansion of an existing business or is this a new commercial venture)
- What accommodation / service are you planning to provide?

Running the Business

- What skills and experience can you bring to running the business?
- What expertise or skills will you need to buy in or employ?

Benefits to the Local Economy

- Will the business provide new paid employment? If so, please substantiate.
- Are there any other proven wider benefits to the local economy? E.g. formal link-ups with other local businesses, projected use of other retail, hospitality and tourism businesses in the area, signposting to other local businesses.
- Will it provide greater financial sustainability to an existing business on the site (farm diversification etc.)?

SECTION 3: MARKET APPRAISAL

You must include evidence of research to show how you know your business proposal is needed. Refer to local and national tourism strategies and policies where appropriate.

Evidence of demand

How do you know there is a demand for your business in this location? If you have received enquiries, include approximate figures within a given time period. Examples of evidence could include:

- Survey of consumer demand
- Internet search on other businesses providing a similar service/product
- Information about demand
- Information from national bodies / service industry leaders
- Demonstrate that the need is not met by existing provision

Competitor analysis

- What other holiday-let businesses operate in the area (it is useful to include at least a 5mile radius).
- How will your proposal differ from other local tourism providers in the area? What are the distinguishing features of your proposal? Do you have a Unique Selling Point (USP)? **Please note:** offering the same product level for cheaper prices over competitors is not recommended. You will need to state how your proposal meets an identified gap or demand in the market.

SECTION 4: YOUR BUSINESS PROPOSAL

Here, you need to tell us the specifics about your proposal.

What is your product?

Consider the location, level of offer and guest experience. Each level of product offer has an important place in the economy and affects the income/expenses you can expect for your holiday let. Use your competitor analysis to determine gaps in the market and decide what level of offer you wish to provide. Each of these levels can be delivered to a quality standard.

Economy Holiday Let

This product offer provides the basis essentials for overnight accommodation at low-budget experiences ideal for touring/walking holidays.

- Basic bedroom facilities (bed, clothes, storage)
- Basic bathroom/washing facilities (toilet, sink, shower or bath) that could be for private or shared use
- Basic kitchen facilities (fridge, sink, kettle, oven, microwave)

Standard Holiday Let

This product offer is the minimum most visitors will expect when booking a self-catering holiday let. It provides an enjoyable holiday experience at a medium level budget.

- Standalone holiday unit with separate guest access
- Bed lines provided
- Towels provided
- Parking nearby either private or on-street for at least one vehicle
- Kitchen facilities (oven, cooking equipment and utensils)
- Laundry facilities (iron and ironing board, washing line/clothes horse)
- Welcome pack for guests with information about places to visit, emergency numbers, local eateries)
- Basic essentials (enough for first day) provided e.g. toilet roll, washing-up liquid/dishwasher tablets, bin bags, clothes pegs

Premier Holiday Let

Premier accommodation offers additional value to guests. It provides a quality holiday experience at additional cost, with at least free of the following expected:

- Private and peaceful accommodation in a detached holiday unit located away from busy roads, close neighbours or noisy businesses
- Allocated parking (either nearby or onsite) for one or more vehicle
- Pub/Restaurant within one mile
- Accessible facilities (such as downstairs bedroom and bathroom with wide doorways and level/ramp access for wheelchairs)
- Private outdoor space with garden
- Laundry facilities (washing machine and tumble drier)
- Kitchen facilities (dishwasher)
- Bathroom/wash facilities (hairdryer and at least master bedroom to have en-suite)
- Welcome hamper with homemade or locally sources treats such as cake, wine, milk

- Entertainment facilities such as TV, free secure WiFi,, board games, puzzles, books, DVDs
- Partnership or discounted offers with local attractions or eateries
- Seasonal touches such as decorations at Christmas

Luxury Holiday Let

Luxury accommodation provides an enhanced guest experience; the “wow” factor. It offers everything expected for standard and premier accommodation at premium prices with at least four of the following expected:

- Quality location with scenic views
- Private/allocated onsite parking for two or more vehicles
- Private outdoor space with garden and facilities such as patio, fire-pit, barbecue
- Quality interior design and furnishings such as Egyptian Cotton bed linen, comfortable mattresses, statement artwork pieces, plush towels and sumptuous velvet cushions
- High-tech gadgets and entertainment equipment such as free TV packages (e.g. Netflix), games consoles, DAB radio, Bluetooth speakers, light dimmers, remote-control heating
- Leisure facilities such as hot tub, swimming pool, private gym, games room cinema room, sauna, reading nook
- Open fire or log burner
- Skylight for stargazing
- Kitchen gadgets such as a coffee machine, dishwasher, food processor, juicer, Range/AGA cooker
- Bathroom extras such as luxury toiletries, robe and slippers, bath with Jacuzzi or roll-top bath
- VIP passes to local attractions
- All essentials supplied for duration of booking

Specialist

At any of the product levels to provide a unique guest experience to distinguish you from nearby competitors, you may wish to offer specialist accommodation. Examples include but are not limited to:

- Eco-friendly
- Pet friendly
- Autism friendly
- Nudist
- LGBT only
- Religious retreats
- Woodland/Lakeside/Nature retreats
- Sports/Leisure/Fishing holidays
- Astrotourism (stargazing) experiences
- Wildlife or farm holidays (with farm/animal experiences such as petting, feeding, milking)
- Wellness retreats (e.g. yoga/pilates, crystal healing, fitness camps)
- Arts and Crafts retreats (writing, art, photography holidays)
- Large houses (country houses/manors) for 20+ guests suitable for birthday/wedding parties
- Digital blackspot getaways

Glamping

Glamping is “glamorous camping” and offers minimalist accommodation with a high quality finish and unique touches often for all level of budgets. There is no one-size-fits-all approach to glamping units. They take many forms from safari tents, shepherd’s huts, historic huts, treehouses and many more! At their level, they would normally include a bed and bed-linen and a toilet either within the unit or nearby. However, glamping units vary in size and style and facilities provided depend on the guest experience being offered.

What is your target audience?

- Who is your target audience? (have you identified a particular market niche/demographic you’re targeting)
- How are you going to meet your target audience’s needs? (Please be specific. If you want to target a particular market, such as “high quality”, “eco”, “dog-friendly”, “family orientated”, “older couples”, please explain what you will be doing or providing to meet that need).

Design

We would expect to see connections to your product offer/specialism in the design statement. For example, if you are targeting walkers/cyclists you would need to consider places to wash/store walking boots and store bikes. If your property is marketed as pet-friendly, does the design include a covered area (such as a porch or shelter) to wash/dry the dog-off from a walk before entering the unit. Consider the extra touches to the design and finish that your target audience would expect to see or would make their experience more positive.

SECTION 5: FINANCIAL FORECAST

Is this a sustainable business idea? Please include a financial forecast showing how your business will be commercially viable.

When planning your financial forecast, research the latest guidance regarding occupancy and profit margins. For example, we would not expect you to achieve high occupancy in your first year of trading. You should plan for a high-end goal of between 50-70% occupancy by year 5. It is possible (subject to fluctuations in the market and wider economic factors) to achieve higher than this but for your financial forecasts, this should be your upper goal. Any higher occupancy will be a bonus.

Please remember to allow time to close for bookings for maintenance.

Have you identified all business costs (including start-up and ongoing/maintenance costs)?

What is your projected income and when will the business break even and start to make a profit?

What assumptions have you made when calculating your projected turnover? eg expected occupancy rates, seasonal variations in pricing etc.

Have your calculations been based on any sectoral/specialist advice?

What is the lifetime for the current offer before it will need replacing/updating?

How many weeks throughout the year will your business be available for (eg is it seasonal or all-year round)? We would expect to see connections to your product offer/specialism in the financial forecast. For example, if your holiday-let is pet-friendly, you need to consider additional cleaning expenses.

When calculating your projected net income/profit, you should allow for between 40-50% of your income to cover expenses. There are several unseen expenses. We recommend you research expected costs online. However, these are some that might be included:

- Changeover costs (cleaning, laundry and linen, welcome packs)
- Utilities and subscriptions (gas, electric, water, broadband, TV licence, TV subscriptions such as Netflix, annual parking permits, refuse collection (trade waste))
- Property maintenance (gardening, window cleaning, unexpected costs and repairs, annual maintenance and servicing)
- Furniture and décor (allow an annual budget for updating and replacing worn-out furniture)
- Advertising (any holiday let or booking agent fees, website and email host, other advertising expenses)
- Insurance
- Business Rates
- Accounting and Bookkeeping expenses
- Annual Safety Checks (such as gas safety check, PAT testing, Fire risk assessment including alarm and extinguisher **checks**)
- Miscellaneous

SECTION 6: MARKTING AND PROMOTION

How do you intend to tell others about your business? Remember to include any advertising and promotion costs in your financial forecast.

In addition to your main advertising channels, don't forget to join the Visit Mid Devon network, promote your business on the Visit Mid Devon website and receive tourism-related business news. Website listings are currently free for all leisure and tourism businesses in Mid Devon.

Visit Mid Devon aims to promote the leisure and tourism offer in Mid Devon. The website provides useful information for visitors before and during their stay here including: things to do, places to visit, where to eat out, local events and much more. It is important for all accommodation businesses in Mid Devon to act as ambassadors for the region. As such, it would be great to engage with you and support your offer to visitors and through you working with us to signpost this information to your guests.

[Advertise With Us - Visit Mid Devon](#)

FURTHER INFORMATION

We are happy to talk through your ideas with you. The Economic Development Team can be contacted at econdev@middevon.gov.uk

If you need more in depth advice or support in developing your business proposal, please contact our business support service the [Home - Heart of sw growthhub](#)

Transport Assessment

When is this required:

All developments which are likely to generate significant amounts of vehicle movement i.e. major developments.

What information is required:

Where a Transport Statement/Assessment is submitted, it must include Annual Average Daily Traffic flow (AADT) as well as peaks. The scope of the Transport Statement/Assessment should be agreed with Devon County Council highways officers before submission. Where the proposed development will also have an impact on the strategic road network, the scope should also be agreed with National Highways before submission.

Travel Plan

When is this required:

Where a development will create a significant amount of movement (by any mode of transport)

What information is required:

Transport Assessments are thorough assessments of the transport implications of development, and Transport Statements are a 'lighter-touch' evaluation to be used where this would be more proportionate to the potential impact of the development (i.e. in the case of developments with anticipated limited transport impacts).

Where the transport impacts of development are not significant, it may be that no Transport Assessment or Statement or Travel Plan is required

Further Information:

[Cycle Infrastructure Design](#)

[Planning Practice Guidance – Travel Plans, Transport Assessments and Statements](#)

Tree Survey and Report

When is this required:

For development proposals on site with trees, or where trees are in close proximity of the site boundary

What information is required:

An arboriculturalist should undertake a survey and appraisal of trees on the application site and adjoining land and produce the following information, consistent with standards set out in the British Standard 5837:2012:

Trees to be felled and trees to be retained should be clearly marked out on a plan. An accompanying schedule should provide full information on the amenity value of each tree together with details of species, size, age and condition.

A tree constraints plan should show root protection areas and the canopy spread of the tree(s) on the application site and adjoining land.

As well as trees, the survey must indicate key landscape features such as ponds, hedges and wildlife corridors that may be affected by the proposed development. Trees to be felled and trees to be retained should be clearly marked. For larger applications it will also be appropriate to provide details of the landscape strategy for the site, including indications of new native planting.

An arboricultural method statement should be provided detailing measures to be taken to protect trees shown to be retained on the submitted drawings, accompanied by schedules of any necessary tree work and proposals for long-term maintenance.

If you are granted full planning permission, you will not need separate consent for tree works which are required to implement the planning permission. However, to undertake any works which are not required to implement the planning permission, to protected trees or trees within a conservation area, a tree works application must be made. You may also need a felling licence from the Forestry Commission.

Further Information:

[BS 5837:2012 Trees in relation to design, demolition and construction](#)

[Felling – Getting Permission](#)

[Ancient woodland, ancient trees and veteran trees: advice for making planning decisions](#)

[Protected species and development: advice for local planning authorities](#)

Viability Assessment

When is this required:

Major residential applications not meeting s106 obligation requests, including, but not limited to Affordable Housing targets.

What information is required:

If an application does not offer the appropriate level of policy requirements in regards to s106 obligations a viability assessment is required. This assessment itself will be subject to a separate appraisal by an assessor instructed by the Council and paid for by the developer and will be published on the website in line with guidance as set out in the Planning Practice Guidance for [Viability - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/viability-assessment)

Waste Audit Statement

When is this required:

Major development proposals

What information is required:

The statement should demonstrate how through the demolition, construction and operational phases of development, waste generated on site has been minimised and that it will be managed in accordance with the waste hierarchy. The statement should include the following information, where relevant to the proposed development:

- sustainable procurement measures to minimise the generation of waste during the construction process, including avoidance of over-ordering and reduced use of hazardous materials;
- the types and quantities of waste that will be generated during the demolition and construction phases and the measures to ensure that the waste is managed in accordance with the waste hierarchy including:
- the segregation of waste materials to enable their separate reuse, recycling or recovery;
- the recycling of construction, demolition and excavation waste for use on site or, where not possible at the nearest suitable facility; and
- minimising any waste materials that are unsuitable for reuse, recycling or recovery, confirmation of the location for their disposal.
- the types and quantities of waste that will be generated during the operational phase of the development and measures to ensure that the waste is managed in accordance with the waste hierarchy including:
- methods for limiting the generation of waste; and
- the provision of sufficient storage facilities to enable the segregation of reusable and recyclable waste from waste requiring disposal; and any other steps that are necessary to secure the maximum diversion of waste from disposal.

Further Information:

[Devon Waste Plan - Planning](#)
[Waste Management and Infrastructure – SPD - Planning](#)
[National Planning Policy for Waste](#)

Additional Information and Glossary

Affordable Housing Development / Advice for Developers

A full definition of Affordable Housing can be found within the NPPF Annex 2: Glossary <https://www.gov.uk/guidance/national-planning-policyframework/annex-2-glossary> and includes housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following:

- Affordable housing for rent;
- Starter homes;
- Discounted market sales housing;
- Other affordable routes to home ownership.

Application Fee

The full correct application fee must be submitted with the application a fee calculator is available on the Planning Portal [How much does a planning application cost? - Planning Portal](#) Please contact us for any assistance in calculating fees.

Application Forms

Mid Devon District Council uses the national standard application forms, these can be accessed on our website via this link [Apply for permission - MIDDEVON.GOV.UK](#)

Compliance Statement

A written statement detailing how the Reserved Matters submission is consistent with the parameter plans, conditions and S106 obligations of the outline application. Compulsory Pre-application Consultation Pre-application Consultation as required under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 3.
<http://www.legislation.gov.uk/uksi/2015/595/article/3/made>

Conservation Area

An area valued for its special architectural or historic interest, the character of which it is desirable to preserve and enhance – designated under the Planning (Listed Buildings and Conservation Areas) Act 1990. Relevant areas can be checked on Mid Devon District Council's conservation pages [Conservation areas - MIDDEVON.GOV.UK](#)

Curtilage

The area, usually enclosed, encompassing the ground and outbuildings which serve a dwelling-house (or other building). In the case of PD for the change of use of agricultural buildings “curtilage” is specifically limited to being “no larger than the land area occupied by the agricultural building”.

Datum Point

In planning, a datum point is a known point of height reference on the basis of which further measurements or analysis can be made e.g. a manhole cover.

Environment Agency (EA)

The government agency with responsibilities relating to the protection and enhancement of the environment in England, including flood risk management.

<https://www.gov.uk/government/organisations/environment-agency>

Ecology Planning guidance and useful links

- Planning Practice Guidance on Biodiversity, Ecosystems and Green Infrastructure
<http://planningguidance.communities.gov.uk/blog/guidance/natural-environment/biodiversity-ecosystems-and-green-infrastructure/>
- Devon County Council - [Wildlife](#) - [Environment](#)
- The Association of Local Government Ecologists (ALGE) <https://www.alge.org.uk/>
- How to find a registered ecologist [I need | CIEEM](#)
- Protected species and sites: how to review planning proposals
<https://www.gov.uk/guidance/protected-species-and-sites-how-to-review-planning-proposals>
- Net Gain: A developer's commitment to enhancing biodiversity
<https://naturalengland.blog.gov.uk/2019/01/10/net-gain-a-developers-commitment-to-enhancing-biodiversity/>
- European Commission The Habitats Directive - The Habitats Directive ensures the conservation of a wide range of rare, threatened or endemic animal and plant species. Further details can be found on their website http://ec.europa.eu/environment/nature/legislation/habitatsdirective/index_en.htm

Historic England

Are the public body that looks after England's historic environment, provides expert advice, helping people protect and care for it, and helps the public to understand and enjoy it: <http://historicengland.org.uk/>

Listed Buildings (LB)

A listed building is a building, object or structure that has been judged to be of national importance in terms of architectural or historic interest and is included on the Statutory List of Buildings of Special Architectural or Historic Interest under the Planning (Listed Buildings and Conservation Areas) Act 1990. Listed buildings are classified into grades as follows:

- Grade I - buildings of exceptional interest (approximately 2 per cent of all listed buildings)
- Grade II* - particularly important and more than special interest (approximately four per cent)
- Grade II - buildings of special interest, warranting every effort being made to preserve them (94 per cent)

The Heritage List is the only official and up to date database of all listed buildings, scheduled monuments, protected wrecks and registered parks, gardens and battlefields and sites in England.
<https://historicengland.org.uk/listing/the-list/>

Historic England have provided guidance on assessing significance:

<https://historicengland.org.uk/advice/caring-for-heritage/places-of-worship/making-changes-to-your-place-of-worship/principles-for-making-changes/assessing-significance/#Section5Text>

And

<https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/>

National Landscapes

(Formerly known as Areas of Outstanding Natural Beauty (AONB) Nationally designated area of high scenic quality – within Mid Devon District Council this applies to the Blackdown Hills. The exact boundaries of National Landscapes can be found on the Local Plan Proposals Map or at <http://www.magic.gov.uk/MagicMap.aspx> - in the “Table of Contents” panel: expand “Designations” > “Land-Based Designations” > “Statutory” and select “AONB” and then zoom in to your location, or at: [Blackdown Hills National Landscape](#)

Planning Portal

The national home of planning and building regulations information and the national planning application service: <https://www.planningportal.co.uk/>

Planning Practice Guidance (PPG)

PPG is technical guidance to help local planning authorities implement the National Planning Policy Framework and is a guide for developers <https://www.gov.uk/government/collections/planning-practice-guidance>

Scheduled Ancient Monument

A 'nationally important' archaeological site or historic building, given protection against unauthorised change – designated under the Ancient Monuments and Archaeological Areas Act 1979. The location of Scheduled (Ancient) Monuments can be checked at <https://magic.defra.gov.uk/MagicMap.aspx> - in the “Table of Contents” panel expand “Designations” > “Land-Based Designations” > “Historic Statutory” and select Scheduled Monuments (England) and then zoom in to your location.

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

This Order prescribes procedures connected with planning applications, consultations in relation to planning applications, the determination of planning applications, appeals, local development orders, certificates of lawful use or development and the maintenance of registers of planning applications and related matters: <http://www.legislation.gov.uk/uksi/2015/595/contents/made>

The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)

The statutory instrument which provides for “permitted development”, further details are on: <http://www.legislation.gov.uk/uksi/2015/596/contents/made>

Tree Preservation Order (TPO)

A Tree Preservation Order is an order made by a local planning authority in England to protect specific trees, groups of trees or woodlands in the interests of amenity. An Order prohibits the cutting down; topping, lopping, uprooting, wilful damage or wilful destruction of trees without the local planning authority's written consent. Trees and woodlands that are considered important to amenity, and can be protected by a tree preservation order (TPO).

Use Classes

The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as 'Use Classes'. It is generally the case that you will need planning permission to change from one use class to another, although there are exceptions where the legislation does allow some changes between uses.

For further information please see:

https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use