

APPLICATION CHECKLIST

FOR ALL APPLICATIONS FOR PLANNING PERMISSION

- Completed planning application forms, appropriately certified
- Article 7 Certificate (Agricultural Holdings), appropriately certified
- Completed Ownership Certificate (A, B, C or D), appropriately certified
- If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer
- Location plan (Ordnance Survey based) at a scale of 1:1250 or 1:2500 or larger, or at an appropriate scale to show at least two main roads and surrounding buildings and should show the direction of North. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant.
- The correct fee
- Block plan of the site to a scale of not less than 1:500
- Existing and proposed elevations to a scale of not less than 1:100
- Existing and proposed sections and finished floor levels at a scale of not less than 1:100
- Existing and proposed floor plans at a scale of not less than 1:100
- Survey plan to a scale of not less than 1:200 showing existing features of the site, e.g. walls, trees, buildings, and other structures
- Site survey plan at scale of not less than 1:200 showing proposed features, e.g. landscaping

In addition to the information that **must** be submitted with your application, the following information may also be required, depending upon what is proposed:

Design Statement; Access Statement; Transport Assessment; Draft Travel Plan; Environmental Statement; Retail Assessment; Supporting Planning Statement; Regeneration Assessment; Air Quality Assessment; Sustainability Appraisal; Noise Impact Assessment; Sound Insulation Assessment; Energy Statement; Nature Conservation and Ecological Assessment; Historical and Archaeological Assessment; Listed Building and Conservation Area Appraisal; Flood Impact Assessment; Assessment for the Treatment of Foul Sewage; Utilities Statement; Affordable Housing Statement; Ventilation/Extraction and Refuse Disposal Details; Structural Survey; Tree Survey; Lighting Assessment; Details of Lighting Scheme; Sunlight/Daylighting Assessment; Planning Obligation(s)/Draft Heads of Terms

NOTE: The Council encourage the submission of all applications electronically via the following link – or the Portal –

Where applicants or agents wish to submit applications electronically but do not have scanning facilities available then the Council can provide this for a nominal charge.

For all paper based applications submitted a minimum of 4 copies should be provided of all documentation and plans, and further copies may be requested for major development schemes.

Please contact Devcontrol@durhamcity.gov.uk, or Tel 0191 301 8704 to clarify specific requirements.