

CHECKLIST FOR SUBMITTING PLANNING APPLICATIONS

4. FULL APPLICATIONS FOR RESIDENTIAL DEVELOPMENT (INCLUDING SINGLE INFILL PLOTS)

This is one of a series of “Validation Checklists” to help you know what information is required for different types of proposal. It is divided into two parts – information that **MUST** be provided to enable your application to be validated, and information that **MAY** be required depending on the particular circumstances. If you need further help, please see the “How to Contact Us” section at the end.

To ensure that your application is complete and “valid” you **MUST include the following:**

(Please tick or complete as appropriate)

- 1) Five copies of a site location plan with the site edged in red and other land in the same ownership/control edged in blue
(See “Plans & Drawings to be submitted with a Planning Application”)
- 2) Five copies of a block plan, including boundaries & neighbouring buildings
(See “Plans & Drawings to be submitted with a Planning Application”)
- 3) Five copies of all elevations (before and after, where appropriate)
(See “Plans & Drawings to be submitted with a Planning Application”)
- 4) Five copies of floor layout plans (before and after, where appropriate)
(See “Plans & Drawings to be submitted with a Planning Application”)
- 5) Six copies of the completed & signed application forms
- 6) Three copies of the completed & signed Article 7 (Agricultural Holdings) Certificate
- 7) Three copies of the completed & signed Ownership Certificate
- 8) The correct fee (See “Scale of Fees”)
- 9) Five copies of a Design and Access Statement
- 10) Where the Local Plan thresholds for education contributions, affordable housing or recreation provision are exceeded, details of how these requirements will be met including the name and address of your solicitor and, for affordable housing, details of any Registered Social Landlord to be involved and details of any correspondence with the Council’s Housing enabling officer

In addition, to ensure unnecessary delay in the consideration of your proposals, the following information **MAY be required. Failure to provide this information may result in your application being refused** *(Please tick or complete as appropriate):*

- 1) Five copies of a Flood Risk Assessment or supporting letter from the Environment Agency (if the proposal is in an area at floodrisk)
- 2) Where significant trees would be affected by the proposals, five copies of a Tree Survey (See “Information required on Trees & other Landscape Features”)
- 3) Five copies of a streetscene elevation to show how the proposal would relate to neighbouring properties
- 4) Five copies of an ecological/wildlife survey of the existing buildings & surroundings carried out at an appropriate time by a suitably qualified surveyor
- 5) Five copies of a contaminated land survey
- 6) Five copies of a landscaping plan detailing trees & hedgerows to be retained and those to be removed (See “Information required on Trees & other Landscape Features”)
- 8) Five copies of a Traffic Impact Assessment

Details of any pre-application advice sought from a Planning Officer (please indicate dates of correspondence or discussion with a named officer) and any pre-application consultation undertaken in accordance with our Statement of Community Involvement

Occasionally, other supporting information may be required. In these circumstances, the Case Officer will advise you as appropriate.

Please return this checklist with your application.

Did you know you can now submit your planning application on-line? Please visit www.planningportal.gov.uk to find out more.

How to contact us

For further information about the Planning Department, including assistance in completing application forms and making appointments to see a Customer Service Advisor or the Duty Planning Officer, please call 01684 862151. Alternatively, visit us at the Customer Service Centre in Great Malvern Library, Graham Road, Malvern (Opening Hours Monday to Friday 9:00am to 5:30pm) or visit the District Council’s website www.malvern hills.gov.uk

آپ انگریزی میں مدد چاہتے ہیں۔ نسلیاتی رسائی [Ethnic Access] سے رابطہ کریں ٹیلیفون: 01905 25121 [Urdu]

ইংরেজি ভাষার বিষয়ে সাহায্য চান – এথনিক্‌ অ্যাকসেস্ [Ethnic Access] এর সঙ্গে যোগাযোগ করুন, টেলিফোন: 01905 25121 [Bengali]

'Necessita de ajuda com o seu Inglês? – contacte Ethnic Access Tel.: 01905 25121' [Portuguese]

'Potrzebujesz pomocy z Angielskim – skontaktuj się z Ethnic Access Tel: 01905 25121' [Polish]

“如需我們幫助你理解英文 – 聯繫 Ethnic Access (少數民族服務獲取組) · 電話: 01905 25121” [Chinese]