

## Application for Full Planning Permission and Listed Building Consent

**NATIONAL REQUIREMENTS (2 copies (original and 1 copy) of the application form, documents, statements and plans unless stated otherwise or submitted electronically)**

	YES	N/A
<b>Completed application form</b> which should be signed and dated	<input type="checkbox"/>	
<b>Completed Ownership Certificate and Agricultural Land Declaration</b> The completed ownership certificate (A, B, C or D) as appropriate <ul style="list-style-type: none"> <li>If ownership certificate B is completed, Notice 1 is required</li> <li>If ownership certificate C is completed, Notices 1 and 2 are required</li> <li>If ownership certificate D is completed, Notice 2 is required</li> </ul>	<input type="checkbox"/>	
<b>Design and Access Statement</b> – All major developments and Listed Building applications. Major applications are those that are creating a floor area of 1000sq m or greater, creation of more than 10 new dwellings, or has a site area of over 1ha. Applications in a Conservation Area of 1 new dwelling or greater or creating more than 100sq m floorspace. For further information see separate guidance.	<input type="checkbox"/>	
<b>The appropriate fee</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Location Plan</b> which should be up to date and at a scale of 1:1250 for an urban area or 1:2500 for a rural area. The application site should be clearly marked in <b>red</b> and include all land necessary to carry out the development, including access from the public highway, car parking, etc. Any other land owned should be outlined in blue.	<input type="checkbox"/>	
<b>Block/Site Plan</b> (at a scale of 1:200 or 1:500) highlighting the proposed development in relation to the site boundaries and other existing buildings on the site. Any trees or public rights of way affected by the development should be shown, together with the proposed parking arrangements. Any new boundary walls or fencing proposed as part of the development. The direction of north should be shown.	<input type="checkbox"/>	
<b>Elevation Plans</b> (requirements even for blank elevations) Existing and proposed front, rear, side and opposite side elevation (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor Plans</b> - All floors Existing and proposed floor plans (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sections and Finished Floor and Site Levels Plans</b> – only when a change in level is proposed eg on a sloping site Existing and proposed site sections (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed finished floor levels (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Roof Plans</b> (for dormer extensions/roof alterations etc). Existing and proposed roof plans (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
<b>From 12<sup>th</sup> February 2024 for all Major Applications</b> <ul style="list-style-type: none"> <li>A statement as to whether the applicant believes that planning permission would be subject to the biodiversity gain condition</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate the value.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>Where the application wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>A statement confirming whether the value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>A description of any irreplaceable habitat (as set out in the Regulations) on the land to which the application relates</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>A statutory Biodiversity Metric – only the statutory version in excel format will be accepted. The 'Completed by' date and 'Date of metric completion' fields in the metric should be filled in.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>A plan showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

## LOCAL REQUIREMENTS FOR ALL APPLICATIONS

	YES	N/A
<b>Affordable Housing Statement</b> <ul style="list-style-type: none"> <li>When the proposed residential development is above the relevant threshold as set out in <a href="#">Policy DP31 of the Mid Sussex District Plan 2014-2031</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Air Quality Assessment</b> <ul style="list-style-type: none"> <li>All applications within, or in relevant proximity, to an Air Quality Management Area.</li> <li>Major development, as defined by the Town and Country Planning (Development Procedure) Order (England) 2015</li> <li>B8 storage and distribution use class with a floorspace of 500sq m or more</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biodiversity Net Gain</b> <ul style="list-style-type: none"> <li>A completed BNG Statement – <a href="#">BNG Statement</a></li> <li>A Self/Custom Build Statement if you are claiming an exemption based on the development being self/custom build – <a href="#">Self/Custom Build Statement</a></li> </ul> <p>Photographs of the site to show its condition at the time of submitting the application and its condition at the time that the ecological surveys to support the application were carried out.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ecological Impact Assessment Report</b> <ul style="list-style-type: none"> <li>Proposed development on which there is a reasonable likelihood that the features listed below that are within or adjacent to the application site, may be affected: <ul style="list-style-type: none"> <li>Protected species</li> <li>Species of conservation concern including those listed as Species of Principal Importance in England under Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006.</li> <li>Designated nature conservation sites (including those of geological conservation importance)</li> </ul> </li> <li>Habitats of conservation value, including those listed as Habitats or Principal Importance in England under Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	N/A
<p><b>Environmental Statement (EIA)</b> - for proposals that meet the criteria set out within the (Environmental Impact Assessment) Regulations 2017. Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Fire Statement</b> For development that includes a 'relevant building' or is within the curtilage of a relevant building. A relevant building is:</p> <ul style="list-style-type: none"> <li>contains 2 or more dwellings or educational accommodation, and</li> <li>is 18m or more in height or 7 or more storeys</li> </ul> <p>For Battery Energy Storage Systems a statement will be required to demonstrate what the human and environmental receptors for smoke, contamination and other materials from potential fires are, and that a comprehensive plan for mitigating receptor risk is provided, including battery management safety, emergency fire service access and water supply.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Flood Risk Assessment</b></p> <ul style="list-style-type: none"> <li>Applications in flood Zone 1 as designated by the Environment Agency with a site area of 1ha (10,000sq m) or greater.</li> <li>All applications within flood Zones 2 or 3 as shown on the Flood Map for Planning.</li> <li>All applications with any part of the site in an area at risk of surface water or groundwater flooding.</li> <li>Land identified in our Strategic Flood Risk Assessment as being at increased flood risk in future.</li> <li>Land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Foul Sewerage and Surface Water (Drainage) Assessment</b></p> <ul style="list-style-type: none"> <li>Commercial proposals which rely on non-mains drainage.</li> <li>Residential developments where a new dwelling or replacement dwelling is created and/or where the alterations are greater than 250sq m and/or where the site area is 0.5ha (5000sq m) or more.</li> <li>Other development where the floor area to be created is more than or equal to 1000sq m</li> <li>Other development where the site area is more than or equal to 1ha (10,000 sq m)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Heritage and Archaeology Statement</b> - for all applications for Listed Building Consent and applications affecting a setting of a Listed Building. Planning applications that include demolition of buildings within a Conservation Area. All applications for development other than change of use in areas that are within or adjacent to sites of archaeological interest and Registered Parks and Gardens.</p> <p>Historic Environment Record searches will be required for all applications involving any below ground activity to a boundary/adjacent to a Listed Building, Scheduled Ancient Monument or a historic church or churchyard. New residential development within Red Archaeological Notification area for one or more units. New residential development within Amber Notification Area for 5 or more units. New residential development for 10 or more units. Non-residential schemes within an Archaeological Notification area where the site is over 5ha.</p>	<input type="checkbox"/>	
<p><b>Land Contamination Assessment</b> - for applications for development on land that may be affected by contamination including, but not limited to fuel filling stations, gas works, landfills, industrial sites, barn conversions.</p>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	N/A
<b>Landscape Visual Impact Assessment (LVIA)</b> – for all Major applications, including reserved matters, on predominately greenfield sites.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lighting Assessment</b> for applications for the provision of floodlighting or any other planning applications other than householder that include external lighting.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Noise Impact Assessment</b> - for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are proposed to be sited close to existing sources of noise. This may include, but is not limited to: <ul style="list-style-type: none"> <li>Residential developments</li> <li>Offices</li> <li>Hospitals</li> <li>Schools</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Open Space Assessment</b> - for development on school playing fields or public areas, eg parks.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Planning Obligations Instruction Form</b> <ul style="list-style-type: none"> <li>Applications relating to a net increase of 5 or more units or where affordable housing is required.</li> <li>Applications for the creation of additional residential units or annexes within the 7km buffer zone surrounding the Ashdown Forest</li> <li>Applications for Holiday Lets within 7km of the Ashdown Forest</li> <li>Removal or Variation of Condition (Section 73) applications when required on the original application</li> <li>Commercial developments are considered on an individual basis. Applicants are advised to contact the West Sussex County Council Highway Authority and District Council's Leisure section before submitting an application.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Planning Statement</b> - for all applications except those for trees, householders and minor alterations to commercial premises.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Road Safety Audit</b> A Stage 1 RSA (preliminary design) is required for all residential developments of 20 units or greater, or all commercial developments of 2,000sq m or greater that include any of the following: <ul style="list-style-type: none"> <li>Creation of a new access or an intensification of use of an existing access where it is demonstrated there will be 100 or more two-way vehicle movements per day.</li> <li>Offsite highway improvements including new and improved road crossings that access and/or link the public rights of way network.</li> <li>New residential estate spine roads where a bus route is proposed, where a new through road between two existing adopted roads is created or where the road serves a school, major public/community and/or retail facility.</li> </ul> <p>For all other developer-led works, WSCC requires a Stage 1 RSA where:</p> <ul style="list-style-type: none"> <li>Works are included in the highway that do not meet recognised standards or guidance and where the speed limit or recorded 85<sup>th</sup> percentile speed is lower than 40mph.</li> <li>Works are included in the highway where the speed limit or recorded 85<sup>th</sup> percentile speed is 40mph or higher.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	N/A
<p><b>Road Safety Audit (cont'd)</b> In all other situations, including where temporary access works are proposed, the need for a safety audit will be assessed by WSCC officers.</p> <p>Any new access onto the Strategic Road Network (regardless of scale) is required to be delivered through a Section 278 Agreement and therefore will require an RSA. This does include single dwellings wanting to install a dropped kerb or even just widening an existing dropped kerb.</p>		
<p><b>Statement of Community Involvement</b></p> <ul style="list-style-type: none"> <li>Residential development of 50 units or more or a site area of 0.5ha (5000sq m) or more when the numbers of units are unknown</li> <li>Commercial development of 1000sq m or more or a site area of 1ha (10,000sq m) or more.</li> <li>Onshore windfarms.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Structural Survey</b> - for applications where the structural integrity of a building is likely to be a key consideration. This may include but is not limited to:</p> <ul style="list-style-type: none"> <li>Re-use or alteration of rural buildings including barn conversions</li> <li>Re-use or alteration of older buildings.</li> <li>Structural surveys may be required for any structure adjacent to, or within 1.5 times the height of the structure, to land owned by National Highways (not just the carriageway).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Energy and Sustainability Assessment</b> - for all applications with the exceptions of householder, non-residential change of use and Listed Building Consent applications.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Telecommunication Development - Supplementary Information</b> required for mast and antennae development by mobile phone network operators as set out in section 10 of the <a href="#">National Planning Policy Framework (July 2018)</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Town Centre Impact Assessment</b> - for development that include creation of floorspace exceeding 500sq m gross of main town uses (as defined in the NPPF), outside of town centres which are not in accordance with up-to-date Local Plan.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Transport Assessment and Transport Statement</b> – A transport assessment is required for residential development of 80 or more units. Commercial development falling within use Class B1 (Business) resulting in over than 2500sq m floorspace. A transport statement is required for residential development of up to 50-80 units. Commercial Development falling within use class E(g) (Business) resulting in 1500sq m – 2500sq m floorspace.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Travel Plans and Travel Plan Statements</b> - for sites where a Transport Statement is required, a full Travel Plan is required for sites where a Transport Assessment is required. The thresholds for Travel Plan Statements and full Travel Plans are contained within West Sussex County Council's Development Travel Plans Policy.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Tree Survey/Report</b> - for applications where there are trees within 15m of the development. Applications where trees are to be removed as part of the development.</p>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	N/A
<b>Ventilation and Extraction Statement</b> - for applications for the creation of floorspace falling within planning use classes E(b) (restaurants and cafes), (drinking establishments) and (hot food takeaways). This includes both new builds and change of use of existing buildings. Any other applications where ventilation or extraction equipment is proposed to be installed.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Viability Assessment</b> - for those applications which are non-policy compliant in respect of financial contributions to the provision of infrastructure and/or affordable housing.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mineral Resource Assessment</b> - for applications for new development that fall within the Mineral Consultation Area and within the criteria set out in the 'Minerals and Waste Safeguarding Guidance'.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mineral Infrastructure Statement</b> – for all development that falls within 250m of minerals infrastructure within the Mineral Consultation Area as set out in the 'Minerals Waste Safeguarding Guidance'.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Waste Infrastructure Statement</b> - for all development that falls within the Waste Consultation Area as set out in the 'Minerals and Waste Safeguarding Guidance'.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Water Neutrality</b> A small area on the west side of the Parishes of Bolney and Twineham is within the Sussex North Water Resource Zone. If your application is in this area, you should contact the Service Support Team for more information on the requirements for application in this area.	<input type="checkbox"/>	<input type="checkbox"/>

**NB** Applicants are advised that where plans and documents are required by the above checklist but not provided, a full explanation must be provided. In the event that the explanation provided is insufficient, the Local Planning Authority will consider the application invalid until such time as the information is provided.