

Local List for Validating Planning Applications

Torbay Council wants to make quick decisions on planning applications for high quality development in the Bay. We want to see high quality development, which clearly benefits the Bay, to be built as soon after planning permission is granted as possible. To achieve this we need the right information, at the right time. This document sets out the sort of information required to support different types, locations and scale of development proposal. This document also provides a basis for pre-application discussions between the applicant and the Council. We believe this approach will save applicants time, money and disappointment.

The Council is happy to discuss and use Planning Performance Agreements for major development proposals.

The Basics.....

In order for a planning application to be valid, the following must be submitted:

- 1. A completed application form;**
- 2. The other mandatory national information requirements specified in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO) and/or any other relevant legislation;**
- 3. The correct application fee; and**
- 4. Any additional information as may be specified by the Local Planning Authority on their Local List of information requirements, provided it is reasonable having regard to the nature and scale of the proposed development, and about a matter which will be a material consideration in the determination of the application.**

Document Control Sheet

Version	Date	Amendments
1	28.02.2013	First version adopted
2	01.06.2015	First version fully reviewed and revised – second version adopted
3	02.10.2018	Second version fully reviewed; no substantive changes made – third version adopted

Introduction

The tables in this document set out the national and local information requirements that must be submitted for different types of planning application in Torbay. The local requirements ('the Local List') must be reviewed and updated every two years. The national requirements are shown for information purposes only and are up-to-date at the time of publication of this document; however, they can be changed by the Government at any time, so please contact Torbay Council if you have any queries.

Whilst it will always be necessary to submit the national requirements for applications to be validated, there may be times where the local requirements are not needed. Therefore, applicants are encouraged to submit Householder Development Enquiries for householder applications and Pre-application Enquiries for other application types to receive confirmation of what information needs to be submitted, together with advice on whether planning permission is required or is likely to be granted. The forms are available to download on the Council's website and include details of the fee for this service.

If the Council considers that insufficient information has been provided to validate an application, the case officer shall contact the applicant as soon as possible to explain what additional information is required and the reasons for this. If the applicant disagrees and this cannot be resolved through informal negotiation, the applicant can submit an article 12 notice to the Council setting out the reasons why the information requested does not meet the tests in article 34(6)(c) of the DMPO. The Council will consider the merits of this and either validate the application or issue a non-validation notice. In the case of the latter, if the Council has not determined the application within the relevant statutory time period, usually 8, 13 or 16 weeks, the applicant may appeal to the Planning Inspectorate against non-determination of the application.

Further guidance can be found on the Planning pages on the Council's website and on the Planning Practice Guidance website:

<http://www.torbay.gov.uk/index/yourservices/planning.htm>

<http://planningguidance.planningportal.gov.uk/>

Applications can be submitted online via the Planning Portal website <http://www.planningportal.gov.uk/> or on paper (two copies of all plans and documents) by post or hand delivered to:

Spatial Planning
2nd Floor
Electric House
Castle Circus
Torquay
TQ1 3DR

Please note the following definitions:

“Householder application” – means:

- a) an application for planning permission for development of an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse; or
- b) an application for any consent, agreement or approval required by or under a planning permission, development order or local development order in relation to such development,

but does not include an application for a change of use or an application to change the number of dwellings in a building.

“Major development” – development meaning one or more of the following:

- a) the winning and working of minerals or the use of land for mineral-working deposits;
- b) waste development;
- c) the provision of dwellinghouses where:
 - i. the number of dwellinghouses to be provided is 10 or more; or
 - ii. the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph c)i;
- d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- e) development carried out on a site having an area of 1 hectare or more.

“Mining operations” – means:

the winning and working of minerals in, on or under land, whether by surface or underground working.

“Waste development” – means:

any operational development designed to be used wholly or mainly for the purpose of, or material change of use to, treating, storing, processing or disposing of refuse or waste materials.

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10. Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Class A3) (GPDO Sch. 2 Part 3 Class C)
11. Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2) (GPDO Sch. 2 Part 3 Class J)
12. Notification for Prior Approval for a Proposed Change of Use of a Building from Shops (Class A1), Financial and Professional Services (Class A2), a Betting Office, Pay Day Loan Shop or a Mixed Use Combining Use as a Dwellinghouse with a Betting Office, Pay Day Loan Shop, Shops (Class A1) or Financial and professional Services (Class A2) to a use falling within Class C3 (Dwellinghouse), and for Associated Operational Development (GPDO Sch. 2 Part 3 Class M)
13. Notification for prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3) (GPDO Sch. 2 Part 3 Class N)
14. Notification for Prior Approval for a Proposed Change of Use of a building from Office Use (Class B1(a)) to a Dwellinghouse (Class C3) (GPDO Sch. 2 Part 3 Class O)
15. Notification for Prior Approval for a Change of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (GPDO Sch. 2 Part 3 Class P)
16. Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to a Dwellinghouse (Class C3), and for Associated Operational Development (GPDO Sch. 2 Part 3 Class Q)
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18. Notification for Prior Approval for a Proposed Change of Use from an Agricultural Building and any land within its curtilage to a State-Funded School or Registered Nursery (GPDO Sch. 2 Part 3 Class S)

19. Notification for Prior Approval for Proposed Change of Use of a building and any land within its curtilage from Business (Class B1), Hotels (Class C1), Residential Institutions (Class C2), Secure Residential Institutions (Class C2A) or Assembly and Leisure (Class D2) to a state-funded school or registered nursery (GPDO Sch. 2 Part 3 Class T)
20. Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use (GPDO Sch. 2 Part 4 Class E)
21. Applications for prior notification of agricultural or forestry development (including proposed buildings, roads, excavation/deposit of waste material from the farm and fish tanks) (GPDO Sch. 2 Part 6 Class A, Class B & Class E)
22. Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop (GPDO Sch. 2 Part 7 Class C)
23. Application for prior notification of proposed demolition (applies to unlisted buildings not within a conservation area) (GPDO Sch. 2 Part 11 Class B)
24. Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt, subject to certain limitations (GPDO Sch. 2 Part 14 Class J(c))
25. Application for prior notification of proposed development by electronic communications code operators (GPDO Sch. 2 Part 16 Class A)
- 26.
27. Application for a Lawful Development Certificate for an Existing use or operation or a Proposed use or operation
28. Application for a Certificate of Lawfulness of Proposed Works to a listed building
29. Application to modify or discharge a planning obligation agreed under S106 of the Town and Country Planning Act
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31. Application for tree works: works to trees subject to a Tree Preservation Order (TPO) and/or notification of proposed works to trees in a conservation area
32. Application for hedgerow removal notice
33. Planning Application for development relating to the onshore extraction of oil and gas

1. Householder Application for Planning Permission for works or extension to a dwelling ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Application Form, including signed Ownership Certificate and Agricultural Land Declaration	DMPO	All	Available on the Planning Portal website www.planningportal.gov.uk	
Location Plan drawn to an identified scale and showing the direction of North	DMPO	All	The location plan must show the site outlined in red and any adjoining land owned by the applicant outlined in blue. The site should include all land necessary to carry out the proposed development, including access. The location plan should be drawn to scale 1:1250 or 1:2500 and show at least two named roads.	
Any other plans, drawings and information necessary to describe the development, where plans and drawings are to be drawn to an identified scale and plans shall show the direction of North	DMPO	All	Typically these will include: site plan, floor plans, roof plan, elevations (all sides) and/or sections. Further information is available on the Council's website on the Make a Planning Application - Plans and Documents - National Requirements page.	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All, except where the development is for the benefit of a registered disabled person or where permitted development rights have been removed	'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk , which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ .	

			Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.	
Local Requirements				
Bat and Breeding Bird Assessment	Para. 175 of the NPPF Policy NC1 of the Torbay Local Plan	For works to roofs, including loft conversions, except flat roofs or where the roofspace has already been converted to living space, or where trees or hedges need to be pruned or removed	This should be carried out by a suitably qualified ecologist and can consist of a signed letter. Surveys must be up-to-date and accord with best practice guidance/local guidance. Where there is uncertainty, the applicant is recommended to submit a householder development enquiry.	
Details of proposed parking, such as a plan or written statement	Policies TA2 & TA3 of the Torbay Local Plan	Where the development would reduce or alter existing parking spaces, or where new parking is proposed	This is to ensure that satisfactory parking provision remains to avoid increased parking on streets to the detriment of their function and safety, and that it can be accessed safely. Where there is uncertainty, the applicant is recommended to submit a householder development enquiry.	
Ecological Impact Assessment / Statement	The Conservation of Habitats and Species Regulations 2017 (as amended) Para. 175 of the NPPF Policies SS8 & NC1 of the Torbay Local Plan	For development proposals that have potential to significantly impact biodiversity, including protected habitats and species, or development proposals within a strategic flyway or sustenance zone	This is unlikely to be required for most householder applications and would usually apply to applications for major development proposals, incorporating the relevant ecological surveys. However, in some cases an Ecological Impact Statement by a suitably qualified ecologist might be appropriate; for example, where trees and hedgerows are to be removed as a result of the proposed development, or	

		associated with the South Hams SAC that have potential to impact Greater Horseshoe Bats	<p>where there will be illumination from the proposed development, on a site which is located within a strategic flyway or sustenance zone associated with the South Hams SAC. Natural England has produced planning guidance on the South Hams SAC, including the types of impacts that can adversely affect Greater Horseshoe Bats, which are protected under European law, and a map showing the strategic flyways and sustenance zone.</p> <p>Guidance on biodiversity considerations in relation to planning in general is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Further guidance is provided by Natural England on the GOV.UK website www.gov.uk, including standing advice for different protected species.</p> <p>Where there is uncertainty, the applicant is recommended to submit a householder development enquiry.</p>	
Elevation at scale 1:10 or larger of existing and proposed windows, and a typical section including reveal at scale 1:1	Policies HE1 & DE1 of the Torbay Local Plan	Where the proposed development includes replacement windows on a dwellinghouse and the site is located within a conservation area	<p>Further advice is provided on the Council's website on the Make a Planning Application - Plans and Documents - National Requirements - Window Plans page.</p> <p>Where there is uncertainty, the applicant is recommended to submit a householder development enquiry.</p>	
Extended Phase 1 Habitat Survey (including proposed mitigation where	The Conservation of Habitats and Species	Where natural features and/or habitats are present on the site, or	Guidance on biodiversity considerations in relation to planning is available on the Planning	

<p>necessary) <i>(this can be incorporated into an Ecological Impact Assessment / Statement where applicable)</i></p>	<p>Regulations 2017 (as amended) Para. 175 of the NPPF Policies SS8 & NC1 of the Torbay Local Plan</p>	<p>adjoin the site, such as trees, hedges, grassland, ponds and streams</p>	<p>Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Further guidance is provided by Natural England on the GOV.UK website www.gov.uk, including standing advice for different protected species.</p> <p>Where there is uncertainty, the applicant is recommended to submit a householder development enquiry.</p>	
<p>Flood Risk Assessment (including surface water drainage strategy)</p>	<p>Para. 163 of the NPPF Policy ER1 of the Torbay Local Plan</p>	<p>Developments in Flood Zones 2 and 3, and in an area within Flood Zone 1 which has critical drainage problems</p>	<p>Guidance on carrying out a Flood Risk Assessment is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/</p> <p>Almost all of Torbay has been classified as being within a Critical Drainage Area (CDA) by the Environment Agency. Therefore, a Flood Risk Assessment will be required in most cases. Guidance is available on the Council's website.</p> <p>Where there is uncertainty, the applicant is recommended to submit a householder development enquiry.</p>	
<p>Protected Species Surveys (including proposed mitigation where necessary) <i>(these can be incorporated into an Ecological Impact Assessment where applicable)</i></p>	<p>The Conservation of Habitats and Species Regulations 2017 (as amended) Para. 175 of the NPPF Policies SS8 & NC1 of the Torbay Local Plan</p>	<p>Where potential for protected species on or using the site has been identified, following an Extended Phase 1 Habitat Survey or through pre-application discussions</p>	<p>Guidance on biodiversity considerations in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Further guidance is provided by Natural England on the GOV.UK website www.gov.uk, including standing advice for different protected species.</p>	

			<p>Surveys must be up-to-date and accord with best practice guidance/local guidance.</p> <p>Where there is uncertainty, the applicant is recommended to submit a householder development enquiry.</p>	
Statement of Heritage Significance	Para. 189 of the NPPF Policies HE1 & HE2 of the Torbay Local Plan	Where the development will affect a heritage asset or its setting, such as a conservation area, listed building, scheduled monument or historic park and garden	<p>The requirements for Statements of Heritage Significance are set out in paragraph 189 of the NPPF. Further advice is available on the Council's website on the Make a Planning Application - Plans and Documents - Heritage Statements page, including an example. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance.</p> <p>Where there is uncertainty, the applicant is recommended to submit a householder development enquiry.</p>	
Tree and Hedge Position Plan	Policy C4 of the Torbay Local Plan	Where there are trees or hedges within falling distance of the proposed development on the site and adjoining land and/or where trees or hedges will need to be removed or pruned in order to carry out the development	<p>This information will help us consider how the proposal might affect these trees and hedges. If you know what species the trees are please name them on the plan and number the ones that you will need to remove or prune. The plan should be drawn to an identified scale.</p> <p>A Tree Survey and Arboricultural Impact Assessment may also be required depending on the nature of the trees affected.</p> <p>Where there is uncertainty, the applicant is recommended to submit a householder development enquiry.</p>	

<p>Tree Survey & Arboricultural Impact Assessment</p>	<p>Policy C4 of the Torbay Local Plan</p>	<p>Where further information is required to determine the position, size, quality and health of trees that might be affected by the proposal, and their value in the wider landscape, following the submission of a Tree and Hedge Position Plan</p>	<p>The Council's Arboricultural Officer will be consulted to determine whether this additional information is required.</p> <p>Tree Surveys and Arboricultural Impact Assessments should be carried out in accordance with BS 5837:2012 or any superseding standard.</p> <p>Standing Advice for Ancient Woodland and Veteran Trees (October 2014) is available on the GOV.UK website www.gov.uk.</p> <p>Where there is uncertainty, the applicant is recommended to submit a householder development enquiry.</p>	
<p>Tree Protection Plan & Arboricultural Method Statement</p>	<p>Policy C4 of the Torbay Local Plan</p>	<p>Where important trees or hedges will be retained and could be damaged by carrying out the proposed development</p>	<p>The Council's Arboricultural Officer will be consulted to determine whether this information is required. In most cases, the Council will add a planning condition to the planning permission requiring the submission of these details prior to the development commencing.</p> <p>Tree Protection Plans and Arboricultural Method Statements should be carried out in accordance with BS 5837:2012 or any superseding standard.</p> <p>Standing Advice for Ancient Woodland and Veteran Trees (April 2014) is available on the GOV.UK website www.gov.uk.</p> <p>Where there is uncertainty, the applicant is recommended to submit a householder development enquiry.</p>	

2. Applications for Outline or Full Planning Permission ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Application Form, including signed Ownership Certificate and Agricultural Land Declaration	DMPO	All	Available on the Planning Portal website www.planningportal.gov.uk	
Location Plan drawn to an identified scale and showing the direction of North	DMPO	All	The location plan must show the site outlined in red and any adjoining land owned by the applicant outlined in blue. The site should include all land necessary to carry out the proposed development, including access. The location plan should be drawn to scale 1:1250 or 1:2500 and show at least two named roads.	
Any other plans, drawings and information necessary to describe the development,	DMPO	All	Typically these will include: site plan (including areas of landscaping), floor plans, roof plan, elevations (all sides) and/or sections. Further information is available on the Council's website on the Make a Planning Application - Plans and Documents - National Requirements page. Where access is a reserved matter for outline applications, the application must still state the area or areas where access points to the proposed development will be situated.	

where plans and drawings are to be drawn to an identified scale and plans shall show the direction of North				
Design and Access Statement	DMPO	Proposals for major development except engineering and mining operations, change of use and waste development; or proposals for 1 or more dwellings in a conservation area; or proposals for building(s) where the floor space is 100 sq m or more in a conservation area.	<p>The Design and Access Statement (DAS) must explain the design principles and concepts that have been applied to the development, and explain how issues relating to access to the development have been dealt with. Further detail is provided in article 9(3) of the DMPO.</p> <p>Development proposals will be assessed against the design considerations in Local Plan Policy DE1. In addition, major development proposals including housing will be assessed against Building for Life 12 (BfL 12). Therefore, it is recommended that the DAS refers to these policies and/or be structured around these considerations/questions.</p>	
Environmental Statement	The Town and	For Schedule 1	If an applicant is in doubt whether a development proposal requires an Environmental Impact Assessment, they can request a screening opinion from Torbay Council. The	

	Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)	development or Schedule 2 development likely to have significant effects on the environment by virtue of factors such as its size, nature or location	request should include a plan indicating the proposed location of the development, a brief description of the nature and purpose of the proposal and its possible environmental effects, giving a broad indication of their likely scale. In addition applicants can request a scoping opinion from the Council on the information to be supplied in the Environmental Statement. Again the request should include the same material as above for requesting a screening opinion. Guidance on Environmental Impact Assessment is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All	'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk , which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.	
Local Requirements				
Air Quality Assessment	Para. 181 of the NPPF	For major development proposals within an Air	Guidance on air quality in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ .	

	Policy DE3 of the Torbay Local Plan	Quality Management Area (AQMA), or within 500m of an AQMA	Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Archaeological Desk Based Assessment (<i>this can be combined with the Statement of Heritage Significance</i>)	Para. 189 of the NPPF Policy HE1 of the Torbay Local Plan	Where the application site includes, or is likely to include, archaeological remains	Guidance on non-designated heritage assets of archaeological interest is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Bat and Breeding Bird Assessment (<i>this can be incorporated into an Ecological Impact Assessment where applicable</i>)	Para 175 of the NPPF Policy NC1 of the Torbay Local Plan	For works to roofs, including loft conversions, except flat roofs or where the roofspace has already been converted to living space, or where trees or hedges need to be pruned or removed	This should be carried out by a suitably qualified ecologist and can consist of a signed letter. Surveys must be up-to-date and accord with best practice guidance/local guidance. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Contaminated Land Risk Assessment	Para. 178 of the NPPF Policy ER3 of the	Where land contamination is suspected from previous uses on or	Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Detailed technical guidance is available on the GOV.UK website www.gov.uk .	

	Torbay Local Plan	around the site	Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.
Contaminated Land Intrusive Site Investigation and Risk Assessment (including proposed remediation where necessary)	Para. 178 of the NPPF Policy ER3 of the Torbay Local Plan	Where it cannot be demonstrated that the risk from contamination is acceptable, following a Contaminated Land Risk Assessment	<p>Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/. Detailed technical guidance is available on the GOV.UK website www.gov.uk.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>
Design Code (this can be incorporated into the Design and Access Statement)	Para. 127 of the NPPF	Major development proposals to be built in phases and by different developers	<p>Guidance on Design Codes is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry</p>
Ecological Impact Assessment / Statement	The Conservation of Habitats and Species Regulations 2017 (as amended) Paras. 175 of the NPPF Policies SS8 &	For development proposals that have potential to significantly impact biodiversity, including protected habitats and species, or development proposals within a strategic	<p>The requirement for an Ecological Impact Assessment (EclA) will normally be ascertained following an Extended Phase 1 Habitat Survey of the site and any necessary Protected Species Surveys. In some cases a less comprehensive Ecological Impact Statement by a suitably qualified ecologist might be more appropriate; for example, where trees and hedgerows are to be removed as a result of the proposed development, or where there will be illumination from the proposed development, on a site which is located within a strategic flyway or sustenance zone associated with the South Hams SAC. Natural England has produced planning guidance on the South Hams SAC, including the types of impacts that can adversely affect Greater Horseshoe Bats, which are protected under European law, and a map showing the strategic flyways and sustenance zone.</p> <p>Guidance on biodiversity considerations in relation to planning in general is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p>

	NC1 of the Torbay Local Plan	flyway or sustenance zone associated with the South Hams SAC that have potential to impact Greater Horseshoe Bats	<p>Further guidance is provided by Natural England on the GOV.UK website www.gov.uk, including standing advice for different protected species.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Elevation at scale 1:10 or larger of existing and proposed windows, and a typical section including reveal at scale 1:1	Policies HE1 & DE1 of the Torbay Local Plan	Where the proposed development includes replacement windows on a dwellinghouse and the site is located within a conservation area; or replacement windows are proposed to a building which is not a dwellinghouse , including blocks of flats and commercial premises	<p>Further advice is provided on the Council's website on the Make a Planning Application - Plans and Documents - National Requirements - Window Plans page.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	

<p>Employment Statement / Economic Impact Assessment (including tourism impact) <i>(this can be incorporated into the Planning Statement / Planning Policy Statement)</i></p>	<p>Para. 80 of the NPPF Policies SS4 & SS5 of the Torbay Local Plan</p>	<p>Major development proposals except residential of less than 30 dwellings, or development proposals resulting in a net loss of employment or tourist accommodation floor space, or development proposals resulting in a significantly lower density of employment provision</p>	<p>The depth of information should be proportional to the nature and scale of the proposed development.</p> <p>The Employment Densities Guide 3rd Edition (2015) is available to download on the Homes & Communities Agency website https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/484133/employment_density_guide_3rd_edition.pdf</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
<p>Energy Statement <i>(this can be incorporated into the Planning Statement / Planning Policy Statement)</i></p>	<p>Policies SS13, ES1 & ES2 of the Torbay Local Plan</p>	<p>Major development proposals, or proposals which are not in accordance with a policy or policies in the adopted Local</p>	<p>This should explain the passive and active measures that have been taken in the development proposals to enhance the sustainability of the scheme, with particular focus on measures to reduce greenhouse gas emissions and minimise impact on climate change.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	

		Plan/Neighbourhood Plan		
Existing and Proposed Site Sections and Finished Floor and Site Levels drawn to an identified scale		For all proposed new buildings or where there are variations in site levels	Where the proposal involves a change in ground levels on the site, the plans and/or drawings should show both the existing and finished levels fixed to a datum point off site and also show the proposals in relation to adjoining buildings.	
Extended Phase 1 Habitat Survey (including proposed mitigation where necessary) <i>(this can be incorporated into an Ecological Impact Assessment / Statement where applicable)</i>	The Conservation of Habitats and Species Regulations 2017 (as amended) Paras. 175 of the NPPF Policies SS8 & NC1 of the Torbay Local Plan	Where natural features and/or habitats are present on the site, or adjoin the site, such as trees, hedges, grassland, ponds and streams	<p>Guidance on biodiversity considerations in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Further guidance is provided by Natural England on the GOV.UK website www.gov.uk, including standing advice for different protected species.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Flood Risk Assessment (including surface water)	Para. 163 of the NPPF Policy ER1 of the	Developments in Flood Zones 2 and 3, and in an area within	<p>Guidance on carrying out a Flood Risk Assessment is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/</p> <p>Almost all of Torbay has been classified as being within a Critical Drainage Area (CDA) by the Environment Agency. Therefore, a Flood Risk Assessment will be required for most</p>	

drainage strategy)	Torbay Local Plan	Flood Zone 1 which has critical drainage problems or where the site area is 1ha or more	planning applications for new development (including minor development and change of use). Further guidance will be published on the Council's website shortly. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Geological Survey (including proposed mitigation where necessary)	Policies SS8 & NC1 of the Torbay Local Plan	Where geological sites of interest, including SSSIs and RIGS sites, will be affected by the development proposal	Geological sites of interest in Torbay are included in Appendix E of the Torbay Local Plan. The Geological Survey should include an assessment of the impact of the proposals on the site and show how its features will be protected through appropriate management. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry	
Green Infrastructure Statement (including diagrams and plans where appropriate) <i>(this can be incorporated into the Design and Access Statement or Planning Statement /</i>	Paras. 91, 150, & 171 of the NPPF Policy SS9 of the Torbay Local Plan	Where green infrastructure assets are likely to be affected by the proposed development or where there is an opportunity to provide new green infrastructure to support	Further advice is provided on the Council's website on the Strategic Planning - Green Infrastructure page, including a link to the 'Torbay Green Infrastructure Delivery Plan' (April 2011). Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry	

<i>Planning Policy Statement)</i>		existing networks	
Health Impact Assessment Screening	Policy SC1 of the Torbay Local Plan	Major development proposals of 30 dwellings or more or other development creating over 1000 sq m floor space	The Department of Health has published 'Health Impact Assessment Tools - Simple tools for recording the results of the Health Impact Assessment' (DfH, 2010). This includes a set of screening questions for HIA.
Health Impact Assessment (HIA) <i>(this can be incorporated into the Design and Access Statement or Planning Statement / Planning Policy Statement)</i>	Policy SC1 of the Torbay Local Plan	Where significant impacts on the health and wellbeing of the local population or particular groups within it are expected, following a Health Impact Assessment Screening	Guidance on how health and well being should be considered in planning decision making, including the impact of development proposals on health infrastructure and/or the demand for healthcare services, is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.
Independent Viability Assessment (IVA)	Policies SS7 & H2 of the Torbay Local Plan	When an applicant considers it is unviable to provide the affordable housing	The IVA will be commissioned by the Council and the costs associated with its production recouped from the applicant. The IVA will not begin until the applicant has agreed to pay for its production in writing. There may be times where applicants wish to commission their own viability assessments and submit them as part of their planning application submissions. In these cases, the Council will commission an independent review of the viability assessment and the costs

		provision set out in Policy H2 of the Torbay Local Plan and/or contributions set out in the Planning Contributions and Affordable Housing SPD (February 2017) and any subsequent updates	associated with its production will be recouped from the applicant. The review will not begin until the applicant has agreed to pay for its production in writing. The Council will only validate such applications provided the applicant has entered into a PPA with the Council, or agreed to an extended time period for determination in writing beyond the statutory 8/13/16 week period. The PPA should set out the timescales for completing the viability assessment review and for producing the s106 legal agreement to secure the agreed amount of affordable housing and contributions.	
Infrastructure Assessment (incorporating foul sewerage and utilities)		For major development proposals that have potential to affect the capacity of infrastructure in the area	Pre-application discussions should be undertaken with utility providers to identify any constraints in existing capacity.	
Land Stability Risk Assessment Report (including proposed mitigation where necessary)	Para. 179 of the NPPF Policies C3 & ER4 of the Torbay Local Plan	For development proposals on sites where land instability is identified or suspected, particularly those within the Coastal Change	<p>Guidance on land stability issues and preparing Land Stability Risk Assessment Reports is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>The Coastal Change Management Area is shown on the Local Plan Proposals Map.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	

		Management Area	
Landscape and Visual Impact Assessment	Para. 170 of the NPPF Policy SS8 of the Torbay Local Plan	Major development proposals on undeveloped sites, or development proposals within the AONB or that could affect the setting of the AONB or Undeveloped Coast	<p>The AONB and Undeveloped Coast are shown on the Local Plan Proposals Map.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>
Lighting Assessment <i>(this can be incorporated into an Ecological Impact Assessment / Statement where applicable)</i>	The Conservation of Habitats and Species Regulations 2017 (as amended) Para. 175 of the NPPF Policies SS8, NC1 & DE3 of the Torbay Local Plan	For development proposals that will alter light levels and have the potential to adversely affect the use or enjoyment of nearby buildings or open spaces, or adversely affect sensitive habitats or protected species, or	<p>Guidance on light pollution in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>The Institute of Lighting Engineers has produced 'Guidance Notes for the Reduction of Obtrusive Light' (2011).</p> <p>In order to prevent harm to bats, external lighting should be 0.5 lux or less and include shields, baffles or louvres to direct light down and prevent light spill.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>

		adversely affect intrinsically dark landscapes		
Mineral Extraction Impact Assessment	Section 17 of the NPPF Policy M1 of the Torbay Local Plan	Proposals for mineral extraction	Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Mineral Resource Impact Assessment	Section 17 of the NPPF Policy M3 of the Torbay Local Plan	Major development proposals within a Mineral Safeguarding Area	Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Noise Impact Assessment	Policy DE3 of the Torbay Local Plan	For development proposals that may create additional noise resulting in an adverse effect on residential / recreational amenity, or for sensitive development proposals located close to a use	Guidance on noise in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	

		creating noticeable noise	
Open Space, Sports and Recreation Assessment	Para. 92 of the NPPF Policies SS9 & SC2 of the Torbay Local Plan	Development proposals on existing open space, sports and recreational land	This should show that the land is surplus to requirements. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.
Parking Statement <i>(this can be incorporated into the Transport Statement / Transport Assessment or Planning Statement / Planning Policy Statement)</i>	Policy TA3 of the Torbay Local Plan	Major development proposals, or proposals not in accordance with the car parking requirements in Appendix G of the Torbay Local Plan	Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.
Planning Performance Agreement (PPA)	Para. 46 of the NPPF	For complex major development proposals where through pre-application discussions it is agreed to take a	PPAs will be sought where due to the complexities of a development proposal and the issues it raises, Torbay Council considers is unlikely that the planning application can be determined within the statutory 13 or 16 week time period. It is recommended that PPAs include all stages of the application, including ongoing pre-application discussions.

		bespoke project management approach to the preparation and determination of the application		
Planning Statement / Planning Policy Statement	Para. 47 of the NPPF	Major development proposals, or proposals which are not in accordance with a policy or policies in the adopted Local Plan/Neighbourhood Plan	This should provide an assessment of how the proposal accords with the policies in the Torbay Local Plan and NPPF, or when proposals do not accord with the Torbay Local Plan and NPPF, whether there are material considerations which indicate that planning permission should nonetheless be granted. It will also need to assess how the proposal accords with the policies in the relevant Neighbourhood Plan when adopted. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Pollution Prevention Plans (<i>these can be incorporated into a Flood Risk Assessment</i>)	Policy ER2 of the Torbay Local Plan	For proposals involving the demolition of major development within the 250 metre buffer of the Lyme Bay and Torbay cSAC	Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Protected Species Surveys	The Conservation of	Where potential for protected	Guidance on biodiversity considerations in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ .	

<p>(including proposed mitigation where necessary) <i>(these can be incorporated into an Ecological Impact Assessment where applicable)</i></p>	<p>Habitats and Species Regulations 2017 (as amended) Paras. 175 of the NPPF Policies SS8 & NC1 of the Torbay Local Plan</p>	<p>species on or using the site has been identified, following an Extended Phase 1 Habitat Survey or through pre-application discussions</p>	<p>Further guidance is provided by Natural England on the GOV.UK website www.gov.uk, including standing advice for different protected species.</p> <p>Surveys must be up-to-date and accord with best practice guidance/local guidance.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
<p>Retail Impact Assessment / Town Centre Impact Assessment (including sequential test assessment)</p>	<p>Para. 89 of the NPPF Policy TC3 of the Torbay Local Plan</p>	<p>Proposals for A1 retail and main town centre uses over 500 sq m gross floor space outside of town centres</p>	<p>Main town centre uses are defined in Annex 2 of the NPPF. PPG states that the impact test relates to retail, office and leisure development (not all main town centre uses) which are not in accordance with an up-to-date Local Plan and outside of existing town centres. However, a sequential test assessment must be carried out for all main town centre uses.</p> <p>Guidance on carrying out Impact Assessments is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
<p>Sequential Test Assessment</p>	<p>Section 7 of the NPPF Policy TC3 of the Torbay Local Plan</p>	<p>For all development proposals for main town centre uses, as defined in the NPPF, on sites not in an existing</p>	<p>Guidance on the sequential test is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	

		centre or in accordance with an up-to-date Local Plan	
Shading Diagrams / Sun Path Analysis	Policy DE3 of the Torbay Local Plan	For development proposals that are likely to overshadow adjoining private property or public space and have the potential to adversely affect amenity.	The BRE guide 'Site Layout Planning for Daylight and Sunlight - A guide to good practice' (BRE, 2011) provides advice on this topic. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.
Statement of Community Involvement (<i>this can be incorporated into the Design and Access Statement or Planning Statement / Planning Policy Statement</i>)	Paras. 128 of the NPPF	Major development proposals, or proposals which are not in accordance with a policy or policies in the adopted Local Plan/Neighbourhood Plan	A 'Good Practice Guide to Public Engagement in Development Schemes' (Planning Aid, 2012) is available to download on the RTPI website www.rtpi.org.uk . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.

Statement of Heritage Significance <i>(this can be incorporated into the Design and Access Statement)</i>	Para. 189 of the NPPF Policies HE1 & HE2 of the Torbay Local Plan	Where the development will affect a heritage asset or its setting, such as a conservation area, listed building, scheduled monument or historic park and garden	The requirements for Statements of Heritage Significance are set out in paragraph 189 of the NPPF. Further advice is available on the Council's website on the Make a Planning Application - Plans and Documents - Heritage Statements page, including an example. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.
Telecommunications Statement	Para. 115 of the NPPF Policy IF1 of the Torbay Local Plan	Applications for telecommunications development	This should respond to the criteria set out in Policy IF1 of the Torbay Local Plan. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.
Topographical Survey		Major development proposals, or where there is a significant change in levels on a site	
Transport Statement or Transport Assessment	Para. 111 of the NPPF Policies TA1 & TA2 of the	Where the proposed development exceeds the relevant threshold in Appendix B of	The Guidance on Transport Assessment (DfT, 2007) is available on the GOV.UK website www.gov.uk . Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.

	Torbay Local Plan	Guidance on Transport Assessment (DfT, 2007), or at the request of the Local Highway Authority	
Travel Plan	Para. 111 of the NPPF Policy TA2 of the Torbay Local Plan	Major development proposals likely to have significant transport implications	<p>Guidance on the information that should be included in Travel Plans is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>
Tree Survey & Arboricultural Impact Assessment	Policy C4 of the Torbay Local Plan	For development proposals on sites with trees, or where trees are in close proximity to the site boundary	<p>Tree Surveys and Arboricultural Impact Assessments should be carried out in accordance with BS 5837:2012 or any superseding standard.</p> <p>Standing Advice for Ancient Woodland and Veteran Trees (April 2014) is available on the GOV.UK website www.gov.uk.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>
Tree Protection Plan & Arboricultural Method Statement	Policy C4 of the Torbay Local Plan	For development proposals that will affect trees	<p>The Council's Arboricultural Officer will be consulted to determine whether this information is required. In most cases, the Council will add a planning condition to the planning permission requiring the submission of these details prior to the development commencing.</p> <p>Tree Protection Plans and Arboricultural Method Statements should be carried out in accordance with BS 5837:2012 or any superseding standard.</p> <p>Standing Advice for Ancient Woodland and Veteran Trees (April 2014) is available on the GOV.UK website www.gov.uk.</p>

			Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.
Ventilation and Extraction Equipment Details	Policy DE3 of the Torbay Local Plan	For development proposals, including changes of use, that require installation of such equipment	Further information is provided in 'Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems' (DEFRA, 2005). Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.
Waste Audit and 5 year Waste Management Plan	Policy W2 of the Torbay Local Plan	For development proposals likely to generate significant volumes of waste during construction and/or operation	The audit should be proportionate to the scale of the proposal, number of visitors and likely waste generation. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.

3. Applications for Approval of Reserved Matters [\(back to contents\)](#)

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Application in writing	DMPO	All	An application form is available to use on the Planning Portal website www.planningportal.gov.uk	
Such particulars, plans and drawings necessary to deal with the matters reserved	DMPO	All	Typically these will include: site plan (including areas of landscaping), floor plans, roof plan, elevations (all sides) and/or sections. Further information is available on the Council's website on the Make a Planning Application - Plans and Documents - National Requirements page.	

Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All	<p>'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk, which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.</p>	
Local Requirements				
None				

4. Application for approval of details reserved by condition ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Application in writing	DMPO The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)	All	An application form is available to use on the Planning Portal website www.planningportal.gov.uk	

Such particulars, plans and drawings necessary to deal with the application	DMPO	All	Please write the condition number on the front of the document or plan to which it relates to help us deal with your application more quickly.	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All, except where the condition is attached to a Listed Building Consent or planning permission for relevant demolition in a conservation area	<p>'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk, which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.</p>	
Local Requirements				
None				

5. Application for removal or variation of a condition following a grant of planning permission (can be used for making minor material amendments) ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Application Form, including signed Ownership Certificate and Agricultural Land Declaration	DMPO	All	Available on the Planning Portal website www.planningportal.gov.uk	
Fee	The Town and Country Planning (Fees for	All	'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal	

	Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)		website www.planningportal.gov.uk , which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.	
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Local Requirements

A separate document listing reworded condition(s)		Where the application is to vary a condition(s) of a planning permission	This will help with our records.	
Revised plans or drawings clearly showing the minor amendments, where the plans or drawings must be drawn to an identified scale and plans shall show the direction of North		Where the application seeks minor material amendments to an approved development by replacing approved plans or drawings with new plans or drawings	Typically these will include: site plan (including areas of landscaping), floor plans, roof plan, elevations (all sides) and/or sections. Further information is available on the Council's website on the Make a Planning Application - Plans and Documents - National Requirements page.	

6. Application for non-material amendment following a grant of planning permission ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Application Form	DMPO	All	Available on the Planning Portal website www.planningportal.gov.uk	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests	All	'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk , which includes scenarios where exemptions or	

	and Site Visits) (England) Regulations 2012 (as amended)		<p>reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.</p>	
Local Requirements				
A separate document listing reworded condition(s)		Where non-material amendments are proposed to conditions attached to planning permissions	This will help with our records.	
Revised plans or drawings clearly showing the non-material amendments, where the plans or drawings must be drawn to an identified scale and plans shall show the direction of North		Where the application seeks non-material amendments to an approved development	Typically these will include: site plan (including areas of landscaping), floor plans, roof plan, elevations (all sides) and/or sections. Further information is available on the Council's website on the Make a Planning Application - Plans and Documents - National Requirements page.	

7. Application for Listed Building Consent ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Application Form, including signed Ownership Certificate	The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)	All	Available on the Planning Portal website www.planningportal.gov.uk	

Location Plan drawn to an identified scale and showing the direction of North	The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)	All	The location plan should show the listed building or buildings outlined in red. The location plan should be drawn to scale 1:500, 1:1000 or 1:1250 and show at least two named roads.	
Any other plans, drawings and information necessary to describe the works, where plans and drawings are to be drawn to an identified scale and plans shall show the direction of North	The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)	All	Typically these will include: site plan (including areas of landscaping), floor plans, roof plan, elevations (all sides), sections and internal details. Further information is available on the Council's website on the Make a Planning Application - Plans and Documents - National Requirements page.	
Design and Access Statement	The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)	All	The Design and Access Statement (DAS) must explain the design principles and concepts that have been applied to the works, and how they take account of the special architectural importance of the building, the physical features of the building that justify its designation and the building's setting. Where relevant, it must also explain how issues relating to access to the building have been dealt with. Development proposals will be assessed against Local Plan Policy HE2.	
NB. No fee required				
Local Requirements				
Archaeological Desk Based Assessment (<i>this can be combined with the Statement of Heritage Significance</i>)	Para. 189 of the NPPF Policy HE1 of the Torbay Local Plan	Where the application site includes, or is likely to include, archaeological remains	Guidance on non-designated heritage assets of archaeological interest is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ .	
Elevation at scale 1:10 or larger of existing and proposed windows, and a	Policies HE1 & HE2 of the Torbay Local Plan	Where the works involve the replacement of windows	Further advice is provided on the Council's website on the Make a Planning Application -	

typical section including reveal at scale 1:1			Plans and Documents - National Requirements - Window Plans page.	
Statement of Heritage Significance (<i>this can be incorporated into the Design and Access Statement</i>)	Para. 189 of the NPPF Policies HE1 & HE2 of the Torbay Local Plan	All	The requirements for Statements of Heritage Significance are set out in paragraph 189 of the NPPF. Further advice is available on the Council's website on the Make a Planning Application - Plans and Documents - Heritage Statements page, including an example. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance.	
Structural Survey		Where the application proposes demolition, significant alterations to the structure of the building or heavier floor loading		

8. Application for planning permission for relevant demolition in a conservation area (applies to unlisted buildings, gates, walls or other means of enclosure within a conservation area) ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Application Form, including signed Ownership Certificate and	DMPO	All	Available on the Planning Portal website www.planningportal.gov.uk	

Agricultural Land Declaration				
Location Plan drawn to an identified scale and showing the direction of North	DMPO	All	The location plan must show the site outlined in red and any adjoining land owned by the applicant outlined in blue. The site should include all land necessary to carry out the proposed development, including access. The location plan should be drawn to scale 1:1250 or 1:2500 and show at least two named roads.	
Any other plans, drawings and information necessary to describe the development, where plans and drawings are to be drawn to an identified scale and plans shall show the direction of North	DMPO	All	This should include a plan showing the building or structure to be demolished.	
NB. No fee required				
Local Requirements				
Bat and Breeding Bird Assessment	Paras. 175 of the NPPF Policy NC1 of the Torbay Local Plan	All	This should be carried out by a suitably qualified ecologist and can consist of a signed letter. Surveys must be up-to-date and accord with best practice guidance/local guidance. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Flood Risk Assessment (including surface water drainage strategy)	Para. 163 of the NPPF Policy ER1 of the Torbay Local Plan	Developments in Flood Zones 2 and 3, and in an area within Flood Zone 1 which has critical drainage	Guidance on carrying out a Flood Risk Assessment is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/	

		problems or where the site area is 1ha or more	<p>Almost all of Torbay has been classified as being within a Critical Drainage Area (CDA) by the Environment Agency. Therefore, a Flood Risk Assessment will be required for most planning applications for new development (including minor development and change of use). Guidance is available on the Council's website.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Method Statement for the works	Policy DE3 of the Torbay Local Plan	All	This should include details of measures that will be put in place to protect neighbouring properties from noise and dust that will be generated by the works. It should also describe how materials will either be stored or removed from the site.	
Pollution Prevention Plans <i>(these can be incorporated into a Flood Risk Assessment or Method Statement)</i>	Local Plan Policy ER2	For demolition of major development within the 250 metre buffer of the Lyme Bay and Torbay cSAC	Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Statement of Heritage Significance	Para. 189 of the NPPF Policies HE1 & HE2 of the Torbay Local Plan	All	The requirements for Statements of Heritage Significance are set out in paragraph 189 of the NPPF. Further advice is available on the Council's website on the Make a Planning Application - Plans and Documents - Heritage Statements page, including an example. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance.	

			Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Tree Survey & Arboricultural Impact Assessment	Policy C4 of the Torbay Local Plan	For demolition works on sites with trees, or where trees are in close proximity to the site boundary	<p>Tree Surveys and Arboricultural Impact Assessments should be carried out in accordance with BS 5837:2012 or any superseding standard.</p> <p>Standing Advice for Ancient Woodland and Veteran Trees (April 2014) is available on the GOV.UK website www.gov.uk.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Tree Protection Plan & Arboricultural Method Statement	Policy C4 of the Torbay Local Plan	For demolition works that will affect trees	<p>The Council's Arboricultural Officer will be consulted to determine whether this information is required. In most cases, the Council will add a planning condition to the planning permission requiring the submission of these details prior to the development commencing.</p> <p>Tree Protection Plans and Arboricultural Method Statements should be carried out in accordance with BS 5837:2012 or any superseding standard.</p> <p>Standing Advice for Ancient Woodland and Veteran Trees (April 2014) is available on the GOV.UK website www.gov.uk.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	

Waste Audit	Policy W2 of the Torbay Local Plan	For development proposals likely to generate significant volumes of waste during the works	The audit should be proportionate to the scale of the proposal, number of visitors and likely waste generation. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
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9. Notification for Prior Approval for a Proposed Larger Home Extension (GPDO Sch. 2 Part 1 Class A) [\(back to contents\)](#)

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
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National Requirements				
Written description of the proposed development, including dimensions, the addresses of any adjoining premises, and the developer's contact address and email address	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	<p>Before beginning the application, please check the restrictions that apply to this class to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a householder application must be submitted.</p> <p>An application form is available on the Planning Portal website www.planningportal.gov.uk, which should be completed in full.</p>	
A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The plan should be drawn to an identified scale and show the direction of North	
NB. No fee required				
Local Requirements (where any owner or occupier of adjoining premises objects to the proposed development)				
Elevations (all sides) drawn to an identified scale	The Town and Country Planning (General Permitted Development) (England) Order 2015 Policies DE3 & DE5 of the Torbay Local Plan	Upon request of the Council	<p>If objections are received and the prior approval of the Council is required, the GPDO gives local planning authorities powers to require developers to submit further information regarding the proposed development as is reasonable to determine the application, in terms of the impact on the amenity of adjoining premises. Where they are requested, elevation drawings must show the position of any windows and doors that face towards adjoining premises to determine whether there will be any overlooking and impact on privacy.</p> <p>The application might be made temporarily invalid until this information is received.</p>	

			NB. Exterior materials must be similar to the existing dwelling and any windows in the roof slope of a side elevation must be obscure-glazed and non-opening, unless the parts that can be opened are more than 1.7m above the floor.	
Floor Plan drawn to an identified scale	The Town and Country Planning (General Permitted Development) (England) Order 2015 Policies DE3 & DE5 of the Torbay Local Plan	Upon request of the Council	<p>If objections are received and the prior approval of the Council is required, the GPDO gives local planning authorities powers to require developers to submit further information regarding the proposed development as is reasonable to determine the application, in terms of the impact on the amenity of adjoining premises. If a floor plan is requested, it must show the position of any windows and doors that face towards adjoining premises to determine whether there will be any overlooking and impact on privacy. It should also indicate what room(s) the extension will contain.</p> <p>The application might be made temporarily invalid until this information is received.</p>	
Shading Diagrams / Sun Path Analysis	The Town and Country Planning (General Permitted Development) (England) Order 2015 Policies DE3 & DE5 of the Torbay Local Plan	Upon request of the Council	<p>If objections are received and the prior approval of the Council is required, the GPDO gives local planning authorities powers to require developers to submit further information regarding the proposed development as is reasonable to determine the application, in terms of the impact on the amenity of adjoining premises. Where adjoining premises are at a lower level than the extension, shading diagrams might be requested. The BRE guide 'Site Layout Planning for Daylight and Sunlight</p>	

			<p>- A guide to good practice' (BRE, 2011) provides advice on this topic.</p> <p>The application might be made temporarily invalid until this information is received.</p>	
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10. Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Class A3) (GPDO Sch. 2 Part 3 Class C)
[\(back to contents\)](#)

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Written description of the proposed development and the developer's contact address and email address	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	<p>Before beginning the application, please check the restrictions that apply to this class to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a full planning application must be submitted.</p> <p>An application form is available on the Planning Portal website www.planningportal.gov.uk, which should be completed in full. It includes details of the restrictions and where the permitted development right does not apply.</p> <p>The written description should include information covering the relevant impacts for this class in the GPDO. These are listed on the application form. The application can be refused if insufficient information is provided.</p>	
A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The plan should be drawn to an identified scale and show the direction of North	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England)	All	'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk , which includes scenarios where exemptions or reductions apply. Further guidance is available	

	Regulations 2012 (as amended)		<p>on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.</p>	
Local Requirements				
Existing and Proposed Elevations showing the position of the proposed facilities on the building drawn to an identified scale	The Town and Country Planning (General Permitted Development) (England) Order 2015 Policy DE1 of the Torbay Local Plan	Where the development includes provision of ventilation and extraction equipment under Class C(b)(i)	These are required to assess the design and external appearance of these facilities.	
Existing and Proposed Site Plans showing the location of the proposed facilities drawn to an identified scale and showing the direction of North	The Town and Country Planning (General Permitted Development) (England) Order 2015 Policy DE1 of the Torbay Local Plan	Where the development includes provision of waste storage facilities under Class C(b)(ii)	These are required to assess the siting of these facilities.	
Impact Assessment of the Change of Use on the adequate provision of services provided by Class A1 (shops) or Class A2 (financial and professional services) in the area	The Town and Country Planning (General Permitted Development) (England) Order 2015	Where the building is located outside a key shopping area (town centre, district centre or local centre) – only where there is a reasonable prospect of the building being used to provide Class A1 (shops) or Class A2 (financial and professional services)	<p>This should describe where alternative A1 and A2 services are located in the area, and, if relevant, why there is no reasonable prospect of the building being used to provide these services. This information should be included in the description of the proposed development on the application form, or, if there is not enough space, it can be provided separately.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	

Impact Assessment of the Change of Use on the sustainability of the shopping area	The Town and Country Planning (General Permitted Development) (England) Order 2015	Where the building is located in a key shopping area (town centre, district centre or local centre)	This should describe the impact of the change of use on the shopping area. This information should be included in the description of the proposed development on the application form, or, if there is not enough space, it can be provided separately. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Noise Impact Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 180 of the NPPF Policy DE3 of the Torbay Local Plan	For development proposals that may create additional noise resulting in an adverse effect on residential / recreational amenity	Guidance on noise in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Transport Statement or Transport Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 111 of the NPPF Policies TA1 & TA2 of the Torbay Local Plan	Where the proposed development exceeds the relevant threshold in Appendix B of Guidance on Transport Assessment (DfT, 2007), or at the request of the Local Highway Authority	The Guidance on Transport Assessment (DfT, 2007) is available on the GOV.UK website www.gov.uk . Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Ventilation and Extraction Equipment Details	The Town and Country Planning (General Permitted Development) (England) Order 2015 Policy DE3 of the Torbay Local Plan	Where the development includes provision of ventilation and extraction equipment under Class C(b)(i)	Further information is provided in 'Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems' (DEFRA, 2005). Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	

11. Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2) (GPDO Sch. 2 Part 3 Class J)
[\(back to contents\)](#)

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Written description of the proposed development and the developer's contact address and email address	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	<p>Before beginning the application, please check the restrictions that apply to this class to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a full planning application must be submitted.</p> <p>An application form is available on the Planning Portal website www.planningportal.gov.uk, which should be completed in full. It includes details of the restrictions and where the permitted development right does not apply.</p> <p>The written description should include information covering the relevant impacts for this class in the GPDO. These are listed on the application form. The application can be refused if insufficient information is provided.</p>	
A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The plan should be drawn to an identified scale and show the direction of North	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests	All	'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk , which includes scenarios where exemptions or	

	and Site Visits) (England) Regulations 2012 (as amended)		<p>reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.</p>	
Local Requirements				
Impact Assessment of the Change of Use on the adequate provision of services provided by Class A1 (shops) or Class A2 (financial and professional services) in the area	The Town and Country Planning (General Permitted Development) (England) Order 2015	Where the building is located outside a key shopping area (town centre, district centre or local centre) – only where there is a reasonable prospect of the building being used to provide Class A1 (shops) or Class A2 (financial and professional services)	<p>This should describe where alternative A1 and A2 services are located in the area, and, if relevant, why there is no reasonable prospect of the building being used to provide these services. This information should be included in the description of the proposed development on the application form, or, if there is not enough space, it can be provided separately.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Impact Assessment of the Change of Use on the sustainability of the shopping area	The Town and Country Planning (General Permitted Development) (England) Order 2015	Where the building is located in a key shopping area (town centre, district centre or local centre)	<p>This should describe the impact of the change of use on the shopping area. This information should be included in the description of the proposed development on the application form, or, if there is not enough space, it can be provided separately.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Noise Impact Assessment	The Town and Country Planning (General	For development proposals that may create	Guidance on noise in relation to planning is available on the Planning Practice Guidance	

	Permitted Development) (England) Order 2015 Para. 180 of the NPPF Policy DE3 of the Torbay Local Plan	additional noise resulting in an adverse effect on residential / recreational amenity	website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Transport Statement or Transport Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 111 of the NPPF Policies TA1 & TA2 of the Torbay Local Plan	Where the proposed development exceeds the relevant threshold in Appendix B of Guidance on Transport Assessment (DfT, 2007), or at the request of the Local Highway Authority	The Guidance on Transport Assessment (DfT, 2007) is available on the GOV.UK website www.gov.uk . Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	

12. Notification for Prior Approval for a Proposed Change of Use of a Building from Shops (Class A1), Financial and Professional Services (Class A2), a Betting Office, Pay Day Loan Shop or a Mixed Use Combining Use as a Dwellinghouse with a Betting Office, Pay Day Loan Shop, Shops (Class A1) or Financial and professional Services (Class A2) to a use falling within Class C3 (Dwellinghouse), and for Associated Operational Development (GPDO Sch. 2 Part 3 Class M) ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Written description of the proposed development and the developer's contact address and email address	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	<p>Before beginning the application, please check the restrictions that apply to this class to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a full planning application must be submitted.</p> <p>An application form is available on the Planning Portal website www.planningportal.gov.uk, which should be completed in full. It includes details of the restrictions and where the permitted development right does not apply.</p> <p>The written description should include information covering the relevant impacts for this class in the GPDO. These are listed on the application form. The application can be refused if insufficient information is provided.</p>	
A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The plan should be drawn to an identified scale and show the direction of North	
Flood Risk Assessment	The Town and Country Planning (General	Developments in Flood Zones 2 and 3, and in an area within Flood Zone 1	Guidance on carrying out a Flood Risk Assessment is available on the Planning	

	Permitted Development) (England) Order 2015 Para. 163 of the NPPF Policy ER1 of the Torbay Local Plan	which has critical drainage problems	Practice Guidance website http://planningguidance.planningportal.gov.uk/ Almost all of Torbay has been classified as being within a Critical Drainage Area (CDA) by the Environment Agency. Therefore, a Flood Risk Assessment will be required in most cases. Guidance is available on the Council's website. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All	'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk , which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.	
Local Requirements				
Contaminated Land Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 178 of the NPPF Policy ER3 of the Torbay Local Plan	Where land contamination is suspected from previous uses on or around the site	Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Detailed technical guidance is available on the GOV.UK website www.gov.uk .	

			Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Contaminated Land Intrusive Site Investigation and Risk Assessment (including proposed remediation where necessary)	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 178 of the NPPF Policy ER3 of the Torbay Local Plan	Where it cannot be demonstrated that the risk from contamination is acceptable, following a Contaminated Land Risk Assessment	Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Detailed technical guidance is available on the GOV.UK website www.gov.uk . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Existing and Proposed Elevations drawn to an identified scale	The Town and Country Planning (General Permitted Development) (England) Order 2015 Policy DE1 of the Torbay Local Plan	All	These are required to assess the design and external appearance of the building after the change of use.	
Impact Assessment of the Change of Use on the adequate provision of services provided by Class A1 (shops) or Class A2 (financial and professional services) in the area	The Town and Country Planning (General Permitted Development) (England) Order 2015	Where the building is located outside a key shopping area (town centre, district centre or local centre) – only where there is a reasonable prospect of the building being used to provide Class A1 (shops) or Class A2 (financial and professional services)	This should describe where alternative A1 and A2 services are located in the area, and, if relevant, why there is no reasonable prospect of the building being used to provide these services. This information should be included in the description of the proposed development on the application form, or, if there is not enough space, it can be provided separately. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Impact Assessment of the Change of Use on the sustainability of the shopping area	The Town and Country Planning (General Permitted Development) (England) Order 2015	Where the building is located in a key shopping area (town centre, district centre or local centre)	This should describe the impact of the change of use on the shopping area. This information should be included in the description of the proposed development on the application form,	

			<p>or, if there is not enough space, it can be provided separately.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Transport Statement or Transport Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 111 of the NPPF Policies TA1 & TA2 of the Torbay Local Plan	Where the proposed development exceeds the relevant threshold in Appendix B of Guidance on Transport Assessment (DfT, 2007), or at the request of the Local Highway Authority	<p>The Guidance on Transport Assessment (DfT, 2007) is available on the GOV.UK website www.gov.uk. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	

13. Notification for prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3) (GPDO Sch. 2 Part 3 Class N) ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Written description of the proposed development and the developer's contact address and email address	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	<p>Before beginning the application, please check the restrictions that apply to this class to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a full planning application must be submitted.</p> <p>An application form is available on the Planning Portal website www.planningportal.gov.uk, which should be completed in full. It includes details of the restrictions and where the permitted development right does not apply.</p> <p>The written description should include information covering the relevant impacts for this class in the GPDO. These are listed on the application form. The application can be refused if insufficient information is provided.</p>	
A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The plan should be drawn to an identified scale and show the direction of North	
Flood Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015	Developments in Flood Zones 2 and 3, and in an area within Flood Zone 1	Guidance on carrying out a Flood Risk Assessment is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/	

	Para. 163 of the NPPF Policy ER1 of the Torbay Local Plan	which has critical drainage problems	<p>Almost all of Torbay has been classified as being within a Critical Drainage Area (CDA) by the Environment Agency. Therefore, a Flood Risk Assessment will be required in most cases. Guidance is available on the Council's website.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All	<p>'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk, which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.</p>	
Local Requirements				
Contaminated Land Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 178 of the NPPF Policy ER3 of the Torbay Local Plan	Where land contamination is suspected from previous uses on or around the site	<p>Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/. Detailed technical guidance is available on the GOV.UK website www.gov.uk.</p>	

			Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Contaminated Land Intrusive Site Investigation and Risk Assessment (including proposed remediation where necessary)	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 178 of the NPPF Policy ER3 of the Torbay Local Plan	Where it cannot be demonstrated that the risk from contamination is acceptable, following a Contaminated Land Risk Assessment	Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Detailed technical guidance is available on the GOV.UK website www.gov.uk . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Existing and Proposed Elevations drawn to an identified scale	The Town and Country Planning (General Permitted Development) (England) Order 2015 Policy DE1 of the Torbay Local Plan	All	These are required to assess the design and external appearance of the building after the change of use.	
Transport Statement or Transport Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 111 of the NPPF Policies TA1 & TA2 of the Torbay Local Plan	Where the proposed development exceeds the relevant threshold in Appendix B of Guidance on Transport Assessment (DfT, 2007), or at the request of the Local Highway Authority	The Guidance on Transport Assessment (DfT, 2007) is available on the GOV.UK website www.gov.uk . Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	

14. Notification for Prior Approval for a Proposed Change of Use of a building from Office Use (Class B1(a)) to a Dwellinghouse (Class C3) (GPDO Sch. 2 Part 3 Class O) ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Written description of the proposed development and the developer's contact address and email address	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	<p>Before beginning the application, please check the restrictions that apply to this class to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a full planning application must be submitted.</p> <p>An application form is available on the Planning Portal website www.planningportal.gov.uk, which should be completed in full. It includes details of the restrictions and where the permitted development right does not apply.</p> <p>The written description should include information covering the relevant impacts for this class in the GPDO. These are listed on the application form. The application can be refused if insufficient information is provided.</p>	
A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The plan should be drawn to an identified scale and show the direction of North	
Flood Risk Assessment	The Town and Country Planning (General	Developments in Flood Zones 2 and 3, and in an	Guidance on carrying out a Flood Risk Assessment is available on the Planning	

	Permitted Development) (England) Order 2015 Para. 163 of the NPPF Policy ER1 of the Torbay Local Plan	area within Flood Zone 1 which has critical drainage problems	Practice Guidance website http://planningguidance.planningportal.gov.uk/ Almost all of Torbay has been classified as being within a Critical Drainage Area (CDA) by the Environment Agency. Therefore, a Flood Risk Assessment will be required in most cases. Guidance is available on the Council's website. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All	'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk , which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.	
Local Requirements				
Contaminated Land Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 178 of the NPPF Policy ER3 of the Torbay Local Plan	Where land contamination is suspected from previous uses on or around the site	Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Detailed technical guidance is available on the GOV.UK website www.gov.uk .	

			Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Contaminated Land Intrusive Site Investigation and Risk Assessment (including proposed remediation where necessary)	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 178 of the NPPF Policy ER3 of the Torbay Local Plan	Where it cannot be demonstrated that the risk from contamination is acceptable, following a Contaminated Land Risk Assessment	Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Detailed technical guidance is available on the GOV.UK website www.gov.uk . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Transport Statement or Transport Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 111 of the NPPF Policies TA1 & TA2 of the Torbay Local Plan	Where the proposed development exceeds the relevant threshold in Appendix B of Guidance on Transport Assessment (DfT, 2007), or at the request of the Local Highway Authority	The Guidance on Transport Assessment (DfT, 2007) is available on the GOV.UK website www.gov.uk . Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	

15. Notification for Prior Approval for a Change of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (GPDO Sch. 2 Part 3 Class P) ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Written description of the proposed development and the developer's contact address and email address	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	<p>Before beginning the application, please check the restrictions that apply to this class to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a full planning application must be submitted.</p> <p>An application form is available on the Planning Portal website www.planningportal.gov.uk, which should be completed in full. It includes details of the restrictions and where the permitted development right does not apply.</p> <p>The written description should include information covering the relevant impacts for this class in the GPDO. These are listed on the application form. The application can be refused if insufficient information is provided.</p>	
A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The plan should be drawn to an identified scale and show the direction of North	
Statement setting out evidence to demonstrate	The Town and Country Planning (General	All		

the building was used solely for a storage or distribution centre use on 19 March 2014 and for a period of at least 4 years	Permitted Development) (England) Order 2015			
Flood Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 163 of the NPPF Policy ER1 of the Torbay Local Plan	Developments in Flood Zones 2 and 3, and in an area within Flood Zone 1 which has critical drainage problems	<p>Guidance on carrying out a Flood Risk Assessment is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/</p> <p>Almost all of Torbay has been classified as being within a Critical Drainage Area (CDA) by the Environment Agency. Therefore, a Flood Risk Assessment will be required in most cases. Guidance is available on the Council's website.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All	<p>'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk, which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.</p>	
Local Requirements				

Air Quality Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 181 of the NPPF Policy DE3 of the Torbay Local Plan	For major development proposals within an Air Quality Management Area (AQMA), or within 500m of an AQMA	Guidance on air quality in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Contaminated Land Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 178 of the NPPF Policy ER3 of the Torbay Local Plan	Where land contamination is suspected from previous uses on or around the site	Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Detailed technical guidance is available on the GOV.UK website www.gov.uk . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Contaminated Land Intrusive Site Investigation and Risk Assessment (including proposed remediation where necessary)	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 178 of the NPPF Policy ER3 of the Torbay Local Plan	Where it cannot be demonstrated that the risk from contamination is acceptable, following a Contaminated Land Risk Assessment	Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Detailed technical guidance is available on the GOV.UK website www.gov.uk . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Impact Assessment of the Change of Use on the sustainability of provision of storage or distribution services or industrial services in the area	The Town and Country Planning (General Permitted Development) (England) Order 2015	Upon request of the Council – where the Council considers the building is located in an area that is important for providing storage or distribution services or	This should describe the impact of the change of use on the provision of these services in the area. This information should be included in the description of the proposed development on the application form, or, if there is not enough space, it can be provided separately.	

		industrial services or a mix of those services	Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Noise Impact Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 170 & 180 of the NPPF Policy DE3 of the Torbay Local Plan	For proposals located close to a use creating noticeable noise	Guidance on noise in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Transport Statement or Transport Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 111 of the NPPF Policies TA1 & TA2 of the Torbay Local Plan	Where the proposed development exceeds the relevant threshold in Appendix B of Guidance on Transport Assessment (DfT, 2007), or at the request of the Local Highway Authority	The Guidance on Transport Assessment (DfT, 2007) is available on the GOV.UK website www.gov.uk . Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	

16. Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to a Dwellinghouse (Class C3), and for Associated Operational Development (GPDO Sch. 2 Part 3 Class Q) ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Written description of the proposed development and the developer's contact address and email address	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	<p>Before beginning the application, please check the restrictions that apply to this class to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a full planning application must be submitted.</p> <p>An application form is available on the Planning Portal website www.planningportal.gov.uk, which should be completed in full. It includes details of the restrictions and where the permitted development right does not apply.</p> <p>The written description should include information covering the relevant impacts for this class in the GPDO. These are listed on the application form. The application can be refused if insufficient information is provided.</p>	
A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The plan should be drawn to an identified scale and show the direction of North	

Flood Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 163 of the NPPF Policy ER1 of the Torbay Local Plan	Developments in Flood Zones 2 and 3, and in an area within Flood Zone 1 which has critical drainage problems	<p>Guidance on carrying out a Flood Risk Assessment is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/</p> <p>Almost all of Torbay has been classified as being within a Critical Drainage Area (CDA) by the Environment Agency. Therefore, a Flood Risk Assessment will be required in most cases. Guidance is available on the Council's website.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All	<p>'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk, which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.</p>	
Local Requirements				
Contaminated Land Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 178 of the NPPF	Where land contamination is suspected from previous uses on or around the site	<p>Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p>	

	Policy ER3 of the Torbay Local Plan		Detailed technical guidance is available on the GOV.UK website www.gov.uk . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Contaminated Land Intrusive Site Investigation and Risk Assessment (including proposed remediation where necessary)	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 178 of the NPPF Policy ER3 of the Torbay Local Plan	Where it cannot be demonstrated that the risk from contamination is acceptable, following a Contaminated Land Risk Assessment	Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Detailed technical guidance is available on the GOV.UK website www.gov.uk . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Existing and Proposed Elevations drawn to an identified scale	The Town and Country Planning (General Permitted Development) (England) Order 2015 Policy DE1 of the Torbay Local Plan	All	These are required to assess the design and external appearance of the building after the change of use.	
Existing and Proposed Site Plans drawn to an identified scale and showing the direction of North	The Town and Country Planning (General Permitted Development) (England) Order 2015 Policies SS10 & DE1 of the Torbay Local Plan	All	These are required to assess the practicality and/or desirability of the change of use.	
Noise Impact Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 170 & 180 of the NPPF	For proposals located close to a use creating noticeable noise	Guidance on noise in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-app enquiry.	

	Policy DE3 of the Torbay Local Plan			
Transport Statement or Transport Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 111 of the NPPF Policies TA1 & TA2 of the Torbay Local Plan	Where the proposed development exceeds the relevant threshold in Appendix B of Guidance on Transport Assessment (DfT, 2007), or at the request of the Local Highway Authority	The Guidance on Transport Assessment (DfT, 2007) is available on the GOV.UK website www.gov.uk . Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ .	Where there is uncertainty, the applicant is recommended to submit a pre-app enquiry.

17. Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure (GPDO Sch. 2 Part 3 Class R) ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Written description of the proposed development and the developer's contact address and email address	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	<p>Before beginning the application, please check the restrictions that apply to this class to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a full planning application must be submitted.</p> <p>An application form is available on the Planning Portal website www.planningportal.gov.uk, which should be completed in full. It includes details of the restrictions and where the permitted development right does not apply.</p> <p>The written description should include information covering the relevant impacts for this class in the GPDO. These are listed on the application form. The application can be refused if insufficient information is provided.</p>	

A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The plan should be drawn to an identified scale and show the direction of North	
Flood Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 163 of the NPPF Policy ER1 of the Torbay Local Plan	Developments in Flood Zones 2 and 3, and in an area within Flood Zone 1 which has critical drainage problems (where the cumulative floor space of the building(s) exceeds 150 sq m)	<p>Guidance on carrying out a Flood Risk Assessment is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/</p> <p>Almost all of Torbay has been classified as being within a Critical Drainage Area (CDA) by the Environment Agency. Therefore, a Flood Risk Assessment will be required in most cases. Guidance is available on the Council's website.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All	<p>'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk, which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.</p>	
Local Requirements (where the cumulative floor space of the building(s) exceeds 150 sq m)				

Contaminated Land Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 178 of the NPPF Policy ER3 of the Torbay Local Plan	Where land contamination is suspected from previous uses on or around the site	Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Detailed technical guidance is available on the GOV.UK website www.gov.uk . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Contaminated Land Intrusive Site Investigation and Risk Assessment (including proposed remediation where necessary)	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 178 of the NPPF Policy ER3 of the Torbay Local Plan	Where it cannot be demonstrated that the risk from contamination is acceptable, following a Contaminated Land Risk Assessment	Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Detailed technical guidance is available on the GOV.UK website www.gov.uk . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Noise Impact Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 170 & 180 of the NPPF Policy DE3 of the Torbay Local Plan	For development proposals that may create additional noise resulting in an adverse effect on residential / recreational amenity, or for sensitive development proposals located close to a use creating noticeable noise	Guidance on noise in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Transport Statement or Transport Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 111 of the NPPF	Where the proposed development exceeds the relevant threshold in Appendix B of Guidance on Transport Assessment (DfT, 2007), or at the	The Guidance on Transport Assessment (DfT, 2007) is available on the GOV.UK website www.gov.uk . Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ .	

	Policies TA1 & TA2 of the Torbay Local Plan	request of the Local Highway Authority	Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
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18. Notification for Prior Approval for a Proposed Change of Use from an Agricultural Building and any land within its curtilage to a State-Funded School or Registered Nursery (GPDO Sch. 2 Part 3 Class S) ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Written description of the proposed development and the developer's contact address and email address	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	<p>Before beginning the application, please check the restrictions that apply to this class to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a full planning application must be submitted.</p> <p>An application form is available on the Planning Portal website www.planningportal.gov.uk, which should be completed in full. It includes details of the restrictions and where the permitted development right does not apply.</p> <p>The written description should include information covering the relevant impacts for this class in the GPDO. These are listed on the application form. The application can be refused if insufficient information is provided.</p>	

A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The plan should be drawn to an identified scale and show the direction of North	
Flood Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 163 of the NPPF Policy ER1 of the Torbay Local Plan	Developments in Flood Zones 2 and 3, and in an area within Flood Zone 1 which has critical drainage problems	<p>Guidance on carrying out a Flood Risk Assessment is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/</p> <p>Almost all of Torbay has been classified as being within a Critical Drainage Area (CDA) by the Environment Agency. Therefore, a Flood Risk Assessment will be required in most cases. Guidance is available on the Council's website.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All	<p>'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk, which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.</p>	

Local Requirements

Contaminated Land Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 178 of the NPPF Policy ER3 of the Torbay Local Plan	Where land contamination is suspected from previous uses on or around the site	Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Detailed technical guidance is available on the GOV.UK website www.gov.uk . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.
Contaminated Land Intrusive Site Investigation and Risk Assessment (including proposed remediation where necessary)	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 178 of the NPPF Policy ER3 of the Torbay Local Plan	Where it cannot be demonstrated that the risk from contamination is acceptable, following a Contaminated Land Risk Assessment	Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Detailed technical guidance is available on the GOV.UK website www.gov.uk . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.
Existing and Proposed Site Plans drawn to an identified scale and showing the direction of North	The Town and Country Planning (General Permitted Development) (England) Order 2015 Policies SS10 & DE1 of the Torbay Local Plan	All	These are required to assess the practicality and/or desirability of the change of use.
Noise Impact Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 170 & 180 of the NPPF Policy DE3 of the Torbay Local Plan	For development proposals that may create additional noise resulting in an adverse effect on residential / recreational amenity, or for sensitive development proposals located close to a use creating noticeable noise	Guidance on noise in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.

Transport Statement or Transport Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 111 of the NPPF Policies TA1 & TA2 of the Torbay Local Plan	Where the proposed development exceeds the relevant threshold in Appendix B of Guidance on Transport Assessment (DfT, 2007), or at the request of the Local Highway Authority	The Guidance on Transport Assessment (DfT, 2007) is available on the GOV.UK website www.gov.uk . Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
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19. Notification for Prior Approval for Proposed Change of Use of a building and any land within its curtilage from Business (Class B1), Hotels (Class C1), Residential Institutions (Class C2), Secure Residential Institutions (Class C2A) or Assembly and Leisure (Class D2) to a state-funded school or registered nursery (GPDO Sch. 2 Part 3 Class T) ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Written description of the proposed development and the developer's contact address and email address	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	<p>Before beginning the application, please check the restrictions that apply to this class to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a full planning application must be submitted.</p> <p>An application form is available on the Planning Portal website www.planningportal.gov.uk, which should be completed in full. It includes details of the restrictions and where the permitted development right does not apply.</p> <p>The written description should include information covering the relevant impacts for this class in the GPDO. These are listed on the</p>	

			application form. The application can be refused if insufficient information is provided.	
A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The plan should be drawn to an identified scale and show the direction of North	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All	<p>'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk, which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.</p>	
Local Requirements				
Contaminated Land Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 178 of the NPPF Policy ER3 of the Torbay Local Plan	Where land contamination is suspected from previous uses on or around the site	<p>Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/. Detailed technical guidance is available on the GOV.UK website www.gov.uk.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Contaminated Land Intrusive Site Investigation and Risk Assessment (including proposed)	The Town and Country Planning (General Permitted Development) (England) Order 2015	Where it cannot be demonstrated that the risk from contamination is acceptable, following a	Guidance on dealing with sites that could be contaminated is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ .	

remediation where necessary)	Para. 178 of the NPPF Policy ER3 of the Torbay Local Plan	Contaminated Land Risk Assessment	Detailed technical guidance is available on the GOV.UK website www.gov.uk . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Noise Impact Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 170 & 180 of the NPPF Policy DE3 of the Torbay Local Plan	For development proposals that may create additional noise resulting in an adverse effect on residential / recreational amenity, or for sensitive development proposals located close to a use creating noticeable noise	Guidance on noise in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Transport Statement or Transport Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 111 of the NPPF Policies TA1 & TA2 of the Torbay Local Plan	Where the proposed development exceeds the relevant threshold in Appendix B of Guidance on Transport Assessment (DfT, 2007), or at the request of the Local Highway Authority	The Guidance on Transport Assessment (DfT, 2007) is available on the GOV.UK website www.gov.uk . Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	

20. Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use (GPDO Sch. 2 Part 4 Class E)

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Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Written description of the proposed development, including schedule of filming dates and operating hours, and the developer's contact address and email address	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	<p>Before beginning the application, please check the restrictions that apply to this class to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a full planning application must be submitted.</p> <p>An application form is available on the Planning Portal website www.planningportal.gov.uk, which should be completed in full. It includes details of the restrictions and where the permitted development right does not apply.</p> <p>The written description should include information covering the relevant impacts for this class in the GPDO. These are listed on the</p>	

			application form. The application can be refused if insufficient information is provided.	
A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The plan should be drawn to an identified scale and show the direction of North	
Flood Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 163 of the NPPF Policy ER1 of the Torbay Local Plan	All	<p>Guidance on carrying out a Flood Risk Assessment is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/</p> <p>Almost all of Torbay has been classified as being within a Critical Drainage Area (CDA) by the Environment Agency. Therefore, a Flood Risk Assessment will be required in most cases. Guidance is available on the Council's website.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
NB. No fee required				
Local Requirements				
Lighting Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 The Conservation of Habitats and Species Regulations 2017 (as amended) Para. 125 of the NPPF Policies SS8, NC1 & DE3 of the Torbay Local Plan	For development proposals that will alter light levels and have the potential to adversely affect the use or enjoyment of nearby buildings or open spaces, or adversely affect sensitive habitats or protected species, or adversely affect	<p>Guidance on light pollution in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>The Institute of Lighting Engineers has produced 'Guidance Notes for the Reduction of Obtrusive Light' (2011).</p> <p>In order to prevent harm to bats, external lighting should be 0.5 lux or less and include</p>	

		intrinsically dark landscapes	shields, baffles or louvres to direct light down and prevent light spill. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Noise Impact Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 170 & 180 of the NPPF Policy DE3 of the Torbay Local Plan	For development proposals that may create additional noise resulting in an adverse effect on residential / recreational amenity	Guidance on noise in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Transport Statement or Transport Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 111 of the NPPF Policies TA1 & TA2 of the Torbay Local Plan	Where the proposed development exceeds the relevant threshold in Appendix B of Guidance on Transport Assessment (DfT, 2007), or at the request of the Local Highway Authority	The Guidance on Transport Assessment (DfT, 2007) is available on the GOV.UK website www.gov.uk . Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	

21. Applications for prior notification of agricultural or forestry development (including proposed buildings, roads, excavation/deposit of waste material from the farm and fish tanks) (GPDO Sch. 2 Part 6 Class A, Class B & Class E) ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Written description of the proposed development and of the materials to be used	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	<p>Before beginning the application, please check the restrictions that apply to these classes to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a full planning application must be submitted.</p> <p>An application form is available on the Planning Portal website www.planningportal.gov.uk, which should be completed in full.</p>	
A plan indicating the site	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The plan should be drawn to an identified scale and show the direction of North. It should also show the proposed development, as well as any trees and hedges on the site.	

Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All	<p>'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk, which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.</p>	
Local Requirements				
Bat and Breeding Bird Assessment (<i>this can be incorporated into an Ecological Impact Assessment / Statement where applicable</i>)	Paras. 175 of the NPPF Policy NC1 of the Torbay Local Plan	For works to roofs or where trees or hedges need to be pruned or removed	<p>This should be carried out by a suitably qualified ecologist and can consist of a signed letter.</p> <p>Surveys must be up-to-date and accord with best practice guidance/local guidance.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Existing and Proposed Site Plan, Floor Plan(s), Elevations and/or Sections necessary to describe the development drawn to an identified scale and the site plan shall show the direction of North	Policy DE1 of the Torbay Local Plan	All	These will be used to determine whether prior approval is required as to the siting, design and external appearance of the building, the siting and means of construction of a private way, the siting of the excavation or deposit, or the siting and appearance of the tank.	

<p>Ecological Impact Assessment / Statement</p>	<p>The Conservation of Habitats and Species Regulations 2017 (as amended) Paras. 175 of the NPPF Policies SS8 & NC1 of the Torbay Local Plan</p>	<p>For development proposals that have potential to significantly impact biodiversity, including protected habitats and species, or development proposals within a strategic flyway or sustenance zone associated with the South Hams SAC that have potential to impact Greater Horseshoe Bats</p>	<p>The requirement for an Ecological Impact Assessment (EclA) will normally be ascertained following an Extended Phase 1 Habitat Survey of the site and any necessary Protected Species Surveys. In some cases a less comprehensive Ecological Impact Statement by a suitably qualified ecologist might be more appropriate; for example, where trees and hedgerows are to be removed as a result of the proposed development, or where there will be illumination from the proposed development, on a site which is located within a strategic flyway or sustenance zone associated with the South Hams SAC. Natural England has produced planning guidance on the South Hams SAC, including the types of impacts that can adversely affect Greater Horseshoe Bats, which are protected under European law, and a map showing the strategic flyways and sustenance zone.</p> <p>Guidance on biodiversity considerations in relation to planning in general is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Further guidance is provided by Natural England on the GOV.UK website www.gov.uk, including standing advice for different protected species.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
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<p>Extended Phase 1 Habitat Survey (including proposed mitigation where necessary) <i>(this can be incorporated into an Ecological Impact Assessment / Statement where applicable)</i></p>	<p>The Conservation of Habitats and Species Regulations 2017 (as amended) Paras. 175 of the NPPF Policies SS8 & NC1 of the Torbay Local Plan</p>	<p>Where natural features and/or habitats are present on the site, or adjoin the site, such as trees, hedges, grassland, ponds and streams</p>	<p>Guidance on biodiversity considerations in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Further guidance is provided by Natural England on the GOV.UK website www.gov.uk, including standing advice for different protected species.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
<p>Flood Risk Assessment (including surface water drainage strategy)</p>	<p>Para. 163 of the NPPF Policy ER1 of the Torbay Local Plan</p>	<p>Developments in Flood Zones 2 and 3, and in an area within Flood Zone 1 which has critical drainage problems or where the site area is 1ha or more</p>	<p>Guidance on carrying out a Flood Risk Assessment is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/</p> <p>Almost all of Torbay has been classified as being within a Critical Drainage Area (CDA) by the Environment Agency. Therefore, a Flood Risk Assessment will be required for most planning applications for new development (including minor development and change of use). Guidance is available on the Council's website.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
<p>Landscape and Visual Impact Assessment</p>	<p>Para. 116 of the NPPF Policy SS8 of the Torbay Local Plan</p>	<p>Development proposals within the AONB or that could affect the setting of the AONB or Undeveloped Coast</p>	<p>The AONB and Undeveloped Coast are shown on the Local Plan Proposals Map.</p>	

			Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Lighting Assessment (<i>this can be incorporated into an Ecological Impact Assessment / Statement where applicable</i>)	The Conservation of Habitats and Species Regulations 2017 (as amended) Para. 125 of the NPPF Policies SS8, NC1 & DE3 of the Torbay Local Plan	For development proposals that will alter light levels and have the potential to adversely affect the use or enjoyment of nearby buildings or open spaces, or adversely affect sensitive habitats or protected species, or adversely affect intrinsically dark landscapes	Guidance on light pollution in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . The Institute of Lighting Engineers has produced 'Guidance Notes for the Reduction of Obtrusive Light' (2011). In order to prevent harm to bats, external lighting should be 0.5 lux or less and include shields, baffles or louvres to direct light down and prevent light spill. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Protected Species Surveys (including proposed mitigation where necessary) (<i>these can be incorporated into an Ecological Impact Assessment where applicable</i>)	The Conservation of Habitats and Species Regulations 2017 (as amended) Paras. 175 of the NPPF Policies SS8 & NC1 of the Torbay Local Plan	Where potential for protected species on or using the site has been identified, following an Extended Phase 1 Habitat Survey or through pre-application discussions	Guidance on biodiversity considerations in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Further guidance is provided by Natural England on the GOV.UK website www.gov.uk , including standing advice for different protected species. Surveys must be up-to-date and accord with best practice guidance/local guidance.	

			Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Tree Survey & Arboricultural Impact Assessment	Policy C4 of the Torbay Local Plan	For development proposals on sites with trees, or where trees are in close proximity to the site boundary	<p>Tree Surveys and Arboricultural Impact Assessments should be carried out in accordance with BS 5837:2012 or any superseding standard.</p> <p>Standing Advice for Ancient Woodland and Veteran Trees (April 2014) is available on the GOV.UK website www.gov.uk.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Tree Protection Plan & Arboricultural Method Statement	Policy C4 of the Torbay Local Plan	For development proposals that will affect trees	<p>The Council's Arboricultural Officer will be consulted to determine whether this information is required. In most cases, the Council will add a planning condition to the planning permission requiring the submission of these details prior to the development commencing.</p> <p>Tree Protection Plans and Arboricultural Method Statements should be carried out in accordance with BS 5837:2012 or any superseding standard.</p> <p>Standing Advice for Ancient Woodland and Veteran Trees (April 2014) is available on the GOV.UK website www.gov.uk.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	

22. Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop (GPDO Sch. 2 Part 7 Class C) ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Written description of the proposed development and the developer's contact address and email address	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	Before beginning the application, please check the restrictions that apply to this class to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a full planning application must be submitted.	

			<p>An application form is available on the Planning Portal website www.planningportal.gov.uk, which should be completed in full. It includes details of the restrictions and where the permitted development right does not apply.</p> <p>The application can be refused if insufficient information is provided.</p>	
A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The plan should be drawn to an identified scale and show the direction of North	
NB. No fee required				
Local Requirements				
Existing and Proposed Elevations and Plans necessary to describe the development drawn to an identified scale and plans shall show the direction of North	The Town and Country Planning (General Permitted Development) (England) Order 2015 Policy DE1 of the Torbay Local Plan	All	These will be used to determine whether prior approval is required as to the siting, design and external appearance of the building or structure.	
Flood Risk Assessment (including surface water drainage strategy)	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 163 of the NPPF Policy ER1 of the Torbay Local Plan	Developments in Flood Zones 2 and 3, and in an area within Flood Zone 1 which has critical drainage problems	<p>Guidance on carrying out a Flood Risk Assessment is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/</p> <p>Almost all of Torbay has been classified as being within a Critical Drainage Area (CDA) by the Environment Agency. Therefore, a Flood Risk Assessment will be required in most cases. Guidance is available on the Council's website.</p>	

			Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Statement of Heritage Significance	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 189 of the NPPF Policies HE1 & HE2 of the Torbay Local Plan	Where the development will affect the setting of a heritage asset, such as a conservation area, listed building, scheduled monument or historic park and garden	The requirements for Statements of Heritage Significance are set out in paragraph 189 of the NPPF. Further advice is available on the Council's website on the Make a Planning Application - Plans and Documents - Heritage Statements page, including an example. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. This can be added to the description of the proposed development on the application form, or, if there is not enough space, it can be provided separately. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	

23. Application for prior notification of proposed demolition (applies to unlisted buildings not within a conservation area) (GPDO Sch. 2 Part 11 Class B) ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Written description of the proposed development (including building address, the developer's contact address and email address for buildings in	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	Before beginning the application, please check the restrictions that apply to this class to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a full planning application must be submitted.	

Class A4 (drinking establishments) use that are not a community asset)			An application form is available on the Planning Portal website www.planningportal.gov.uk , which should be completed in full.	
Statement that a site notice has been posted on or near the land by the applicant	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The site notice must include the details in the Interpretation of Class B of Part 11 Class B of the GPDO and be displayed in accordance with paragraph B.2(b)(iv).	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All	<p>'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk, which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.</p>	
Local Requirements				
Bat and Breeding Bird Assessment	Paras. 175 of the NPPF Policy NC1 of the Torbay Local Plan	All	<p>This should be carried out by a suitably qualified ecologist and can consist of a signed letter.</p> <p>Surveys must be up-to-date and accord with best practice guidance/local guidance.</p>	
Flood Risk Assessment (including surface water drainage strategy)	Para. 163 of the NPPF Policy ER1 of the Torbay Local Plan	Developments in Flood Zones 2 and 3, and in an area within Flood Zone 1 which has critical drainage problems	Guidance on carrying out a Flood Risk Assessment is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/	

			<p>Almost all of Torbay has been classified as being within a Critical Drainage Area (CDA) by the Environment Agency. Therefore, a Flood Risk Assessment will be required in most cases. Guidance is available on the Council's website.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Location Plan drawn to an identified scale and showing the direction of North		All	The location plan must show the site outlined in red and any adjoining land owned by the applicant outlined in blue. The site should include all land necessary to carry out the proposed development, including access. The location plan should be drawn to scale 1:1250 or 1:2500 and show at least two named roads.	
Method Statement for the works	Policy DE3 of the Torbay Local Plan	All	This should include details of measures that will be put in place to protect neighbouring properties from noise and dust that will be generated by the works. It should also describe how materials will either be stored or removed from the site.	
Pollution Prevention Plans <i>(these can be incorporated into a Flood Risk Assessment or Method Statement)</i>	Local Plan Policy ER2	For demolition of major development within the 250 metre buffer of the Lyme Bay and Torbay cSAC	Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Statement of Heritage Significance	Para. 189 of the NPPF Policies HE1 & HE2 of the Torbay Local Plan	Where the development will affect the setting of a heritage asset, such as a conservation area, listed building, scheduled monument or historic park and garden	The requirements for Statements of Heritage Significance are set out in paragraph 189 of the NPPF. Further advice is available on the Council's website on the Make a Planning Application - Plans and Documents - Heritage Statements page, including an example. The level of detail should be proportionate to the	

			<p>assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Tree Survey & Arboricultural Impact Assessment	Policy C4 of the Torbay Local Plan	For demolition works on sites with trees, or where trees are in close proximity to the site boundary	<p>Tree Surveys and Arboricultural Impact Assessments should be carried out in accordance with BS 5837:2012 or any superseding standard.</p> <p>Standing Advice for Ancient Woodland and Veteran Trees (April 2014) is available on the GOV.UK website www.gov.uk.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Tree Protection Plan & Arboricultural Method Statement	Policy C4 of the Torbay Local Plan	For demolition works that will affect trees	<p>The Council's Arboricultural Officer will be consulted to determine whether this information is required. In most cases, the Council will add a planning condition to the planning permission requiring the submission of these details prior to the development commencing.</p> <p>Tree Protection Plans and Arboricultural Method Statements should be carried out in accordance with BS 5837:2012 or any superseding standard.</p> <p>Standing Advice for Ancient Woodland and Veteran Trees (April 2014) is available on the GOV.UK website www.gov.uk.</p>	

			Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Waste Audit	Policy W2 of the Torbay Local Plan	For development proposals likely to generate significant volumes of waste during the works	The audit should be proportionate to the scale of the proposal, number of visitors and likely waste generation. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	

24. Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt, subject to certain limitations (GPDO Sch. 2 Part 14 Class J(c))
[\(back to contents\)](#)

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				

Written description of the proposed development and the developer's contact address and email address	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	<p>Before beginning the application, please check the restrictions that apply to this class to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a full planning application must be submitted.</p> <p>An application form is available on the Planning Portal website www.planningportal.gov.uk, which should be completed in full. It includes details of the restrictions and where the permitted development right does not apply.</p> <p>The application can be refused if insufficient information is provided.</p>	
A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The plan should be drawn to an identified scale and show the direction of North	
NB. No fee required				
Local Requirements				
Existing and Proposed Elevations and Roof Plans necessary to describe the development drawn to an identified scale and plans shall show the direction of North	The Town and Country Planning (General Permitted Development) (England) Order 2015 Policy DE1 of the Torbay Local Plan	All	These will be used to determine whether prior approval is required as to the design or external appearance of the development.	
Product Specification of solar PV equipment	The Town and Country Planning (General Permitted Development) (England) Order 2015 Policies DE1 & DE3 of the Torbay Local Plan	All	These will be used to determine whether prior approval is required as to the design or external appearance of the development, in particular the impact of glare on occupiers of neighbouring land.	

Statement of Heritage Significance	The Town and Country Planning (General Permitted Development) (England) Order 2015 Para. 189 of the NPPF Policies HE1 & HE2 of the Torbay Local Plan	Where the development will affect the setting of a heritage asset, such as a conservation area, listed building, scheduled monument or historic park and garden	<p>The requirements for Statements of Heritage Significance are set out in paragraph 189 of the NPPF. Further advice is available on the Council's website on the Make a Planning Application - Plans and Documents - Heritage Statements page, including an example. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. This can be added to the description of the proposed development on the application form, or, if there is not enough space, it can be provided separately.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
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25. Application for prior notification of proposed development by electronic communications code operators (GPDO Sch. 2 Part 16 Class A) ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				

Written description of the proposed development and the developer's contact address and email address	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	<p>Before beginning the application, please check the restrictions that apply to this class to ensure that the proposed development is permitted development under the GPDO. If the proposal does not accord with these restrictions, a full planning application must be submitted.</p> <p>An application form is available on the Planning Portal website www.planningportal.gov.uk, which should be completed in full.</p>	
A plan indicating the proposed location of the development	The Town and Country Planning (General Permitted Development) (England) Order 2015	All	The plan should be drawn to an identified scale and show the direction of North	
Evidence that notice has been given to an owner or tenant of the land, other than the developer	The Town and Country Planning (General Permitted Development) (England) Order 2015	Where there is an owner or tenant of the land, other than the developer	A copy of the notice should be provided	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All	<p>'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk, which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.</p>	
Local Requirements				
Existing and Proposed Elevations and Plans	Policy IF1 of the Torbay Local Plan	All	These will be used to determine whether prior approval is required as to the siting and	

necessary to describe the development drawn to an identified scale and plans shall show the direction of North			appearance of the proposed development, and to assess its impact on the character and appearance of the streetscene.	
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26. Application for a Lawful Development Certificate for an Existing use or operation or a Proposed use or operation ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Application Form	DMPO	All	Available on the Planning Portal website www.planningportal.gov.uk	
Location Plan drawn to an identified scale and showing the direction of North	DMPO	All	The location plan must show the site outlined in red and any adjoining land owned by the applicant outlined in blue. The site should include all land necessary to carry out the proposed development, including access. The location plan should be drawn to scale 1:1250 or 1:2500 and show at least two named roads. Where more than one use, operation or other matter, please indicate these on the Location Plan.	
Such evidence verifying the information included in the application as the applicant can provide	DMPO	All	Further information may be requested.	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All, unless the fee for a planning application for the same development would be exempt	'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk , which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured	

			cheques will delay determination of the application until the correct fee is received.	
Local Requirements				
Existing / Proposed Floor Plans		For residential uses	These are required in order to verify the dwellings.	

27. Application for a Certificate of Lawfulness of Proposed Works to a listed building [\(back to contents\)](#)

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
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National Requirements				
Application Form	The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014	All	Available on the Planning Portal website www.planningportal.gov.uk	
Location Plan drawn to an identified scale and showing the direction of North	The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014	All	The location plan should show the listed building or buildings outlined in red. The location plan should be drawn to scale 1:500, 1:1000 or 1:1250 and show at least two named roads.	
Such plans, drawings and information as are necessary to describe the proposed works	The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014	All	Please contact the Design and Historic Environment Team to confirm any necessary plans, drawings and information.	
Such evidence verifying the information included in the application as the applicant can provide	The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014	All	Further information may be requested.	
NB. No fee required				
Local Requirements				
None				

28. Application to modify or discharge a planning obligation agreed under S106 of the Town and Country Planning Act ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Application Form, including signed Ownership Certificate	The Town and Country Planning (Modification and Discharge of Planning Obligations) Regulations 1992 (as amended)	All	A copy of the form can be downloaded from the Council's website on the Make a Planning Application – Publications and Guidance Notes page. The S106 agreement must be over 5 years old.	
Map identifying the land to which the obligation relates	The Town and Country Planning (Modification and Discharge of Planning Obligations) Regulations 1992 (as amended)	All		
NB. No planning fee required, but Legal Services may charge a separate fee for a deed of variation				
Local Requirements				
Contact details of applicant's solicitor		All	This will help expedite the application.	

29. Application for consent to display an advertisement(s) [\(back to contents\)](#)

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Application Form	The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended)	All	Available on the Planning Portal website www.planningportal.gov.uk	
Location Plan drawn to an identified scale and showing the direction of North	The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended)	All	The location plan must show the site outlined in red and any adjoining land owned by the applicant outlined in blue. The location plan should show the proposed position of the advertisement. The location plan should be drawn to scale 1:1250 or 1:2500 and show at least two named roads.	
Drawings of the proposed advertisement	The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended)	All	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.	
Other plans, drawings or information	The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended)	Where necessary to describe the proposal		
Evidence the proposed advertisement is acceptable to the highway authority (Torbay Council)	The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended)	Where the site is within the boundaries of a highway		
Fee	The Town and Country Planning (Fees for Applications, Deemed	All	'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk , which	

	Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)		includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.	
Local Requirements				
None				

30. Application for tree works: works to trees subject to a Tree Preservation Order (TPO) and/or notification of proposed works to trees in a conservation area [\(back to contents\)](#)

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Application Form	The Town and Country Planning (Tree Preservation) (England) Regulations 2012	All	Available on the Planning Portal website www.planningportal.gov.uk Further advice is provided on the Council's website on the Parks & Green Spaces – Trees pages.	
Sketch plan showing the location of all affected trees	The Town and Country Planning (Tree Preservation) (England) Regulations 2012	All	This should show the trees in relation to a named road and/or property.	
NB. No fee required				
Local Requirements				
None				

31. Application for hedgerow removal notice ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Application Form	The Hedgerows Regulations 1997	All	Available on the Planning Portal website www.planningportal.gov.uk	
Plan showing the location and length of hedgerow or hedgerows proposed to be removed drawn to an identified scale and showing the direction of North	The Hedgerows Regulations 1997	All		
NB. No fee required				
Local Requirements				
Extended Phase 1 Habitat Survey (including proposed mitigation where necessary)	The Conservation of Habitats and Species Regulations 2010 (as amended) Paras. 175 of the NPPF Policies SS8 & NC1 of the Torbay Local Plan	All	Guidance on biodiversity considerations in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ . Further guidance is provided by Natural England on the GOV.UK website www.gov.uk , including standing advice for different protected species. Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Landscaping Plans	Policies SS9 & C4 of the Torbay Local Plan	Where replacement hedgerow is proposed	Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.	
Protected Species Surveys (including proposed mitigation where necessary)	The Conservation of Habitats and Species Regulations 2010 (as amended) Paras. 175 of the NPPF	Where potential for protected species on or using the site has been identified, following an Extended Phase 1 Habitat	Guidance on biodiversity considerations in relation to planning is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/ .	

	Policies SS8 & NC1 of the Torbay Local Plan	Survey or through pre-application discussions	<p>Further guidance is provided by Natural England on the GOV.UK website www.gov.uk, including standing advice for different protected species.</p> <p>Surveys must be up-to-date and accord with best practice guidance/local guidance.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	
Tree Survey & Arboricultural Impact Assessment	Policy C4 of the Torbay Local Plan	Where trees will be removed	<p>Tree Surveys and Arboricultural Impact Assessments should be carried out in accordance with BS 5837:2012 or any superseding standard.</p> <p>Standing Advice for Ancient Woodland and Veteran Trees (April 2014) is available on the GOV.UK website www.gov.uk.</p> <p>Where there is uncertainty, the applicant is recommended to submit a pre-application enquiry.</p>	

32. Planning Application for development relating to the onshore extraction of oil and gas ([back to contents](#))

Document / Plan	Legislation / Policy Context	When Required?	Further Information	✓ / x
National Requirements				
Application Form, including signed Ownership Certificate and Agricultural Land Declaration	DMPO	All	Available on the Planning Portal website www.planningportal.gov.uk	
Location Plan drawn to an identified scale and showing the direction of North	DMPO	All	The location plan must show the site outlined in red and any adjoining land owned by the applicant outlined in blue. The site should include all land necessary to carry out the proposed development, including access. The location plan should be drawn to scale 1:1250 or 1:2500 and show at least two named roads.	
Any other plans, drawings and information necessary to describe the development, where plans and drawings are to be drawn to an identified scale and plans shall show the direction of North	DMPO	All	Typically these will include: site plan (including areas of landscaping), floor plans, roof plan, elevations (all sides) and/or sections. Further information is available on the Council's website on the Make a Planning Application - Plans and Documents - National Requirements page. Where access is a reserved matter for outline applications, the application must still state the area or areas where access points to the proposed development will be situated.	
Environmental Statement	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)	For Schedule 1 development or Schedule 2 development likely to have significant effects on the environment by virtue of factors such as its size, nature or location	If an applicant is in doubt whether a development proposal requires an Environmental Impact Assessment, they can request a screening opinion from Torbay Council. The request should include a plan indicating the proposed location of the development, a brief description of the nature and purpose of the proposal and its possible environmental effects, giving a broad indication	

			<p>of their likely scale. In addition applicants can request a scoping opinion from the Council on the information to be supplied in the Environmental Statement. Again the request should include the same material as above for requesting a screening opinion.</p> <p>Guidance on Environmental Impact Assessment is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/</p>	
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All	<p>'A Guide to the Fees for Planning Applications in England' is available on the Planning Portal website www.planningportal.gov.uk, which includes scenarios where exemptions or reductions apply. Further guidance is available on the Planning Practice Guidance website http://planningguidance.planningportal.gov.uk/.</p> <p>Payment can be made online via the Planning Portal or by cheque or credit/debit card by telephoning Customer Service & Planning Support on 01803 207801. Dishonoured cheques will delay determination of the application until the correct fee is received.</p>	
Local Requirements				
The same as for 2. Applications for Outline or Full Planning Permission				