

Section 4

Statutory national information requirements

40. The information required to make a valid planning application consists of:
- mandatory national information requirements specified in the GDPO, including a design and access statement where one is required⁵
 - information provided on the standard application form; and
 - information to accompany the application as specified by the local planning authority on their local list of information requirements.
41. The GDPO provisions are explained in this section.
42. The standard application form requires applicants to supply information on a range of issues, tailored to the type of application. Applicants should answer all the questions.
43. The additional supporting information is specified by each local planning authority in the form of a 'local list of information requirements'. Section 5 discusses these lists in detail.

Location plan

44. The GDPO⁶ requires applicants to submit "*a plan which identifies the land to which the application relates*". This is interpreted as a location plan and a site plan. Other plans may be requested by the LPA on their local list.
45. All applications must include copies of a location plan based on an up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper). The GDPO 1995 requires applicants to provide three copies plus the original (unless submitted electronically). Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

⁵ See Section 6 of this guidance for further details

⁶ Article 4E(1)(c)(i)

46. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.
47. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Site plan

48. A site plan should be submitted. The legislation requires three copies plus the original (unless submitted electronically). The site plan should be drawn at an identified standard metric scale. It should accurately show
 - a. the direction of North
 - b. the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries

and the following, **unless these would NOT influence or be affected by the proposed development:**

 - c. all the buildings, roads and footpaths on land adjoining the site including access arrangements
 - d. all public rights of way⁷ crossing or adjoining the site
 - e. the position of all trees⁸ on the site, and those on adjacent land
 - f. the extent and type of any hard surfacing; and
 - g. boundary treatment including walls or fencing where this is proposed
49. Local planning authorities are reminded of the need to take a proportionate approach. Where it is clear that information would not be relevant to the determination of the application, it should not be required from the applicant. For example, it should not be necessary for an applicant to provide detailed information on elevations of existing buildings on the site if these will not be altered by the development proposal, or detailed information on site boundary treatments if these are entirely unaffected by the development.

⁷ Footpath, bridleway, restricted byway or byway open to all traffic

⁸ Guidance on Tree Preservation Orders was published in 2000 and amended in 2009. This can be found on the CLG website at www.communities.gov.uk/publications/planningandbuilding/tposguide and www.communities.gov.uk/publications/planningandbuilding/tposguideaddendum

Ownership certificates

50. Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must therefore include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. Ownership certificates must also be completed for applications for listed building consent, and conservation area consent for demolition⁹.
51. These ownership certificates are part of the standard application form.

Notice(s)

52. A notice to all owners of the application site must be completed and served in accordance with Article 6 of the GDPO. As noted in paragraph 50 above, site owners are freeholders and leaseholders with at least seven years of the leasehold left unexpired.

Agricultural Land Declaration

53. All agricultural tenants on a site must be notified prior to the submission of a planning application. This is required by Article 7 of the GDPO. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. The certificate is required whether or not the site includes an agricultural holding. It is incorporated into the standard application form, and must be signed in order for the application to be valid.
54. No agricultural land declaration is required if the applicant is making an application for the approval of reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, conservation area consent for demolition, listed building consent, a lawful development certificate, prior notification of proposed agricultural or forestry development, a non-material amendment to an existing planning permission, or express consent to display an advertisement.

⁹ Required under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

The correct fee

55. Planning applications incur a fee. These are described in CLG circular 04/2008, Planning-Related Fees. The Planning Portal includes a fee calculator for applicants. Each local planning authority is also able to advise applicants on specific cases.

Design and access statement, where required by GDPO

56. A design and access statement must be submitted for some types of planning application, and in some designated areas. The statutory requirements for design and access statements are set out in Article 4C of the GDPO, as amended. See section 6 for further details.

Updates to supporting documents

57. If an applicant needs to update a supporting document or plan which was submitted via the Planning Portal, **and the application has not yet been determined**, he or she should upload the replacement document or plan, ensuring that it is clearly labelled as such, and inform the local planning authority that a replacement document or plan has been uploaded.