

Application for prior notification of proposed agricultural or forestry development – proposed building

Checklist and Advice

- Completed form or written description of the proposed development and the materials to be used
All planning applications need to be presented on a standard application form, which will be available electronically, however, applicants will retain the option of submitting paper versions of the form. In that event, HBC will require three additional copies (plus the original of the completed standard application form) to be submitted, as specified by Government legislation. An applicant may be requested to submit more than three copies, but three copies is the statutory requirement for a valid application.

- A copy of other plans (3 copies PLUS ORIGINAL unless submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200)
Copies of plans should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries.
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
These should clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials, as well as the style, materials, and finish of windows and doors. Blank elevations must also be included (if only to show that this is in fact the case). Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property.
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
These should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
Such plans should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

○ Site survey plan (e.g. at a scale of 1:50 or 1:100)

The site plan should accurately show:

- the direction of North;
- the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- all the buildings, roads and footpaths (footpath, bridleway, restricted byway or byway open to all traffic) on land adjoining the site including access arrangements;
- all public rights of way crossing or adjoining the site;
- the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- the extent and type of any hard surfacing; and
- boundary treatment including walls or fencing where this is proposed.

Please note - when submitting floor, elevation and roof plans, these should all include the scale, a scale bar, key dimensions and original page size. If these are not included the application may not be accepted.

Where possible plans should be submitted/produced for A3 size.

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Additional Conditional Documents

Biodiversity survey and report

Downloadable version of the [Biodiversity checklist](#).

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Cross reference to document [Template for Biodiversity and Geological Conservation - Validation checklists' \(Pilot Draft - June 2007\)](#), as produced by Association of Local Government Ecologists, in collaboration with Defra and Natural England.

Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the [Wildlife and Countryside Act 1981](#), the [Conservation \(Natural Habitats etc\) Regulations 1994](#) or the [Protection of Badgers Act 1992](#). Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.

Government planning policies for biodiversity are set out in [Planning Policy Statement 9: Biodiversity and Geological Conservation \(PPS9\) \(August 2005\)](#), is accompanied by a Government Circular: [Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system](#) and [Planning for Biodiversity and Geological Conservation: A Guide to Good Practice](#). Material produced by other organisations may also provide a useful reference resource for local planning authorities when developing local lists (the British Standards Institute has produced a Publicly Available Standard, PAS 2010 [Planning to halt the loss of Biodiversity](#)) which takes the form of recommendations on standard procedures for taking account of biodiversity in the planning process.

Landscaping details

If landscaping was reserved then applications should be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow on from the design concept in the Design and Access Statement (if required). Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

Tree Survey/arboricultural implications

When the development involves the loss of trees, or is proposed adjacent to existing trees.

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.