Planning and Regeneration
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Application for Full Planning Permission

VALIDATION CHECKLIST

This type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

We encourage the use of the Planning Portal as it's quicker and easier and involves no printing by you, no postage costs, 24 hours a day service for submitting applications, the ability to create an electronic location plan, add any attachments to your submission and it calculates your fee.

Apply online now using the Planning Portal

If you prefer to submit your application in paper form you can print paper versions here. Please note, we only require 2 copies of the forms, plans and accompanying documents rather than 3 copies stated on the Planning Portal.

NOTE – If you are submitting a major application via the Planning Portal or on CD could you please also send 1 full set of the plans to us and any supporting statements clearly marking them to say that you have submitted your application via the portal – this will avoid any duplication

National Application Requirements – Mandatory Information

Application Form • Full Planning Permission	☐

Certificates
 	
• The completed ownership certificate (A, B, C or D) as appropriate
  o If ownership certificate B is completed, Notice 1 is required
  o If ownership certificate C is completed, Notices 1 and 2 are required
  o If ownership certificate D is completed, Notice 2 is required
 	
• Agricultural Holdings Certificate must be completed
	☐
	
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Application Fee You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid Details of current fees for all application types can be found at www.birmingham.gov.uk/planningfees	☐
Location Plan • At a typical scale of 1:1250 or 1:2500 (Scale must be annotated on the plan) • Site must be outlined in red (A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site) • Show the direction of North	☐
Site Plan (Only required if operational development is taking place) • At a scale of 1:500 or 1:200 (the scale must be annotated on the plan)	☐

• Show the direction of North • Show the development in relation to adjoining properties	
Design and Access Statement • Required, unless the type of development is specifically excluded – See Design and Access Guidance Note	☐

Local Application Requirements

Plans and Drawings • **Size and Scale** – Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & proposed should be at a similar scale to aid comparative study) scale annotated on the plan • **Elevations** if required - Full elevations showing all sides of the development even if they do not contain windows/door openings • **Internal Layouts** - Plans showing the proposed internal layout of each unit type • **Landscaping** if required - Plans showing details of the proposed landscaping scheme • **Site Layout Plans** - Plans showing position of proposed dwellings in relation to adjoining properties • **Street Scene Plans** if required - Plans indicating or including at least 1 existing house either side of the proposed development	☐ ☐ ☐ ☐ ☐ ☐
Affordable Housing and Viability Statement When 15 or more dwellings are proposed. Viability assessment required where affordable housing and infrastructure requirements make a housing development unviable.	☐
Aerodrome Safeguarding Assessment If development would have the potential to increase the bird hazard risk, lighting that has the potential to distract pilots, buildings, structures, erections or works which would infringe protected surfaces, obscure runway approach lights or have the potential to impair the performance of aerodrome navigation aids, radio aids or telecommunication systems	☐
Air Quality Assessment For proposals that require an Environmental Impact Assessment, or require a Transport Assessment or significantly alter the traffic composition in an area (i.e. bus stations, HGV Parks etc) include proposals for new car parking (>300 spaces) or coach / lorry parks or have an effect on sensitive areas such as ecological sites, or areas previously defined as having poor air quality	☐
Archaeological Assessment When any proposed development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest (regardless of the need for a Design and Access Statement)	☐
Ecological Impact Assessment If any nature conservation sites (NNR's,SSSIs,SINCs,LNRs or SLINCs), & wildlife habitats, are affected	☐
Environmental Impact Assessment Developments that are likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under schedule 1 of the EIA Regulations	☐
Economic/Financial Assessment All Major applications, which include some commercial elements. A financial statement will also be required when S106 requirements cannot be met.	☐
Flood Risk Assessment A Flood Risk Assessment must be submitted on all proposed developments including change of use where the site covers an area up to or in excess of a hectare in flood zone 1 and for all development in flood zones 2 and 3	☐

Heritage Statement When the development affects a designated heritage asset (listed building, registered park or conservation area), or non-designated heritage asset (other than a heritage asset of archaeological interest) or their settings (regardless of the need for a Design and Access Statement)	☐
Land and Contamination Desk Study Where the development site is known or suspected to be affected by land contamination (e.g. has previously been used for industrial purposes or is a landfill site). All developments vulnerable to the effects of contamination (residential housing, schools and pre school nurseries).	☐
Landscaping Scheme All major applications that include any external space (except outline applications) must be accompanied by a detailed scheme for landscaping. Outline applications accompanied by a Design and Access Statement should include a landscape strategy.	☐
Lighting/Floodlighting schemes including a light pollution assessment Schemes involving the provision of floodlighting and tall building applications	☐
Noise Impact Assessment and Sound Insulation Details Those that raise issues of disturbance, or are considered to be noise sensitive developments. Sound insulation details will be required for the following types of application , conversion of buildings to residential use, new residential development sited on classified roads, new residential development nearby to licensed premises	☐
Parking and Access Details (Parking Provision) All applications where parking / access are part of the proposal.	☐
Photographs & Photomontages Where the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building	☐
Planning Obligations Draft Heads of Terms Public open space in new residential development - On sites of 20 dwellings or more, provision of NEW public open space will normally be required within the curtilage of the development site and or public open space provision/enhancement outside of the site. Affordable Housing to be provided when 15 dwellings or more are proposed	☐
Planning Statement including Statement of Community Involvement A supporting planning statement will be required for all major applications, major change of use applications or listed building applications	☐
Public Open Space and Playing Fields the loss of open space, playing fields, bowling greens etc are involved	☐
Structural Assessment A structural survey will be required if, i) The demolition of a listed building(s), or ii) The conversion of a listed building	☐
Tall Buildings Report (Town Centre Uses) Any building over 15 storeys high	☐
Transport Assessment (Including a Travel Plan) All Major Planning Applications	☐
Tree Survey/Arboricultural Statement All planning applications where the application involves works that may affect any trees on or off the site	☐

Works to Trees – Specification of Works and Photographic Evidence - Where works are required to a protected tree (TPO or tree in Conservation Area)	☐

Monitoring

Equalities Monitoring Form • It would help us if you could complete our Equalities Monitoring form so we can check there is a fair planning process for all. Monitoring is essential if we are to address the needs of all sections of the community. It will help us fulfil the Government's aim to build sustainable and inclusive communities and to reduce social exclusion.	☐