

APPENDIX 5

PLANNING SUBMISSION CHECKLIST

The table below provides a checklist of information requirements against each application type. The failure to provide that information identified as a national or local requirement for your particular application and proposal, unless the criteria set against some requirements dictate otherwise or you have provided evidence or information to justify such a requirement is not relevant to that proposal, then the City Council may not validate your application and the start date for processing will only commence when that information has been provided.

Application Type	National Requirements (listed in Appendix 2)	Local requirements (listed in Appendix 3)	Other possible site specific information requirements (listed in Appendix 4)
1. Householder application for planning permission for works or extension to a dwelling	i]; ii]; iii]; iv]; v]; vi]; vii]; viii]; ix]; x]; xi]; xii].	2]; 3]; 4]; 7]; 10]; 16]; 27].	None
2. Householder application for planning permission for works or extension to a dwelling and Conservation Area Consent for demolition in a Conservation Area	i]; ii]; iii]; iv]; v]; vi]; vii]; viii]; ix]; x]; xi]; xii].	2]; 3]; 4]; 7]; 9]; 10]; 12]; 16]; 19]; 22]; 27].	E]
3. Householder application for planning permission for works or extension to a dwelling and Listed Building Consent	i]; ii]; iii]; iv]; v]; vi]; vii]; viii]; ix]; x]; xi]; xii]; xiii]	2]; 3]; 4]; 7]; 9]; 10]; 12]; 16]; 19]; 22]; 27].	E]
4. Application for Planning Permission (excluding those	i]; ii]; iii]; iv]; v]; vi]; vii]; viii]; ix]; x]; xi]; xii].	All excluding 29], 30]; & 31].	A]; B]; C], D]; E]; F]; G];

proposals under Application Type 1)			
5. Application for Outline Planning Permission with some matters reserved.	i]; ii];iii]; iv]; v]; vi]; viii]; ix]; x]; xi]; xii] (in addition other plans and drawings necessary to provide the details in relation to the matters being discharged)	All excluding 29], 30]; & 31].	A]; B]; C]; D]; E]; F]; G];
6. Application for Outline Planning Permission with all matters reserved	i]; ii];iii]; iv]; ix]; x]; xi]; xii].	All excluding 29], 30]; & 31].	A]; B]; E]
7. Application for Planning Permission and Conservation Area Consent for demolition.	i]; ii]; iii]; iv]; v]; vi]; vii]; viii]; ix]; x]; xi]; xii].	All excluding 29], 30]; & 31].	A]; B], C]; D]; E]; F];
8. Application for Planning Permission and Listed Building Consent	i]; ii]; iii]; iv]; v]; vi]; vii]; viii]; ix]; x]; xi]; xii]; xiii].	All excluding 29], 30]; & 31].	A]; B]; C], D]; E]; F]; G];
9.Application for Planning Permission and Advertisement Consent	i]; ii]; iii]; iv]; v]; vi]; vii]; viii]; ix]; x]; xi]; xii], xiv]	All excluding 29], 30]; & 31].	A]; B]; C], D]; E]; F]; G];
10. Conservation Area Consent for demolition in a Conservation Area	i]; ii]; iii]; iv]; v]; ix].	2]; 3]; 9]; 17]; 19]; 20]; 22]; 27].	E]
11. Listed Building Consent for alterations, extension or demolition of a listed building	i]; ii]; iii]; iv]; v]; vi]; vii]; viii]; ix]; xii]; xiii].	2]; 3]; 9]; 17]; 19]; 20]; 22]; 27].	E]
12. Application for Advertisement Consent	i]; ii]; v]; xi]; xiv].	13]; 17];	None
13. Listed Building Consent for alterations,	i]; ii]; iii]; iv]; v]; vi]; vii]; viii]; ix]; xi]; xii]; xiii], xiv].	2]; 3]; 9]; 13]; 17]; 19]; 20]; 22]; 27].	E]

extension or demolition of a listed building and Advertisement consent			
14. Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition.	i]; ii]; xi]; xv].	17]; 19]; 29A]; 29B].	None
15. Application for a Lawful Development Certificate for a proposed use or development	i]; ii]; xi]; xv].	19]; 29B].	None
16. Application for prior notification of proposed agricultural development – proposed building	i] (or written description of the proposed development and materials to be used); a plan indicating the site; xi].	12]; 17]; 19]; 30A].	E]
17. Application for prior notification of proposed agricultural development – proposed road	i] (or written description of the proposed development and materials to be used); a plan indicating the site; xi].	12]; 19].	E]
18. Application for prior notification of proposed agricultural development – proposed excavation/deposit of waste material from the farm	i] (or written description of the proposed development and materials to be used); a plan indicating the site; xi].	12]; 19].	E]
19. Application for prior notification of proposed agricultural	i] (or written description of the proposed development and	19].	None

development – proposed fish tank	materials to be used); a plan indicating the site; xi].		
20. Application for prior notification of proposed development in respect of permitted development by electronic communications code operators.	i] (or written description of the proposed development); a plan indicating the proposed locations; xi]; xvi]	30B]	None
21. Application for Hedgerow Removal Notice	i] (or the form set out in Schedule 4 to the Hedgerow Regulations 1997); xvii].	3]; 12]; & Arboricultural Implications	None
22. Application for prior notification – proposed demolition	i] (or written description of the proposed development); xi]; xviii].	3]; 12]; 17]; 19]; 22]; 27].	E]
23. Application for reserved matters following outline approval	i] (or an application in writing containing sufficient information to enable the authority to identify the outline planning permission); iii]; iv]; v]; vi]; vii]; viii]; xi],	All excluding 16]; 23]; 29], 30]; & 31]. Design & Access Statement	D]; F]; G].
24. Application for removal or variance of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)	i]; ix]; x]; xi]; xii].	All excluding 23], 29], 30].	A]; B]; C];
25. Application for approval of Details reserved by Condition	No national requirements other than applications must	17]; 19].	None

	<p>be in writing providing sufficient information to identify the planning permission and condition(s) for which you are seeking approval and where applicable copies of plans and drawings sufficient to describe the matters the subject of the application.</p>		
<p>26. Application for Tree Works: Works to Trees subject to a Tree Preservation Order [TPO] or notification of Proposed Works to trees in a Conservation Area [CA]</p>	<p>TPO – xix] CA – xx]</p>	<p>No additional requirements</p>	<p>None</p>

APPENDIX 6

Planning Performance Agreement Charter: -

The Charter sets out how the Council will work with developers, the community and other key stakeholders to ensure that all large and complex development proposals are carefully considered in a constructive, collaborative and open manner. This approach is endorsed as a way of developing proposals to meet the vision and objectives of the Council.

Where major development proposals are deemed to be in accordance with the Regional Spatial Strategy and Development Plan or if a Departure, have the potential to meet the Council's corporate objectives, the Council will instigate a Project Team approach and seek to manage the project through a Planning Performance Agreement.

The Council Structure

An approach to the Council will initially be through the City Development Directorate. However, when a project is defined, it is likely that it will involve officers from other Directorates and the Council is committed to co-ordinated cross directorate working.

The make up of the Project Team will be determined according to the needs of the project by the City Planning Manager. For large strategic projects an officers' Steering Group will be established and will be chaired by the Deputy Director of City Development or Head of Transportation and Planning. The Chair of the Steering Group will be responsible for corporate delivery, progressing the project and communication to Council Members and the Public. In addition, a Project Manager will be identified. The Project Manager will be responsible for the co-ordination of the project team and the primary interface with the developer's Project Team, ensuring tasks are delivered to agreed timescales, regular reporting and liaison with other stakeholders.

All members of the project team will work on behalf of the Council in the wider public interest and to secure the best quality scheme delivering the objectives of the relevant planning policy documents. Officers will express their own professional opinions, which will form guidance to the applicant. In most instances in final arbiter will be the Planning Committee.

Partner Organisation Commitment

The Council is committed to co-ordinated inter-departmental working. However, for large complex schemes other stakeholders from partner organisations are likely to be required to provide a timely, proactive response to each project. The Council will seek commitments from the Statutory Agencies and other stakeholder groups to pre-application involvement.

Furthermore, where major development sites straddle local authority boundaries, the Council will ensure that the joint working approach is fully embraced.

The Council and Partner organisations are committed to sharing existing information.

Community Engagement

As set out in their adopted Statement of Community Involvement, the Council is committed to open and constructive community engagement. In all projects within the scope of this Charter, community engagement will be established in liaison with the Council's Neighbourhood Management team and may include Parish Councils and any established resident groups. This may include developers being required to provide information and or to meet with representatives of local communities.

Notwithstanding the above, the Council will also undertake separate consultation as part of the formal planning application process as a statutory procedure, in accordance with the Council's Statement of Community Involvement.

Member Involvement

Members should be appropriately and openly engaged with the development of the project, whilst ensuring that their decision making function is not compromised. Developer's will be required to present their proposals to the Council's Development Forum.

This will allow Members to develop an understanding of issues and raise their own issues and concerns that they wish to be addressed. Members will not express views about the overall planning merits of any case and will not engage privately with the developer interest.

Expectations from the Applicant

The Council will expect the developer interest to approach any proposal in an open and collaborative and creative manner. The developer interest will be expected to employ high quality staff/consultants with sound expertise in delivering sustainable communities. All projects will be delivered through a robust project management process and as with the Council, applicants will be expected to use reasonable endeavours to meet agreed timetables.

Where there are multiple developer interests the Council will seek a single steering group member and separate project manager empowered to represent the collective developer interest.

Funding

The Council will have an expectation that the preparation of the application material, production of technical reports and community engagement activity will be funded by the applicant. Prior to the commencement of individual tasks the Council and the Applicant will agree a brief to define the scope of the work.

In addition the applicant will be expected to fund the Council's input into pre-application activity in accordance with their individual Planning Performance Agreements.

Process Requirements

The Council will expect the promoters of schemes covered by this Charter to engage in and sign a Planning Performance Agreement. The process will involve the following key elements:

- Meet and review the project proposal at an early stage;
- Agree a vision and development objectives;
- Form a Project Steering Group with key decision makers and the Project Manager (Council lead). Technical working groups may be required when technical tasks are identified (which will be coordinated by the Project Manager). The Steering Group should deal with any issues/conflicts arising, not the mechanics of the project;
- Produce a Project Plan based on identification of project issues and subsequent tasks; and
- Produce a Programme directly linked to the Project Plan and agree with the applicant to deliver key milestones.

The Project Plan and Programme will be updated regularly to reflect ongoing work of the project. The Programme can be reviewed accordingly, in agreement with both applicant and the Council.

Planning Performance Agreements

The Council require that applicants undertake a collaborative process with Council officers and other stakeholders as set out above and agree key elements in writing :

- Decision Making Group and communication structure;
- Vision and Development Objectives;
- Project Plan and Programme.