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PLANNING APPLICATION CHECKLIST

**FOR SIMPLE TO COMPLEX PLANNING APPLICATIONS
PREPARED BY URBANIST ARCHITECTURE LTD**

Contact information

Applicant First Name

Applicant Last Name

Site Address

Phone

Mobile

Postcode

Email Address

General

Describe the current use of the site:

Describe the proposed use of the site:

Has the building work or change of use already started?

☐

Yes

☐

No

Do you have an agent to manage your planning application?

First Name:

Last Name:

Has assistance or prior advice been sought from the local authority about this application?

☐

Yes

☐

No

Ref:

Describe the proposed development including any change of use:

Location & Block Plans

- ☐ **Location Plan** - Location Plan which should be up to date and at a scale of 1:1250 for an urban area or 1:2500 for a rural area. The application site should be clearly marked in red and include all land necessary to carry out the development, including access from the public highway, car parking, etc. Any other land owned should be outlined in blue.

- ☐ **Block / Site Plan** - Block Plan should be at a scale of 1:200 or 1:500 highlighting the proposed development in relation to the direction North as well as existing buildings, boundaries, adjacent properties, trees and direction north indicated and show any Public Rights of Way footpaths/cycle paths/highways. Where any trees are on or adjoining the site, please provide this plan at 1/200.

Planning Drawings

The floor plans should indicate sufficient detail such as layout of rooms, key dimensions and levels, all the doors and windows and any built-in elements. The elevations should indicate pening details and sizes and specify ridge heights, the positioning of the final fall of the land, exterior finishes, roof pitches and other details that are necessary to give an impression of how one face of the building will look from the outside. The section cuts through the dwelling and the location of this 'cut through' should be noted on the floor plan. It should describe how the building will be constructed including ceiling height, ceiling type, and window and door dimensions.

- | | |
|--|--|
| <input type="checkbox"/> Existing floor plans for all floors at scale 1:50/1:100 | <input type="checkbox"/> Proposed floor plans for all floors at scale 1:50/1:100 |
| <input type="checkbox"/> Existing roof plans at scale 1:50/1:100 | <input type="checkbox"/> Proposed roof plans at scale 1:50/1:100 |
| <input type="checkbox"/> Existing front elevation at scale 1:50/1:100 | <input type="checkbox"/> Proposed front elevation at scale 1:50/1:100 |
| <input type="checkbox"/> Existing rear elevation at scale 1:50/1:100 | <input type="checkbox"/> Proposed rear elevation at scale 1:50/1:100 |
| <input type="checkbox"/> Existing both side elevations at scale 1:50/1:100 | <input type="checkbox"/> Proposed both side elevations at scale 1:50/1:100 |
| <input type="checkbox"/> Existing sections showing floor and site levels at scale 1:50/1:100 | <input type="checkbox"/> Proposed sections showing floor and site levels at scale 1:50/1:100 |

Statements

- ☐ **Design & Access Statement** - The statement should explain how a design process has been followed. The statement is required to explain the design principles and concepts that have been applied to aspects of the development including the amount, layout and scale of the development, its landscaping and its appearance. The statement is also required to include the steps taken to appraise the context of the development and how the design takes that context into account in terms of the amount of development, its layout, scale, landscaping and appearance. The statement should explain how local development plan policies and documents have been taken into account. The statement should show that all access issues have been considered together, including two potential aspects of access: Vehicular and Transport Links, and Inclusive Access.

Do you own the application site?

☐ Yes

☐ No

If yes, providing there are no agricultural tenants on the land, complete Ownership Certificate A. If no, go to Ownership Certificate and Agricultural Land Declaration section.

Ownership Certificate and Agricultural Land Declaration

Certificate A is completed if the applicant is the only owner of all the land within the boundaries of the application site. If you are not the only owner then you must complete one of the following alternative certificates.

☐ **Certificate A** is completed if the applicant is the only owner of all the land within the boundaries of the application site.

☐ **Certificate B** is completed if the applicant knows the names and addresses of all the other owners of the land involved in the application.

☐ **Certificate C** is completed if the applicant knows the names and addresses of some, but not all, the other owners of the land involved in the application.

☐ **Certificate D** is completed if the applicant does not know the names and addresses of any of the other owners of the land involved in the application.

List of Supporting Documents (the list is not exhaustive)

- ☐ **Affordable Housing Statement** for conversion or new build proposals resulting in 15 dwellings or more, or on sites of 0.5 hectares and above.
- ☐ **Arboricultural Statement/Tree Survey** for developments that will involve works to trees (both on the associated development site and the surrounding area).
- ☐ **Community Infrastructure Levy (CIL) Questions** to determine whether the development may be CIL Liable.
- ☐ **Daylight/Sunlight Assessment** for proposals where height of the proposed development at ridge level exceeds that of any principal building within 2 metres of the application site by 2 metres or more.
- ☐ **Flood Risk Assessment** for all development on sites of over 1.0 hectare within Zone 1 and all development within Zones 2 & 3 on the Environment Agency Flood Plain map.
- ☐ **Heritage Statement** for all development affecting the setting of a Listed Building; the character of a Conservation Area; for works to or the demolition of listed buildings and for development that will affect an Historic Park or Garden; a Scheduled Ancient Monument and Archaeological Sites.
- ☐ **Noise Assessment** for all new housing development adjacent to a railway line or main road, conversion of buildings to more than one residential unit, development resulting in link between residential or A3/A4/A5/B1/B2/B8 development where the neighbouring development is not within the applicant's control.
- ☐ **Site Waste Management Plan** for all development particularly new buildings and dwellings and changes of use or conversion.

*This is an introductory guide and is not a definitive source of legal information.
If you are in any doubt you should contact your local planning authority before undertaking any work.*

**WIN THE PLANNING PERMISSION YOU NEED
WITHOUT WORRYING ABOUT BEING REJECTED.**

**CONTACT US ON 0203 793 78 78 OR
CLICK HERE GET YOUR FREE QUOTE TODAY.**

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