

## Checklist of requirements

### Notes for clarification

- The Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions
- Please include a scale bar on all plans

### National requirements

Requirement	Threshold	Completed ?
Standard application form	All applications	
Design and access statement	Where required by Article 8 of The <a href="#">Town and Country Planning (Development Management Procedure) (England) Order 2010</a>	
Location Plan	All applications – scale 1:1250 or 1:2500	
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)	
Ownership Certificates	All applications – included in 1APP form	
Notices	As required depending on ownership of site	
Agricultural Land declarations	All applications – included in 1APP form	
Fee	All applications (unless exempt)	

### Local requirements

Requirement	Threshold	Completed ?
Affordable housing statement	If development meets Local Planning Authority threshold as specified in LPA's Development Plan.	
Air quality assessment	Where development is proposed inside or adjacent to an Air Quality Management Area (AQMA) and it is likely that the proposal will affect or be affected by local air quality conditions.	
Biodiversity Survey and Report (Ecological Survey) / Protected Species Survey and Report	Where the proposed development may have possible impacts on designated sites and important habitats, a full biodiversity survey and report may be needed. Please refer to ' <i>Biodiversity Survey and Report : Local Requirements for Designated Sites and Priority Habitats</i> '.  Some proposed development may need a protected species survey if a) the site contains or is close to a known location for a species, or b) there is a high probability that a protected species will be present. Please refer to ' <i>Protected Species Survey and Report : Local Requirements for Protected Species</i> '.	
Economic statement	Where viability is an issue. This may be included where appropriate within the Design and Access Statement (Should be clearly identified)	
Environmental Statement	Environmental Impact Assessment is required for schedule 1 developments and maybe required for schedule 2 developments as specified by the Environmental Impact Regulations 1990	
Town Centre Uses –Evidence to accompany applications	A Retail Assessment to accompany all applications as identified in PPS4 or in the development plan. A sequential assessment is required for all applications as identified in PPS4 or in the development plan. Developments affected include retail, leisure, office, cultural and tourist uses located in and outside town centres.	

<b>Requirement</b>	<b>Threshold</b>	<b>Completed ?</b>
Flood risk assessment	Where the development is proposed within Main river bye-law distance or where the development is within flood zones 2 & 3 or the site is greater than 1 hectare within Flood Zone 1. (see Environment Agency's <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a> website for further information on Flood Risk Standing Advice and Flood Risk assessments) In accordance with PPS25	
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All Major applications and any site with an entry in the Leicestershire and Rutland Historic Environment Record. This may be included in the Design and Access Statement (Should be clearly identified)	
Land Contamination assessment	Where contamination is known or suspected	
Landfill statement	Only required in respect of a County Matter Application	
Lighting assessment	Where proposal includes floodlighting or where illumination is proposed for particularly sensitive proposals (e.g. illumination of carparks)	
Noise impact assessment	Where noise sensitive developments are close to existing sources of noise or the proposal will generate significant noise levels.	
Open Space assessment	All major residential developments and applications where there would be a loss of open space. This may be included where appropriate in the Design and Access Statement (Should be clearly identified)	
Planning obligations – Unilateral undertaking or Draft agreement or Heads of Terms for S106 agreement required	If development triggers contributions within Development Plan Documents and/or the developer wishes to either: <ul style="list-style-type: none"> <li>▪ Voluntarily propose contributions</li> <li>▪ Present a case for an exception from a triggered requirement</li> </ul>	
Planning Statement	All major applications this may be included where appropriate within the Design and Access Statement(Should be clearly identified)	
Statement of Community Involvement	All major applications this may be included where appropriate within the Design and Access Statement(Should be clearly identified)	
Telecommunications Development – supplementary information	All developments proposing telecommunications development (see Prior notification application)	
Transport assessment	Leicestershire County Council Highways define the different types of transport statement needed depending on the size of development - see their web site <a href="http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm">http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm</a>	
Travel Plan	Leicestershire County Council Highways define when a Travel Plan is required depending on the size of development - see their web site <a href="http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm">http://www.leics.gov.uk/index/highways/road_improvements/htd/highway_req_development_part2.htm</a>	
Ventilation/Extraction statement	For all A3/A4/A5 uses and any retail, business, industrial or leisure or other developments where ventilation or extraction equipment is proposed. This may be included where appropriate within the Design and Access Statement. (Should be clearly identified)	