

**APPLICATION CHECK LIST – APPLICATION PLANNING PERMISSION WITH LISTED BUILDING CONSENT FOR ALTERATIONS, EXTENSIONS OR DEMOLITION OF A LISTED BUILDING (008)**

Please ensure that you have included the following:

Unless being submitted electronically please include 4 copies of all plans and documents

- Planning Application Form, completed, signed and dated including completed Ownership and Agricultural Holdings Certificates
- The application fee – cheque made payable to Uttlesford District Council
- Location Plan (1:2500) - (Showing the application site outlined in red and the extent of any other land in the ownership of the applicant outlined in blue)
- Block Plan (1:500) - Showing the area of the new work clearly
- Floor Plans as existing and proposed (if applicable)
- Elevations Plans as existing and proposed (if applicable)
- Existing and proposed site sections and finished floor and site levels
- Roof Plans
- Plans to a scale of not less than 1:20 to show all new doors, windows, shop Fronts, paneling, fireplaces, plaster mouldings and other decorative details
- Design and Access Statement

**Where applicable (see guidance on supporting documents):**

- |                          |  |                          |  |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Flood Risk Assessment                      | <input type="checkbox"/> | Biodiversity Survey and Report             |
| <input type="checkbox"/> | Accessibility Drawing                      | <input type="checkbox"/> | Drainage Details                           |
| <input type="checkbox"/> | Ventilation/extraction details             | <input type="checkbox"/> | Details of Sustainable Construction        |
| <input type="checkbox"/> | Environmental Impact Statement/ Assessment | <input type="checkbox"/> | Lighting assessment and details (external) |

Noise impact and Assessment  
Sound Insulation Assessment

Planning Statement

Heritage Statement

Transport Assessment

Tree Survey/Arboricultural  
Implications

Statement of Community  
Involvement

Structural Survey

Travel Plan

Manufacturers Specifications  
and Drawings/Photographs

Photographs/Photomontages

Daylight/Sunlight assessment

Land contamination assessment

Retail Impact Assessment

Regeneration Statement

Open Space Assessment

Utilities Statement

Site Waste Management Plan  
(including refuse disposal details)

Air Quality Assessment

Waterway Wall Survey

Stage One Road Safety Audit