

National List – Further information on requirements

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| <p>A completed application form</p> <p>The application form must be completed in full, signed and dated. The description of development must accurately reflect the proposed development.</p> |
| <p>A location Plan</p> <p>A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.</p> <p>The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p> |
| <p>Design and Access Statement</p> <p>A Design and Access Statement is a concise report accompanying certain applications for planning permission and applications for listed building consent. They provide a framework for applicants to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal.</p> <p>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long.</p> <p>Further information regarding Design and Access Statements, please see the National Planning Practice Guidance: https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement and the Town and Country Planning (Development Management Procedure) (England) Order 2015 https://www.legislation.gov.uk/ukSI/2015/595/contents/made</p> |
| <p>Environmental Statement and non-technical summary</p> <p>Guidance on Environmental Impact Assessments can be viewed using this link: https://www.gov.uk/guidance/environmental-impact-assessment</p> |
| <p>Information about the proposed use or uses, and the amount of development proposed for each use. Applications must also indicate the area or areas where access points to the development will be situated</p> <p>Information about the proposed use or uses, and the amount of development proposed for each use, is necessary to allow consideration of an application for outline planning permission.</p> <p>Under article 5(3) of the Development Management Procedure Order 2015, an application for outline planning permission must also indicate the area or areas where access points to the development will be situated, even if access has been reserved.</p> |

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| Ownership Certificate and Agricultural Land Declaration |
| <p>A certificate which applicants must complete that provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and agricultural tenants). The forms of notice are in Schedule 2 to the Town and Country Planning (Development Management Procedure (England) (Order) 2015.</p> <p>An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate has been completed. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to £5,000.</p> <p>See remainder of text from: https://www.gov.uk/guidance/making-an-application#National-information-requirements</p> |
| Plans, drawings or information necessary to describe the development |
| <p>As a minimum, applicants will need to submit a 'location plan' that shows the application site in relation to the surrounding area. Additional plans and drawings will in most cases be necessary to describe the proposed development.</p> |
| The appropriate fee |
| <p>Information on the relevant planning fees are available on this web site: https://www.brent.gov.uk/services-for-residents/planning-and-building-control/what-you-will-need-when-submitting-a-planning-application/planning-fees/</p> |