

**Stockton Borough Council
Planning Department**

Is your application valid?

In order to improve the councils planning service, we are seeking to ensure that applications for planning permission (and other types of consent) contain **all the information** needed by the council to make a decision from the outset. This will help to create a more open, clear and efficient planning service and should assist in making speedier decisions.

When your application is received, it will be checked for accuracy and for completeness of the information supplied. If relevant information is missing the application will not be made valid.

In order to assist you in submitting a complete application, we recommend you use the checklist below?

For all applications:

- Is the development proposed accurately described on the forms i.e. conservatory to the rear?
- Are all relevant questions on the form answered fully and accurate?
- Is the correct ownership certificate signed and dated (and any necessary agricultural tenancy statement completed and dated)?
- Have you signed and dated the relevant sections of the forms?
- Have you enclosed the correct fee?
- Is there a clear site location plan, with the application site outlined in red and other land in your ownership marked in blue, at a scale 1:1250 or 1:2500?

Do you require the following information (For further guidance see Annex B):

- Are the drawings clear and provide full details with regards to site layout, both the existing and proposed elevations and floor plans and where appropriate a contextual drawing?
- Are all drawings to a scale of either 1:50 or 1:100 and contain appropriate metric dimensions?
- Do your drawings accurately show existing site levels and proposed floor and site levels?
- Do the drawings show existing vehicular and pedestrian access points, proposed access points, visibility splays and details of proposed vehicle and cycle parking and service areas?
- Do your drawings show trees and shrubs to be removed or retained and details of new landscaping including new trees and shrubs to be planted?
- Do your drawings show all new boundary treatments such as fences and walls, etc and include the proposed heights and elevations?
- Do your drawings indicate refuse storage and collection arrangements?
- Have you identified any ecological features or wildlife habitats on your site, included the necessary ecological surveys and if required, detailed appropriate mitigation measures?

- If relevant, have you included a flood risk assessment?
- If relevant, have you included details and specification of how the extraction of fumes and vapours is to be addressed?
- Is there any evidence of ground contamination or landfill gas migration on your site and, if so, have you indicated how this will be dealt with?
- If your proposals involve illumination, have you provided details of the luminance levels and shown how any impacts are to be mitigated against?
- Are there any features of archaeological significance/importance on your site and, if so, how are these to be protected/preserved or recorded?

If you are proposing a major development, have you checked whether you need to supply as part of the application:

- A Transport Statement/Assessment;
- A Environmental Impact Assessment;
- A Retail Impact Assessment;
- Information about the potential economic and/or regeneration impact(s).
- Demonstrated how it complies with Policy?

If your proposals have an effect upon a conservation area, listed buildings, or street frontages of historic character, have you: (For information on the borough's conservation areas, see the council's website – www.stockton.gov.uk).

- Supplied a statement as required by PPG15;
- Submitted applications for listed building or conservation area consent;
- Supplied comprehensive visualisations showing your proposals in context with their surroundings?

(For further information on the types of supporting information that may be required please see Annex B – additional information guidance)

It is important to note that this checklist is not exhaustive and the Council may ask you for further additional information if necessary in order to make the application valid.

If you need advice on any of these points, please contact the planning department on 01642 526022 where a member of staff will provide further guidance and assistance. Or alternatively why not see if the Council's Planning website can assist you, or even submit your application on-line at www.stockton.gov.uk.

Please note that if the planning department feel it necessary you may be asked to submit further copies of the information submitted as part of your development before your application is made valid.