

# National Information Requirements for Planning Applications

This guidance note explains the national information requirements for planning applications, which are set out in the Town & Country Planning (Development Management Procedure) (England) Order 2010.

If you fail to provide the required information the Council will declare your application invalid and not process it. Documents not of sufficient quality to be scanned will also be returned.

## All applications are required to be accompanied by the following:

### The Standard Application Form

All planning applications should be presented on a standard application form.

The Council encourages the submission of applications electronically via the Planning Portal Government.

Applications can be submitted at [www.bradford.gov.uk/planning](http://www.bradford.gov.uk/planning).

If the application is submitted in paper format the Council requires:

- One original and three copies of the completed standard application form for major development proposals\* or
- One original and one copy of the completed standard application form for all other proposals.

### Ownership Certificates

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 12 of the Town & Country Planning (Development Management Procedure) Order 2010, the Local Planning Authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed.

For all applications for planning permission a completed ownership certificate A, B, C or D must be submitted. Ownership certificates are incorporated within the standard application form.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

Under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990, ownership certificates must also be submitted for applications for listed building consent and conservation area consent for demolition.

### Notice(s)

A notice to all owners of the application site must be completed and served in accordance with Article 11 of the Town & Country Planning (Development Management Procedure) Order 2010.

The relevant notices can be obtained from the Planning Portal or the Council's website at [www.bradford.gov.uk/planningforms](http://www.bradford.gov.uk/planningforms).

### Agricultural Holdings Certificate

All agricultural tenants on a site must be notified prior to the submission of a planning application. This is required by Article 12 of the Town & Country Planning (Development Management Procedure) Order 2010.

Applicants must certify that they have notified any agricultural tenants about their application or there are no agricultural tenants on the site. This certificate is required whether or not the site includes an agricultural holding.

Agricultural holdings certificates are incorporated within the standard application form.

### Location plan

All applications must include a location plan (unless submitted electronically) based on an up to date map. These should be at an identified metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper).

If the application is submitted in paper format the Council requires:

- One original and three copies of a location plan for major development proposals\* or
- One original and one copy for all other proposals.

Plans 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.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, 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.

An up to date ordnance survey map for this purpose can be purchased from the Planning Portal or the Council.

### Site Plan

A site plan must be submitted with all applications. If the application is submitted in paper format the Council requires:

- One original and three copies of a site plan for major development proposals\* or
- One original and one copy of a site plan for all other proposals

Site plans should be drawn at an identified standard metric scale (typically 1:200 or 1:500) and accurately show:

- The direction of north
- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries

and the following, **unless these would NOT influence or be affected by the proposed development:**

- All the buildings, roads, and footpaths on land adjoining the site including access arrangements
- All public rights of way crossing or adjoining the site
- The position of all trees on the site and those on adjacent land
- The extent and type of any hard surfacing; and
- Boundary treatment including walls or fencing where this is proposed

### The Correct Fee

Planning applications incur a fee. These are prescribed in CLG Circular 04/2008, Planning Related Fees.

The Planning Portal includes a fee calculator for applicants. A fee schedule can also be found on the Council's website at [www.bradford.gov.uk/planningforms](http://www.bradford.gov.uk/planningforms).

### Design and Access Statement

A 'Design and Access Statement' must be submitted for some types of planning application, and in some designated areas. The statutory requirements for design and access statements are set out in Article 8 of the Town & Country Planning (Development Management Procedure) Order 2010.

If the application is submitted in paper format the Council requires:

- One original and three copies of a Design and Access Statement for major development proposals\* or
- One original and one copy of a Design and Access Statement for all other proposals

A 'Design and Access Statement' must accompany applications for both outline and full planning permission unless they relate to one of the following:

- A material change in the use of land or buildings, unless it involves operational development
- Mining and engineering operations
- Householder development outside a designated conservation area, national park, site of special scientific interest, area of outstanding natural beauty, World Heritage Site and the Broads
- Advertisement Consent, Tree Preservation Orders or
- Hazardous Substances Consent

A design and access statements is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of statement will vary accordingly.

The Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A design and access statement should be proportionate to the complexity of the application but need not be long.

Design and Access Statements are also required for all applications for Listed Building Consent.

In particular such a statement should address:

- The special architectural or historic interest of the building;
- The particular physical features of the building; and
- The building's setting

Where there is a planning application submitted in parallel with an application for listed building consent, a single, combined statement should address the requirements of both.

Further information about how to prepare a Design and Access Statement is set out in the Council's guidance document [Design and Access Statements for Planning Applications and Applications for Listed Building Consent](#)".

### Outline Applications

Circular 01/2006 sets out the scope of information to be submitted with an outline application. Even, if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum outline applications should **always** contain information on:

**Use** – the use or proposed uses for the development and any distinct development zones within the site identified

**Amount of development** – the amount of development proposed for each use

**Indicative layout** – an indicative layout with separate development zones proposed within the site boundary where appropriate

**Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary

**Indicative access points** – an area or areas in which the access point or points to the site will be situated.

***In addition to the information above, applications for outline planning permission should also include a design and access statement.***

\* For the purposes of this document major development proposals relate to:

- Creation of 10 or more dwellings
- Residential development of 0.5 hectares or more where the number of dwellings is not specified
- Creation of 1000 square metres or more of floorspace
- Site area of 1 hectare or more
- Applications for the processing and storage of waste