

# INFORMATION REQUIRED WHEN SUBMITTING A PLANNING APPLICATION

## LOCAL DEVELOPMENTS: CHANGE OF USE

1. 1 copy of the completed planning application form signed and dated.
2. 1 copy of the land ownership certificate signed and dated.
3. 1 copy of a location plan (Ordnance Survey based) at a scale of 1:1250 or 1:2500. The plans should show the direction of North. The application site should be edged clearly with a red line and a blue line should edge any other land owned by the applicant.

An alternatively scaled plan can be used if the 1:1250 or 1:2500 scales do not show at least two main roads and surrounding buildings.

4. 1 copy of existing and proposed site layout plans at a scale of 1:500 or smaller. A site layout plan shows the detailed layout of the whole site and the relationship of the proposed works with the site boundaries, nearby roads and neighbouring buildings. Existing and proposed access and car parking, including the number of spaces, should be clearly indicated.
5. 1 copy of existing and proposed floor plans, scale 1:100 or 1:50, showing the layout of the building. (These details can be incorporated into the site layout plans)
6. The correct fee.

### **Advisory Note**

Submission of a supporting statement is not mandatory; however it may aid the assessment of the application. Supporting statements should include information such as the anticipated numbers of employees, anticipated opening hours, details of the nature of the business and details of proposed parking arrangements.

Uses involving food preparation e.g. hot food takeaways, cafes, restaurants etc. will require details of ventilation systems; if external flues are to be erected scaled elevation drawings will be required.