

**FULL APPLICATIONS AND RESERVED MATTERS APPLICATIONS FOR NON-HOUSEHOLDER DEVELOPMENT INCLUDING CHANGES OF USE INVOLVING CREATION OF DWELLINGS BUT EXCLUDING ALL OTHER CHANGES OF USE**

**National requirements in all cases**

(tick if included)

- Appropriate application form, Full applications (Form 4), Reserved Matters applications (Form 23), 4 copies unless submitted electronically
- Location plan, 4 copies
- Site or block plan, 4 copies
- Existing and proposed elevations, 4 copies
- Existing and proposed floor plans, 4 copies
- Existing and proposed site sections and finished floor and site levels, 4 copies
- Roof plans, 4 copies
- Ownership certificate
- Notices
- Agricultural holdings certificate
- Fee
- Design and access statement

**Local requirements in some cases**

(tick if included)

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/sunlight assessment
- Economic statement
- Environmental statement

- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage statement
- Land contamination assessment
- Landscaping, trees and hedges information
- Lighting assessment
- Noise assessment
- Open space assessment and provision
- Parking provision
- Photographs and photomontages
- Planning obligations – draft heads of terms
- Planning policy statement
- Site waste management plans
- Structural survey
- Telecommunications information
- Town centre uses
- Transport assessment
- Travel plans
- Ventilation/extraction information

Please read the Council's document 'Validation of Planning Applications – Guide to National & Local Requirements' before completing this checklist. It is available on the Council's website [www.cannockchasedc.gov.uk](http://www.cannockchasedc.gov.uk) or paper copies can be obtained from Planning Admin., 01543 464536, cost £5.90.