



Prior notification of proposed agricultural or forestry development application checklist
(Form 16, 17, 18 and 19)

If you are making an application for prior notification of proposed agricultural or forestry development for (1) a proposed building (2) a proposed road (3) the excavation of waste material or (4) a proposed fish tank (cage), please use the following checklist. If you have any queries, please speak to Customer Services in the first instance on 01234-718068.

Application Form		<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> Complete all sections of the relevant form and ensure it is signed and dated. 	
Correct Fee		
Location Plan		
	<ul style="list-style-type: none"> At a scale of either 1:1250 or 1:2500. Based on an up to date Ordnance Survey map. North point to be clearly shown. Application site edged in red. Other land in the ownership of the applicant and adjoining the application site or nearby should be edged in blue. Where possible at least two named roads should be shown. 	
Site/Block Plan		
	<ul style="list-style-type: none"> At a scale or either 1:500 or 1:200 or 1:100. Based on an up to date Ordnance Survey map. North point to be clearly shown. Proposed development to be clearly shown in relation to site boundaries, existing buildings. All neighbouring properties adjoining the application site should be shown in full. All roads and footpaths on land adjoining the site, including access arrangements to be shown. The location, species and spread of all trees within and immediately adjacent the applications site to be illustrated. In some instances, it maybe necessary for a tree report to be submitted in accordance with <i>BS5837: 2012 Trees in relation to design, demolition and construction</i> (eg. where a proposal affects trees in a conservation area or a tree covered by a tree preservation order). The location and type and hard surfacing. Details of all proposed boundary treatments. 	
Existing and Proposed Elevations		
Optional on all agricultural prior notification applications.	<ul style="list-style-type: none"> At a scale of 1:50 or 1:100. Existing elevations of the affected building to be shown in their entirety. Proposed elevations of the affected building to be shown in their entirety. Proposed works in relation to the existing dwelling to be clearly shown. 	

Existing and Proposed Floor Plans		
Optional on all agricultural prior notification applications.	<ul style="list-style-type: none"> • At a scale of 1:50 or 1:100. • Full existing floor plans of all affected levels of the building. • Full proposed floor plans of all affected levels of the building (eg. a single storey building will require only ground floor plans). • Where existing buildings or walls are to be demolished, these should be clearly shown on the plans. 	
Existing and Proposed Roof Plans		
Optional on all agricultural prior notification applications.	<ul style="list-style-type: none"> • At a scale or 1:50 or 1:100. • Shape of the roof to be illustrated (including valleys and ridges). 	
Heritage Statement		
Only required if the site is a designated heritage asset (eg. listed building, conservation area or area of archaeological interest).	This should explain the historical significance of the affected heritage asset, including any contribution made by its setting. The level of detail should be proportionate to the significance of the building and the amount of work proposed, and should explain the potential impact on this significance.	
Photographs/Photomontages		
Only required if your application is for a building.	These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene or within the rural area.	

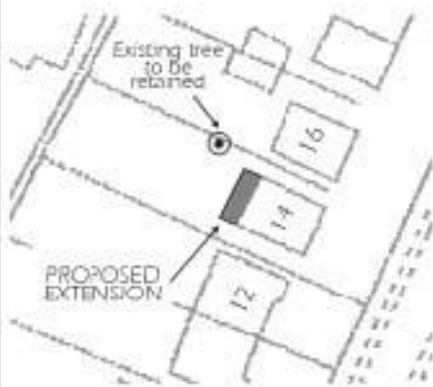
AN EXAMPLE OF THE STANDARD OF APPLICATION DRAWINGS FOR A HOUSE EXTENSION

These examples of plans and elevations are for a single storey extension. If applying for a two or more storey extension you would need to show all the floor plans.

Location Plan 1:1250 or 1:2500 Red line to site boundaries



Site/Block Plan 1:500 or 1:200



Full Elevations 1:100 or 1:50



EXISTING: Rear elevation



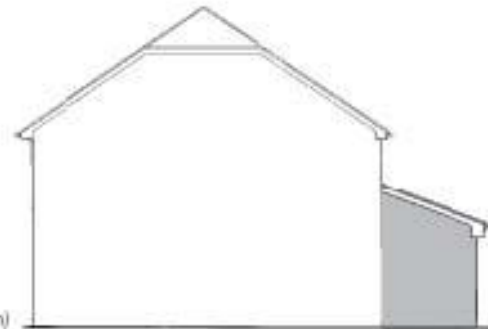
EXISTING: Side elevation (south)



PROPOSED: Rear elevation

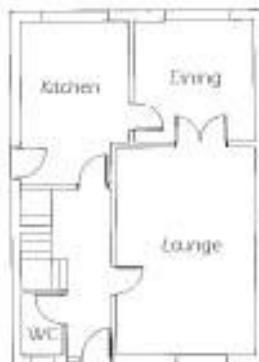


PROPOSED: Side elevation (south)

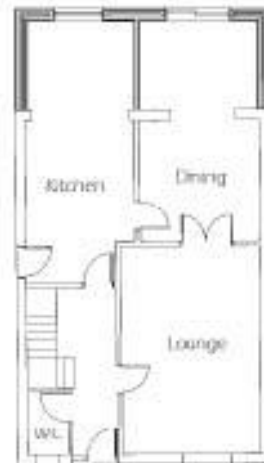


PROPOSED:
Side elevation (north)

Floor Plans 1:100 or 1:50



EXISTING: Ground floor



PROPOSED: Ground floor

