

Application for full planning permission for change of use and/or construction of a building

In addition to the National mandatory documents you are also required to submit the following:-

Floor plans - 2 copies of both existing and proposed floor plans drawn to a metric scale of 1:50 or 1:100

Elevations - 2 copies of both existing and proposed elevations drawn to a metric scale of 1:50 or 1:100

Sections - 2 copies of both existing and proposed sections drawn to a metric scale of 1:50 or 1:100

Roof plans - 2 copies of both existing and proposed roof plans to a metric scale of 1:50 or 1:100

You may also be required to submit the following;-

Heritage statement (if applicable) - 2 copies of a Heritage Statement where the application site comprises a Listed Building or the site is included within a conservation area.

The National Planning Policy Framework requires an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance and provide a clear justification (rationale) for the proposal. As a minimum the Council's historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary.

Where an application site has potential for archaeological interest a desk-based assessment would normally suffice but in some situations a field evaluation would be required.

Flood risk assessment (if applicable) - If any part of the proposed development will fall within a flood zone you will be required to submit 2 copies of a Flood Risk Assessment. The environment agency website will help you determine if the proposed site is in a flood zone. <https://flood-map-for-planning.service.gov.uk/>

Tree Survey/Arboricultural report - If any part of the development is going to affect any tree, whether within the curtilage of the site or an adjoining site, then you will be required to submit 2 copies of a tree report/arboricultural impact statement detailing the implications of the development on those trees.

Noise assessment report (if applicable) - Where it is proposed to undertake residential development adjacent to or in close proximity to a main road, a noise generating

commercial use or a railway line, 2 copies of a noise assessment will be required that provides ambient noise levels and projected noise levels within the proposed building.

Air Quality report (if applicable) - Where a development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by 2 copies of such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.

Transport assessment/statement (if applicable) - 2 copies of a transport assessment is a comprehensive and systematic process that sets out the transport issues relating to a proposed development and identifies measures that will be taken to deal with the anticipated transport impacts of a scheme. For medium size developments, a transport statement rather than a full assessment will usually be sufficient. For further information and guidance please refer to the Council's [Parking standards and transport assessments SPD](#)

Ecology - The Wildlife and Countryside Act 1981 gives special protection to, amongst other species, bats. If the proposed development may affect a protected species, such as a bat roost, a preliminary ecological appraisal should be carried out. As part of the consideration of an application the Council must be satisfied that the proposal would not have an unacceptable impact on protected species. It is recommended that you get in touch with the city council's ecologist as soon as possible to discuss what survey requirements are necessary.

Habitats Regulations Assessment - The city has a wealth of natural habitats and an incredibly scenic coastline which are part of the attractiveness of the area. Large sections of the Solent coastline have been internationally recognised as Special Protection Areas (SPAs). Other areas have been designated as SSSI's, Special Areas of Conservation (SAC's), Ramsar sites or Local Nature Reserves. Any development that is likely to have a significant effect on those areas will require the submission of a Habitats Regulations Assessment and package of mitigation. Further information can be found in the Supplementary Planning Document: [Solent Special Protection Areas](#) and Milton Common Local Nature Reserve [Restoration and Management Framework](#).

Environmental Impact Assessment (EIA) - If the development falls within Schedule I or II of the Town and Country Planning EIA regulations (2011) you will be required to submit 3 copies of an environmental impact assessment.

If you are unsure whether an EIA statement is required you can submit an EIA screening opinion to us for clarification prior to submitting your application.

Demolition of a non-listed building in a conservation area - in addition to the mandatory requirements, and a Heritage statement and drawings referred to above, the application needs to be accompanied by photographs showing the elevations of the building(s).