



## 9. APPLICATION FOR OUTLINE PLANNING PERMISSION WITH ALL MATTERS RESERVED

*Town and Country Planning Act 1990*

### 1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

### 2. Agent Name and Address

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

### 3. Description of Proposed Works

Please describe the proposal accurately and concisely. Provide details of all the buildings proposed

Example:

- *outline application for residential development at 500 habitable rooms per hectare with primary access off London Road with all other matters reserved*
- *outline application for a new superstore with ancillary petrol filling station with all matters reserved*
- *outline application for a new Park and Ride facility for 400 cars with all matters reserved*

### 4. Site Address Details

Please enter the full postal address of the site. Enter the house/flat number and / or name (if appropriate) and street name in the Street address field. The town, county, country and full postcode should also be entered. If the application relates to open ground describe its location as clearly as possible (e.g. 'Land to rear of 12 to 18 High Street' or provide a grid reference).

When you submit a location plan, it is recommended that this is at a scale of 1:1250 in urban areas or 1:2500 in rural areas, showing at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for

access to the site from a public highway, visibility splays (access around a road junction or access, which should be free from obstruction), landscaping, car parking and open areas around buildings).

A blue line must be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site.

Both red and blue lines should outline a complete area and not run off the plan.

All plans must be to a metric scale and any figured dimensions given in metres and a scale bar should be included.

## **5. Assessment of Flood Risk**

Owners have the primary responsibility for assessing the flood risk to and from their property. Site-specific Flood Risk Assessments (FRAs) are generally carried out by prospective developers for specific development proposals. The responsibilities of other stakeholders are given in Planning Policy Statement (PPS) 25 *Development and Flood Risk* paras. 22-32 and in Annex H of PPS25:

<http://www.communities.gov.uk/publications/planningandbuilding/pps25floodrisk>

### **Establishing the need for a Flood Risk Assessment**

The requirement for a FRA together with the definitions of flood zones can be found in Table D.1 of PPS25. The Environment Agency Flood Map which shows the flood zones can be viewed at [www.environment-agency.gov.uk/subjects/flood/?lang=e](http://www.environment-agency.gov.uk/subjects/flood/?lang=e)

### **Objectives**

The objectives of an FRA are to establish:

- whether the proposed development is likely to be affected by current or future flooding from any source
- whether it will increase flood risk elsewhere
- whether the measures proposed to deal with these effects and risks are appropriate
- whether the development will be safe

### **Scope**

Once it is established whether an FRA is required the scope of the FRA should be agreed with the Local Planning Authority (LPA) and Environment Agency (EA) and any other relevant bodies. The FRA should always be proportionate to the degree of flood risk and the scale, nature and location of the proposed development. The scoping of the FRA should be done as early as possible in developing the planning application as avoiding or mitigating flood risk may require important design considerations which are generally easier and more cost-effective to incorporate when developing the proposal.

### **Other sources of information**

Where a Strategic Flood Risk Assessment (SFRA) has been completed by the LPA and used to formulate policy and allocate development using the sequential approach in the Local Development Document (LDD), FRAs should only need to focus on site-specific

issues. The LDD policies should make it clear what issues need to be covered in the FRA. The Environment Agency also has Standing Advice which can assist in developing the scope, particularly for smaller developments, to be included in a FRA. The Standing Advice is available at:  
<http://www.environment-agency.gov.uk/planning>

## **Content**

Guidance on the content of a FRA is given in Annex E (Paras E8-E10) and in the Practice Guide companion to PPS25 which includes a template to assist in completing a FRA.

## **6. Pre-application Advice**

The local authority may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process. This can minimise delays later in processing the application.

Pre-application discussions can also help you and the planning authority identify areas of concern about your proposed development so that you can give consideration to amending your proposal before the application is submitted. The advice and guidance given to you at the pre-application stage is given in good faith. However, it does not guarantee or supply a definitive undertaking as to whether your proposal is likely to be acceptable.

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state '*Unknown*'.

This will assist the Council in dealing with your application as quickly as possible.

## **7. Neighbour and Community Consultation**

The Council will consult your neighbours in most circumstances. It is often better to tell your neighbours prior to submitting the application rather than letting the Council's official letter of notification bring the application to their attention for the first time.

## **8. Council Employee/Member**

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

## **9. Site Area**

The area contained within the boundary of the site to which the application relates will normally be shown edged in red on the plan accompanying the application, while other land in the same ownership but not being developed is normally identified separately with a blue line. Site area should be provided in hectares.

For some application types the fee is based on the site area, in which case an accurate answer to this question is particularly important.

## 10. Residential Units (including Conversion)

Please enter the total number of existing and proposed dwellings, that exist at present and the number which would exist after your development, by category and dwelling type.

The categories are classified as:

- Market housing – includes properties for sale where prices are set in the open market.
- Social rented – includes rented housing owned by local authorities and registered social landlords for which guideline target rents are determined through the national rent regime, set out in the '*Guide to Social Rent Reforms*' published in March 2001. Also includes rented housing owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or funded with grant from the Housing Corporation, as provided for in the *Housing Act 2004*.
- Intermediate – includes housing at prices or rents above those of social rent but below market prices or rents. This can include shared equity products (e.g. HomeBuy) and intermediate rent (i.e. rents above social-rented level but below market rents). Intermediate housing differs from low cost market housing (which Government does not consider to be affordable housing).
- Key worker – includes those groups eligible for the Housing Corporation funded Key Worker Living programme and others employed within the public sector (i.e. outside of this programme) identified by the Regional Housing Board for assistance.

The types of dwellings are classified as:

- I. Houses - a house is a dwelling that is not a flat and includes single storey bungalows.
- II. Flats or maisonettes – includes separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is usually divided horizontally. Maisonettes are flats containing more than one storey.
- III. Live-work units - accommodation that is specifically designed to enable both residential and business use.
- IV. Cluster flats/non-self contained - units with no separate or self contained living and sleeping accommodation within a larger building of which it forms a part.
- V. Sheltered housing - specifically designed housing in a group with services such as the support of a warden, communal facilities, alarm systems and laundry services. Also includes grouped housing schemes without the services of a warden and other communal facilities.
- VI. Bedsits/studios – refers to a bedroom/living room containing cooking facilities. In addition, it may also contain washing facilities or even a shower.

## 11. Non-Residential Floorspace

### Definitions:

Gross internal floorspace is the internal area of the building, and should include circulation and service space such as lifts and floorspace devoted to corridors, toilets, storage, etc. It does not include any area external to the building(s).

Where more than one use class is proposed as part of any development, floorspace should be specified for each separate planning unit (by Use Class).

For proposed retail floorspace (Use Class A1) the amount of tradeable floor area of the total gross internal floorspace should also be provided. Tradeable floorspace is sales space which customers have access to (excluding areas such as storage).

For outline applications, please enter the maximum floorspace for each use for which you are applying.

All floorspace figures should be provided in square metres.

## 12. Employment

Please give details of the total number of existing people (i.e. already employed on the site) and any additional staff to be employed (in both full-time and part-time employment) as a result of the proposal being implemented, and calculate the total full-time equivalent posts.

Full-time equivalent numbers can be defined as a statistic representing the number of full-time employees that could have been engaged if the reported number of hours worked by part-time employees had been worked by full-time employees. This is usually calculated by dividing the 'part-time hours paid' by the standard number of hours for full-time employees and then adding the resulting quotient to the number of full-time employees.

Proposed employment figures may be particularly relevant when applying for town centre and retail development and further information can be found in *Planning Policy Statement 6 'Planning for Town Centres'*:

<http://www.communities.gov.uk/publications/planningandbuilding/pps6>

## 13. Hours of Opening

Provide details of the proposed hours of opening for each non-residential use proposed on the site. (In sensitive areas, or where a use could cause nuisance to neighbours, it is likely that the Planning Authority would impose a condition restricting the hours of operation on your proposed development should approval be given.)

In the event that the hours of operation do not match the hours of opening please provide this information in a supporting statement attached to the application.

## 14. Industrial or Commercial Processes and Machinery

- **Landfill** - in all cases this should include void space to be created by mineral extraction.
- **Energy from waste incineration** - where the incineration of waste will generate electricity, heat or combined heat and power (CHP); where there will be no energy utilisation from incineration use 'Other incineration' box
- **Other incineration** - where there will be no energy utilisation from the incineration of waste
- **Transfer stations** - where the main activity will be the bulking up of waste for treatment or disposal elsewhere; may include some sorting, baling, compaction for recycling, but where this is the main activity use material recycling/recovery facilities (MRFs)
- **Material recovery / recycling facilities** - where the main activity will be the receipt and sorting of waste for recycling and recovery; may include centralised MRFs, community MRFs and as well as small scale recycling bring banks
- **Any combined mechanical, biological and/or thermal treatment (MBT)** - where a single application proposes a mix of technologies to treat a single waste stream on one site; where a single technology is proposed use the most specific waste facility type
- **Other treatment** - where a more specific waste treatment type does not describe the proposed activity; examples may include separation technologies, vitrification, autoclaving, etc.
- **Storage of waste** - where the proposal is for medium to long-term storage of waste; where waste will move to recycling, recovery or disposal in the short-term use Transfer Stations or MRFs
- **Other waste management** - including the recovery of waste to land under an exemption from waste permitting
- **Other developments** - to include incidental development proposals on existing sites such as leachate treatment plants and weighbridges, where these don't add waste management capacity

## 15. Existing use

When describing the current use of the site please also include any details of the part(s) of any listed building(s)/structure(s) being affected.

When answering whether the site is currently vacant, this means whether the site is currently not in active use.

### *Contamination*

Land affected by contamination covers all cases where the actual or suspected presence of substances in, on or under the land may cause risks to people, property, human activities or the environment. Sensitive uses include housing with gardens, schools, nurseries or allotments, and consideration should be given to whether the use could be particularly vulnerable to the presence of any contamination.

### *Assessment of contamination of the land*

The need to provide an adequate assessment of land contamination is outlined in *Planning Policy Statement 23: Planning and Pollution Control (PPS23)*:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement23>

Advice for developers on the steps they should take to identify whether there is a risk of contamination is contained in *Annex 2 to PPS23: Development on Land Affected by Contamination*:

<http://www.communities.gov.uk/publications/planningandbuilding/pps23annex2>

You should also consult your waste planning authority's website which should make clear what the statement should contain.

## **16. Certificates**

All outline applications must include the appropriate agricultural holdings and ownership certificates to be considered by the local authority.

It is an offence, knowingly or recklessly, to complete a false or misleading certificate.

### **Agricultural Holdings Certificate**

If the land to which the application relates forms an agricultural holding or part of an agricultural holding as defined by the *Agricultural Holdings Act 1986* and comprises land subject to an Agricultural Tenancy all agricultural tenants must be notified prior to the submission of an application.

You must either:

- confirm that none of the land to which the application relates is, or is part of, an agricultural holding, or
- give notice to all tenants on the agricultural holding using the Notice to Agricultural Tenants (Notice 1). A copy of the notice must also be sent with the application to the local authority.

### **Certificates of Ownership**

An ownership certificate must be completed stating the current ownership of the land to which the application relates under Article 7 of the *Town and Country Planning (General Development Procedure) Order 1995*.

- **Certificate A - Sole Ownership**

Certificate A should only be completed if the applicant is the sole owner of the land to which the application relates (i.e. the applicant is the freeholder and there are no leaseholders with seven years or more remaining on their leases).

If the application involves a leasehold flat then certificate A does not apply as the applicant is not the sole owner. Therefore, in this circumstance, the applicant should complete certificate B, C or D (see details below).

- **Certificate B - Shared Ownership (All other owners known)**

Certificate B should be completed if the applicant is not the sole owner but knows the names and addresses of all the other owners (e.g. this certificate will need to be served if the proposals encroach onto adjoining land).

The Notice to Owners (Notice 1) must also be completed and sent to all known owners.

A copy of the notice must also be sent with the application to the local authority.

- **Certificate C - Shared Ownership (Some other owners known)**

Certificate C should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners.

The Notice to Owners (Notice 1) must be completed and sent to all known owners.

Where the owner is unknown the Notice to Unknown Owners (Notice 2) needs to be published in a local newspaper.

A copy of the notice must also be sent with the application to the local authority.

- **Certificate D - Shared Ownership (All other owners unknown)**

Certificate D should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners.

The Notice to Unknown Owners (Notice 2) needs to be published in a local newspaper.

A copy of the notice must also be sent with the application to the local authority.

## **17. Planning Application Requirements & Local Level Requirements**

There are two levels of requirements, national and local:

- **National** - Use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted.
- **Local** - The local planning authority will have produced a document (usually available from their website) which details any specific information that is required to accompany the application in addition to the national requirements.

Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information may result in your application being returned as invalid.

## **18. Declaration**

Please sign and date your application.

## **19. Applicant Contact Details**

Please provide contact information for the applicant.

## **20. Agent Contact Details**

Please provide contact information for the agent.

## **21. Site Visit**

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.



**9. OUTLINE APPLICATION FOR PLANNING PERMISSION WITH  
ALL MATTERS RESERVED**

**NATIONAL REQUIREMENTS (1 original and 3 copies of all documents and 4 copies of all plans unless stated otherwise or submitted electronically)**

	YES	N/A
<b>Completed form</b> which should be signed and dated	<input type="checkbox"/>	
<b>Completed Ownership Certificate</b> (one copy) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 which should be signed and dated	<input type="checkbox"/>	
<b>Agricultural Holdings Certificate</b> as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 which should be signed and dated	<input type="checkbox"/>	
<b>Design and Access Statement</b> which should include information on Use, Amount of development, Indicative layout, Scale Parameters and Indicative Access points. Also, should include an explanation and justification of how the proposal preserves and enhances any Listed Building(s) on the site.	<input type="checkbox"/>	
<b>The appropriate fee</b> – cheques should be made payable to Horsham District Council. VAT is not applicable	<input type="checkbox"/>	<input type="checkbox"/>
<b>Location plan</b> which should be up to date and at a scale of 1:1250 for an urban area or 1:2500 for a rural area. The application site should be clearly marked in <b>red</b> and include all land necessary to carry out the development, including access from the public highway, car parking, etc. Any other land owned should be outlined in blue.	<input type="checkbox"/>	
<b>Site plan</b> (at a scale of 1:500 or 1:200) highlighting the proposed development in relation to the existing buildings, boundaries, adjacent properties, trees and direction north indicated and show any Public Rights of Way footpaths/cycle paths/highways.	<input type="checkbox"/>	
<b>Block plan</b> (at a scale of 1:100 or 1:200) showing any site boundaries, the type and height of boundary treatment (e.g. walls and fences), the position of any building or structure on the other side of such boundaries.	<input type="checkbox"/>	
<b>LOCAL REQUIREMENTS FOR ALL APPLICATIONS</b>		
<b>Affordable Housing Statement</b> for conversion or new build proposal resulting in 15 dwellings or more or on sites of 0.5 hectares and above.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Agricultural/Forestry/Horticultural Development Statement</b> for buildings, dwellings, trackways and fish tanks or ponds. Appendix A should also be completed for buildings and dwellings.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Arbiculture Implications:</b> Plan at scale no less than 1:200 indicating all trees on the site, or on land adjacent to it that could influence or be affected by the development, providing information on which trees are to be removed and retained and showing proposed type and position of tree protective fencing.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Underground utilities:</b> Plan at scale no less than 1:200 indicating proposed routes and positions of all service trenches and soakaways.	<input type="checkbox"/>	<input type="checkbox"/>



	YES	N/A
<b>Air Quality Assessment</b> for	<input type="checkbox"/>	<input type="checkbox"/>
New housing development within, or adjoining, an Air Quality Management Area,	<input type="checkbox"/>	
All development requiring an Environmental Impact Assessment or Transport Assessment,	<input type="checkbox"/>	
All development resulting in increased traffic congestion,	<input type="checkbox"/>	
All development resulting in significant changes in traffic volumes or vehicle speed,	<input type="checkbox"/>	
All development significantly altering the traffic composition in an area (i.e. bus stations, HGV Parks etc),	<input type="checkbox"/>	
All development include proposals for new car parking (>300 spaces) or coach / lorry parks, and;	<input type="checkbox"/>	
All development having an effect on sensitive areas such as ecological sites or areas previously defined as having poor air quality.	<input type="checkbox"/>	
<b>Biodiversity Survey and Report</b> where development is likely to impact upon existing wildlife and flora including protected species.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contaminated land report</b> with identification of mitigation measures for operational development on all Part 1 identified sites or sites where contamination is known to exist, or the proposed development would be particularly vulnerable to the effects of contamination.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Daylight/Sunlight Assessment</b> for proposals where height of the proposed development at ridge level exceeds that of any principal building within 2 metres of the application site by 2 or 3 metres or more.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Draft Section 106 Agreement</b> for conversion or new build residential proposals and specific commercial developments (See Planning Obligation SPD)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Environmental Impact Assessment (EIA)</b> as per the requirements set out within the (Environmental Impact Assessment) Regulations (1999). Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Please refer to guidance for further information.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Flood Risk Assessment</b> for all development adjacent to brooks, ditches or canals, and for all development on sites of over 1.0 hectare within Zone 1 and all development within Zones 2 & 3 on the Environment Agency Flood Plain maps.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Foul Sewerage and Utilities Assessment</b> for all new buildings showing how the proposal connects with the existing facilities	<input type="checkbox"/>	
<b>Environmental Impact Assessment (EIA)</b> for proposals that meet the criteria set out within the (Environmental Impact Assessment) Regulations (1999). Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. DETR Circular 2/99 provides further guidance on the regulations.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Heritage statement</b> for all development affecting the setting of a Listed Building; the character of a Conservation Area; an Historic Park or Garden; a Scheduled Ancient Monument and Archaeological Sites.	<input type="checkbox"/>	<input type="checkbox"/>



## VALIDATION CHECKLIST

	YES	N/A
<b>Land Contamination Assessment</b> with identification of mitigation measures for operational development on all Part 1 identified sites or sites where contamination is known to exist, or the proposed development would be particularly vulnerable to the effects of contamination.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Landscaping</b> details including a plan at scale of 1:200 for all new residential development and commercial development, including conversion of buildings, detailing:-	<input type="checkbox"/>	<input type="checkbox"/>
Details of all existing trees and those to be removed,	<input type="checkbox"/>	<input type="checkbox"/>
Details of existing and/or proposed ground cover planting,	<input type="checkbox"/>	<input type="checkbox"/>
Size, species, density and position of proposed trees,	<input type="checkbox"/>	<input type="checkbox"/>
Details of all existing and proposed boundary treatments,	<input type="checkbox"/>	<input type="checkbox"/>
Details of all existing and proposed hard landscaping including hardstanding/parking areas.	<input type="checkbox"/>	<input type="checkbox"/>
Details of all existing and/or proposed above and below ground services	<input type="checkbox"/>	<input type="checkbox"/>
Details of existing and/or proposed site features, e.g. substations, bike stores, walling, etc.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lighting Assessment</b> for all proposals where external lighting is part of the development including commercial uses, recreational uses, security lighting and floodlighting.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Noise assessment</b>	<input type="checkbox"/>	<input type="checkbox"/>
For new major housing development adjacent to a railway line or main road,	<input type="checkbox"/>	<input type="checkbox"/>
For conversion of buildings to more than one residential unit,	<input type="checkbox"/>	<input type="checkbox"/>
For development resulting in link between residential or	<input type="checkbox"/>	<input type="checkbox"/>
A3/A4/A5/B1/B2/B8 development where the neighbouring development is not within the applicant's control, and;	<input type="checkbox"/>	<input type="checkbox"/>
For development where external plant and equipment including wind turbines are proposed.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Open Space Assessment</b> for major residential development.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Parking Provision</b> for all development including a plan showing the parking layout, turning areas and any access alterations at a scale of 1:100/1:200.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Planning Obligation (Draft Heads of Terms)</b> for all new dwellings (new build and conversions) and other development with an impact on existing infrastructure.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Planning Statement</b> for all development.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Renewable Energy Statement</b> for all development and specifically for 10 or more dwellings and other forms of major development.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Retail Impact Assessment</b> for out-of-centre and edge of centre town centre uses. A comprehensive statement in accordance with the criteria set out in PPS6 will be required for proposals exceeding 2,500 square metres in gross floor space.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Waste Management Plan</b> for all development particularly new buildings and dwellings and changes of use or conversion.	<input type="checkbox"/>	<input type="checkbox"/>



## VALIDATION CHECKLIST

	YES	N/A
<b>Street scene elevation</b> required at a scale of 1:100/1:200 for new build residential development a road or footpath to include minimum 2 properties either side or two street scene drawings for corner sites.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Structural Statement and Survey</b> for all proposed barn conversions to alternative use.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sustainability and Renewable Energy Statement</b> for residential development, including new build and non-residential development including new build.	<input type="checkbox"/>	
<b>Transport Assessment</b> for all applications likely to have significant transport implications as set out in PPG13:Transport.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Draft Travel Plan</b> all applications likely to have significant transport implications as set out in paragraph 89 of PPG13:Transport	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sustainability/Energy/Utilities Statement</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ventilation Extraction Statement</b> for all applications relating to the sale or preparation of cooked food, laundrettes and other uses where air conditioning or extraction equipment is required.	<input type="checkbox"/>	<input type="checkbox"/>

**NB** Applicants are advised that where plans and documents are required by the above checklist but not provided, a full explanation must be provided. In the event that the explanation provided is insufficient, the Local Planning Authority will consider the application invalid until such time as the information is provided.