

CHECKLIST 1: COUNTY COUNCIL'S OWN DEVELOPMENTS

For Applications for Development by the County Council under Regulation 3 of The Town & Country Planning General Regulations 1992 (as amended).

OR

For Applications for Approval of Reserved Matters Following Outline Application (Development by the County Council under Regulation 3 of the Town & Country Planning General Regulations 1992 (as amended) only).

The original and 3 copies of the application form, plans and supporting information (a total of 4 copies) should be submitted to the County Planning Authority, unless submitted electronically.

We reserve the right to request further information that we think is necessary in order to determine the application¹.

For further information on any of the items below please contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk.

It is strongly advised that you have a [pre-application discussion](#) with a member of the Development Management Team before submitting your application.

Forms

1APP Form: to access the form directly visit [Planning Portal](#).

What information is required?

- All relevant questions answered correctly.
- Completed Ownership Certificates.
- All signed and dated.

Plans

Plans should be clearly titled, show the direction of north and be given a unique reference number and dated.

Location Plan

Scale 1: 1250 or 1:2500.

Scaled to fit onto A4 or A3 size paper.

Where relevant, the following information should be shown:

- Based on an up-to-date map.
 - Identify roads and/or buildings on land adjoining the application site.
 - A red line should be drawn around the application site. It should include all land necessary to carry out the proposed development, for example, land required for
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access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

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

Existing and Proposed Site Plan

Scale 1:500 or 1:200.

Where relevant, the following information should be shown:

- The proposed development in relation to the site boundaries and other existing building on the site.
- The buildings and roads on land adjoining the site including access arrangements.
- Public rights of way crossing or adjoining the site and any diversions.
- All landscaping features including trees and hedges.
- The extent and type of any hard surfacing.
- Boundary treatment including walls or fencing.
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when there are protected and priority species, sites designated for their local, national, or international importance for nature conservation, important habitats or other biodiversity features on the site or land adjacent to it.

Emissionsignated

Lighting Assessment: This information is required for developments involving the provision of external lighting, where it may have an impact upon the locality,

Sustainability Statement / Energy Statement: A Sustainability Statement is required for all proposals. An Energy Statement is required where policies in the Development Plan require developments to include onsite renewable and low carbon energy facilities to generate a percentage of the predicted energy requirements.

Transport Assessment / Transport Statement: This information is required where the proposed development has significant transport implications. For smaller schemes a Transport Statement is required.

Travel Plan: This information is required for all applications which are likely to have significant transport implications.

Tree Survey/Arboricultural Statement: This information is required where development involves works that affect any trees or hedgerows within the application site or on land adjacent to it.

Water Environment Hydrology / Hydrogeology Assessment: This information is required for any development scheme which has potential to threaten the qualitative or quantitative status of any waterbody.

Fees

See the [County Council's planning webpages](#) or contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk for up to date fees.