

Local List – Validation of Planning and other Applications
Annex H.1
Application for Prior Notification of Agricultural or Forestry
Development – Proposed Building

Form

1.0 One original plus three copies of the Standard Application Form are required.

Declaration

1.1 The Declaration must be signed by the applicant or the agent (if one has been employed), and it must be dated.

Fee

2.0 The correct fee must be submitted with the application:

Prior Notice Applications	
Agricultural / Forestry Buildings & Structures	£70.00

Plans and Drawings

3.0 Four copies of the following plans and drawings are required:

- 3.1 **Location Plan** at a scale of 1:1250 (towns and villages) or 1:2500 (rural) showing:
- the application site area outlined in red (this 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, landscaping, car parking and open areas around buildings);
 - any other land in the same ownership / control close to or adjoining the application site outlined in blue;
 - which way is north;
 - the scale used; and
 - the surrounding roads, paths, buildings and structures.
- 3.2 **Block Plan** at a scale of 1:500 or **Site Plan** at 1:200 showing:
- the proposed development within the context of the existing buildings and structures, the property boundaries and accesses, the road and adjacent buildings and structures;
 - any existing or proposed vehicle parking spaces / areas;
 - the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;

- detailed landscape proposals including the extent and type of any hard surfacing;
- the location of any existing or proposed drainage;
- which way is north; and
- the scale used.

Plans and Drawings – Prior Approval

- 4.0 If prior approval is required, then three copies of the following will be required:
- 4.1 *If the proposal will lead to a change in the level of the land – **Site Plans** to a scale of 1:200 showing **existing** and **proposed** ground levels across the site. Measurements should be taken from an O.S. data point or from an otherwise authoritative and easily identifiable fixed point. They should also show which way is north and the scale used.*
- 4.2 *If the proposal will create, alter or add to a floor – **Floor Plans** to a scale of 1:50 or 1:100 showing:*
- the **existing** and **proposed** layout of the whole of each floor that will be created, altered or added to by the proposal;
 - the name of each of the rooms or areas;
 - details of the existing and proposed drainage; and
 - the scale used.
- 4.3 *If the proposal will create, alter or add to a building/structure – **Detailed Elevation Drawings** to a scale of 1:50 or 1:100 showing:*
- the **existing** and **proposed** view of each side of the building or structure that will be altered or added to by the proposal;
 - ground level;
 - existing and proposed floor levels; AND
 - the scale used.