

The appropriate application check sheet must be completed on EVERY application. Please check that you have supplied all the information required. Failure to do so will result in your application being invalidated. For further guidance please refer to our supplementary planning advice on Validation of Planning Applications. www.stroud.gov.uk/docs/planning/how_to_planning.asp

Site Address	
Documents always required	Included ✓
Completed form (5 copies)	
A copy of other plans and drawings necessary to describe the subject of the application (5 copies– 7 copies if demolition involved) including: <ul style="list-style-type: none"> • Block plan of the site • Site location plan • Existing and proposed elevations • Existing and proposed floor plans • Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details • Existing and proposed site sections and finished floor and site levels • Roof plans 	
The completed Ownership Certificate	
Agricultural Holdings Certificate	
Design and Access Statement	
The appropriate fee	
Required where applicable	✓ or N/A
Biodiversity survey and report	
Daylight/sunlight assessment	
Flood Risk Assessment	
Heritage Statement (historical, archaeological features)	
Noise impact assessment	
Parking and access arrangements	
Photographs and photomontages	
Planning Statement	
Structural survey of the building	

Please note that whilst one application form is used, you are applying for TWO separate permissions and as such you should not commence until both consents have been obtained

Tree Survey/Arboricultural implications	
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