

## CHECKLIST FOR SUBMITTING PLANNING APPLICATIONS

### 1. CONVERSION OF RURAL BUILDINGS TO RESIDENTIAL USE

This is one of a series of “Validation Checklists” to help you know what information is required for different types of proposal. It is divided into two parts – information that **MUST** be provided to enable your application to be validated, and information that **MAY** be required depending on the particular circumstances. If you need further help, please see the “How to Contact Us” section at the end.

The Council has adopted a Supplementary Planning Document (SPD) “The Re-Use of Rural Buildings” and you are advised to refer to this before submitting your proposals.

**To ensure that your application is complete and “valid” you MUST include the following:**

*(Please tick or complete as appropriate)*

- 1) Three copies of a site location plan with the site edged in red and other land in the same ownership/control edged in blue  
(See “Plans & Drawings to be submitted with a Planning Application”)
- 2) Three copies of a block plan, including boundaries & neighbouring buildings  
(See “Plans & Drawings to be submitted with a Planning Application”)
- 3) Three copies of all elevations (before and after)  
(See “Plans & Drawings to be submitted with a Planning Application”)
- 4) Three copies of floor layout plans (before and after)  
(See “Plans & Drawings to be submitted with a Planning Application”)
- 5) Three copies of the completed & signed application forms
- 6) Three copies of the completed & signed Article 7 (Agricultural Holdings) Certificate
- 7) Three copies of the completed & signed Ownership Certificate
- 8) The correct fee (See “Scale of Fees”)
- 9) Three copies of a structural survey, carried out by a qualified surveyor/engineer
- 10) Three copies of a defects & repairs schedule, cross-referenced to drawings
- 11) Three copies of an ecological/wildlife survey of the existing buildings & surroundings carried out at an appropriate time by a suitably qualified surveyor
- 12) Three copies of a marketing report or other supporting information detailing why commercial re-use is unacceptable
- 13) Three copies of a Design and Access Statement

**In addition, to ensure unnecessary delay in the consideration of your proposals, the following information MAY be required. Failure to provide this information may result in your application being refused:**

*(Please tick or complete as appropriate)*

- 1) Where the buildings are at risk of flooding, three copies of a Flood Risk Assessment, or supporting letter from the Environment Agency
- 2) Three copies of a landscaping plan detailing trees & hedgerows to be retained and those to be removed (See "Information required on Trees & other Landscape Features")
- 3) Three copies of detailed drawings, including vertical & horizontal cross sections, of any new window and door joinery
- 4) Where significant trees would be affected by the proposals, three copies of a Tree Survey (See "Information required on Trees & other Landscape Features")
- 5) Details of any pre-application advice sought from a Planning Officer (please indicate dates of correspondence or discussion with a named officer)

Occasionally, other supporting information may be required. In these circumstances, the Case Officer will advise you as appropriate.

**Please return this checklist with your application.**

**Did you know you can now submit your planning application on-line? Please visit [www.planningportal.gov.uk](http://www.planningportal.gov.uk) to find out more.**

## How to contact us

For further information about the Planning Department, including assistance in completing application forms and making appointments to see a Customer Service Advisor or the Duty Planning Officer, please call 01684 862151. Alternatively, visit us at the Customer Service Centre in Great Malvern Library, Graham Road, Malvern (Opening Hours Monday to Friday 9:00am to 5:30pm) or visit the District Council's website <http://www.malvern hills.gov.uk/planning>, where our SPD on The Re-Use of Rural Buildings may also be viewed.

آپ انگریزی میں مدد چاہتے ہیں۔ نسلیاتی رسائی [Ethnic Access] سے رابطہ کریں ٹیلیفون: 01905 25121 [Urdu]

ইংরেজি ভাষার বিষয়ে সাহায্য চান – এথনিক অ্যাকসেস [Ethnic Access] এর সঙ্গে যোগাযোগ করুন, টেলিফোন: 01905 25121 [Bengali]

'Necessita de ajuda com o seu Inglês? – contacte Ethnic Access Tel.: 01905 25121' [Portuguese]

'Potrzebujesz pomocy z Angielskim – skontaktuj się z Ethnic Access Tel: 01905 25121' [Polish]

“如需我們幫助你理解英文－聯繫 Ethnic Access（少數民族服務獲取組），電話：01905 25121” [Chinese]