

Prototype output only, demonstrating that the planning application data standard can generate a working form; not a production service and not to be issued as an official application form.

Full planning permission

This application is needed when making detailed proposals for developments which are not covered by a householder application or permitted development rights

Submission details

Details about the submitted payload, including how it is identified, routed, validated, handled and traced

Submission reference

A unique reference for the submission

Specification profile

The specification profile used to determine context-specific allowed codelist values for the application

☐

MHCLG core – The core national specification profile used by MHCLG.

☐

GLA – The Greater London Authority profile used where GLA-specific requirements apply.

☐

National public view – The national public view publication profile.

Submitted at

The date and time the application was submitted

Created at

The date and time the submission payload was created

Documents

List of submitted documents with references and details

Reference

Unique reference for the document within this application submission, generated by the submitting system

Name

The name or title of the document

Description

Brief description of what the document contains

Document types

List of codelist references that the document covers

You may provide more than one answer.

- ☐ Acoustic report – A report measuring the noise environment for a new development or its effect within a proposed development
- ☐ Affordable housing statement – This statement should set out how the development scheme will comply with the local authority's affordable housing policy
- ☐ Air quality assessment (AQA) – An assessment of the impact on air quality around the development and during the construction phase
- ☐ Arboricultural impact assessment – A supporting report from an arboriculturist for any proposed work on trees - providing detail on the conditions of the trees on or next to the development site
- ☐ Archaeological assessment – An evaluation to identify and assess the potential of an area to contain as-yet unrecorded archaeological sites
- ☐ Biodiversity survey and report – Information on biodiversity interests and protected species and any possible impacts on them from the development, plus details of any measures proposed to mitigate or compensate for the impacts
- ☐ Community infrastructure levy (CIL) form – A form that must be completed to determine whether the development is subject to a CIL payment
- ☐ Condition of Trees – Written arboricultural advice
- ☐ Application form – The application form required for a planning application, including the relevant sections and questions
- ☐ Daylight and sunlight assessment – An assessment to evaluate the potential impact of a proposed development on the amount of natural light received by surrounding properties
- ☐ Design and access statement – A report accompanying and supporting a planning application that explains how a proposed development is a suitable response to the site and its setting, and demonstrates that it can be adequately accessed by prospective users
- ☐ Elevation - existing – What a building or structure currently looks like from the outside at a scale of 1:50 or 1:100
- ☐ Elevation - proposed – Showing how the building will look after work has been carried out at a scale of 1:50 or 1:100
- ☐ Energy statement – A detailed report about how a planned development will meet the energy efficiency standards set by the local planning authority
- ☐ Environmental Impact Assessment (EIA)
- ☐ Environmental Statement – A statement setting out an assessment of the likely environmental effects of the proposed development - this is only required if the local planning authority deem the application to have environmental impacts after the Environmental Impact Assessment has been assessed
- ☐ Flood risk assessment – An assessment of flood risk that needs to be completed if the proposed development is within a flood risk zone to show the potential impacts of the development on flooding and propose mitigation, such as SuDs
- ☐ Floor plan - existing – Floor plans showing the building as it is now, usually at a scale of 1:100, but can be 1:50 if done to maintain consistency from the elevation drawings
- ☐ Floor plan - proposed – Floor plans showing the proposed changes to the building, usually at a scale of 1:100, but can be 1:50 if done to maintain consistency from the elevation drawings
- ☐ Heritage impact assessment – If the site is close to a heritage asset or conservation area a report is needed to assess the effect of the proposed development on the significance of the heritage
- ☐ Heritage statement – This statement describes a heritage asset, its significance and the proposed works that are being applied for
- ☐ Hydrocarbon Licence – Proof of exploration rights from North Sea Transition Authority (NSTA)

- ☐ Land contamination assessment – Report on potential land contamination issues - if contamination is found on site remediation and mitigation proposals will need to be included
- ☐ Landscaping plan – A plan of a site considering both soft-landscaping (natural elements like flowers, trees, and grass) as well as hard-landscaping (man-made features like lawn furniture, fountains, and sheds)
- ☐ Lighting assessment – A lighting assessment is required for all applications that include use of floodlighting or a significant amount of external lighting
- ☐ Location plan – A location plan that shows the site outlined clearly in red in relation to the surrounding area, at a scale of 1:1250 or 1:2500, showing at least 2 named roads and surrounding land and buildings. A blue line must be drawn around any other land owned by the applicant close to or adjoining the application site
- ☐ Noise and Traffic Assessment – Evaluates operational impact on surrounding communities
- ☐ Noise assessment – A report that assesses the impact of noise from the proposed development on the surrounding area
- ☐ Site photographs – Pictures to show the existing context and condition of the site and surrounding area
- ☐ Planning statement – The statement identifies the context and need for a proposed development, and assesses how the development is in accordance with the relevant national and local policies
- ☐ Roof plan - existing – Drawing showing the roof as it is now
- ☐ Roof plan - proposed – Drawing showing the proposed changes to the roof
- ☐ Schedule of Works
- ☐ Section - existing – A plan that shows an existing vertical cut through a building or site, revealing the interior and exterior profiles
- ☐ Section - proposed – A plan that shows the proposed vertical cut through a building or site, revealing the interior and exterior profiles
- ☐ Site plan – A site plan that shows the proposed development in relation to the site boundaries and other existing buildings at a scale of 1:200 or 1:500 is advised
- ☐ Site restoration plan
- ☐ Sketch Plan – Often a plan showing the position of the trees listed in an application
- ☐ Statement of community involvement (SCI) – Sets out how residents and businesses have been involved in the design and development process of the proposals
- ☐ Structural damage report – A report that relates specifically to the structural condition of the property if it has been affected by nearby trees
- ☐ Subsidence Report – A report by an engineer or surveyor describing damage, vegetation, soil, roots, and repair proposals
- ☐ Sustainable Drainage Strategy (SuDS)
- ☐ Transport assessment or statement – A description and analysis of the existing transport conditions and details of the expected impact of the proposed development on the local transportation system
- ☐ Travel plan – A package of actions to encourage safe, healthy and sustainable travel options for a new development
- ☐ Ecology Assessment – A document to identify how protection of biodiversity and habitat quality will be achieved and enhanced, where possible.
- ☐ Fire statement – A report that sets out how the proposal handles the fire safety aspects, including details of fire safety measures, access for firefighting, and evacuation plans.
- ☐ Habitat baseline plan

- ☐ Proposed habitat plan
- ☐ Sustainability statement – A report that outlines how the development will meet sustainability objectives, including energy efficiency, water conservation, and waste management.
- ☐ Biodiversity Net Gain Metric – A metric used to assess the biodiversity value of a site before and after development, ensuring that the development results in a net gain for biodiversity.
- ☐ Site investigation – A report or investigation assessing ground conditions and potential contamination risks at the site, including whether further investigation, risk assessment or remediation is needed.
- ☐ Construction management plan – A plan setting out how construction works will be managed to reduce impacts during development, including matters such as access, deliveries, working hours, noise, dust and parking.
- ☐ Waste management plan – A plan setting out how waste from the proposed development will be stored, collected, managed or disposed of during construction or operation.
- ☐ Water impact assessment – An assessment of how the proposed development may affect water bodies, water quality, water supply or related water environments.

Uploaded date

The date the document was uploaded to the application

File

Details of the digital file attached to a submission

Base64

Base64-encoded content of the file for inline file uploads

Filename

Name of the file being uploaded

MIME type

The file's MIME type such as application/pdf or image/jpeg

File size

Size of the file in bytes that can be used to enforce limits

Fee

The fee payable for the application including amounts and transaction details

Amount

The total amount due for the application fee

Amount paid

The amount paid towards the application fee

Transactions

References to payments or financial transactions related to this application

You may provide more than one answer.

Access and rights of way

Details of any changes the proposed development would make to existing access arrangements or public rights of way

New or altered vehicle access

Is a new or altered vehicle access proposed to/from the public highway

☐

True – The statement is true

☐

False – The statement is false

☐

Unknown – The answer is unknown

New or altered pedestrian access

Is a new or altered pedestrian access proposed to/from the public highway

☐

True – The statement is true

☐

False – The statement is false

☐

Unknown – The answer is unknown

Change to right of way

Will the proposal change public rights of way (diversion/extinguishment/creation)

☐

True – The statement is true

☐

False – The statement is false

☐

Unknown – The answer is unknown

New right of way

Will new public rights of way be provided within or adjacent to the site

☐

True – The statement is true

☐

False – The statement is false

☐

Unknown – The answer is unknown

New public road

Will new public roads be provided within the site

☐

True – The statement is true

☐

False – The statement is false

☐

Unknown – The answer is unknown

Supporting documents

References to supporting documents that have been uploaded with the application

Reference

A unique reference for the data item

Agent contact details

Name and contact information if an agent is being used.

Agent reference

A reference to an agent object

Contact details

A structured object containing contact information for an individual. This component is required for planning in principle (PiP) applications and optional for other application types. Contains email and phone contact information.

Email

The email address that can be used for electronic correspondence with the individual

Phone number(s)

One or more telephone numbers to contact individual

Phone number

A phone number

Contact priority

The priority of a number

☐

Primary – The preferred item to use

☐

Secondary – The option to use if primary is not working

Agent details

Name and contact information if an agent is being used.

agent

Details of the agent

Reference

A unique reference for the data item

Person

Detail to help identify a person

Title

The title of the individual

First Name

The first name of the individual

Last Name

The last name of the individual

Contact address

A structured object containing an address used for correspondence.

Address Text

Text representation of an address or site

Postcode

Postcode for a contact address or site

UPRN

Unique Property Reference Number for a property

Company

The name of a company (that the agent works for)

User role

The role of the named individual. Agent or proxy

☐

Agent – A professional agent working for the applicant

☐

Proxy – An individual working on behalf of the applicant but not in a professional capacity

Applicant contact details

Telephone number and email address of the applicant.

Applicant reference

Reference to match contact details to a named individual from the applicant details component

Contact details

A structured object containing contact information for an individual. This component is required for planning in principle (PiP) applications and optional for other application types. Contains email and phone contact information.

Email

The email address that can be used for electronic correspondence with the individual

Phone number(s)

One or more telephone numbers to contact individual

Phone number

A phone number

Contact priority

The priority of a number

☐

Primary – The preferred item to use

☐

Secondary – The option to use if primary is not working

Applicant details

Name and contact information for the parties making the application.

Applicants

Details of an individual applicant for the planning application, including their personal information and contact details

Reference

A unique reference for the data item

Person

Detail to help identify a person

Title

The title of the individual

First Name

The first name of the individual

Last Name

The last name of the individual

Contact address

A structured object containing an address used for correspondence.

Address Text

Text representation of an address or site

Postcode

Postcode for a contact address or site

UPRN

Unique Property Reference Number for a property

Biodiversity, geological and archaeological conservation

Details of potential impacts to the biodiversity of the site, or any notable archaeological or geological features.

Protected species impact

Where is there a likelihood of protected and priority species being affected?

☐

On development site

☐

On adjacent site

Biodiversity features impact

Where is there a likelihood of important habitats or biodiversity features being affected?

☐

On development site

☐

On adjacent site

Geological features impact

Where is there a likelihood of features of geological conservation importance being affected?

☐

On development site

☐

On adjacent site

Biodiversity net gain

How any natural habitats on the development site will be improved by the proposed works.

Biodiversity gain condition applies

Does the applicant believe the Biodiversity Gain Condition applies to this application

☐

Yes

☐

No

Biodiversity gain condition exemption reason

Reasons why BNG does not apply, referencing exemptions or transitional arrangements

Exemption type

The type of biodiversity gain exemption from the bng-exemption-type enum

☐

Submitted before BNG commencement – Planning applications submitted before the Biodiversity Net Gain rules took effect (need to add the effective date)

☐

Small sites exemption – Temporary exemption for non-major developments.

☐

De minimis exemption – Development below the minimum threshold for BNG requirements.

☐

Self-build and custom build – Self-build or custom build development projects.

☐

Biodiversity gain site – Development of a registered biodiversity gain site.

☐

Retrospective planning permission – Applications for retrospective planning permission.

☐

High Speed Railway development – Development related to the High Speed Railway (HS2).

Reason

The reason the exemption applies to this proposal

Biodiversity net gain details

Comprehensive details about biodiversity net gain assessment including pre-development value, habitat loss information, and supporting documentation

Pre development date

Date of pre-development biodiversity value calculation, must align with application or justified earlier date

Pre development biodiversity value

Calculated biodiversity value in Habitat Biodiversity Units

Earlier date reason

Reason for using a pre-development date that is earlier than the application submission

Habitat loss after 2020

Indicates whether there has been degradation of onsite habitat(s) after 30 Jan 2020

☐

Yes

☐

No

Habitat loss details

Details of habitat loss or degradation events

Loss date

Date the activity causing habitat loss or degradation occurred

Pre loss biodiversity value

Biodiversity value immediately before habitat loss or degradation occurred, measured in Habitat Biodiversity Units

Supporting evidence

Description or reference to supporting documents for habitat loss or degradation evidence

Metric publication date

Publication date of the biodiversity metric tool used for calculations

Irreplaceable habitats

Indicates whether the site contains any irreplaceable habitats

☐

Yes

☐

No

Irreplaceable habitats details

Description and references for any irreplaceable habitats identified on the site

Supporting documents

References to supporting documents that have been uploaded with the application

Reference

A unique reference for the data item

Checklist

Checking whether all the requirements of the form have been met, such as proof of payment or supporting documentation.

National requirement types

List of the document types required for the given application type

You may provide more than one answer.

Conflict of interest

Details of any conflict of interest that may exist between the applicant and planning authority.

Conflict to declare

Indicates whether any named applicant or agent has a relationship to the planning authority that must be declared

☐

Yes

☐

No

Person reference

Reference to the applicant or agent with the conflict

Conflict details

Details of the conflict of interest including name, role and how the individual is related to the planning authority

Declaration

Signed and dated verification of the application's accuracy.

Person reference

Declaration must be made by an applicant or agent making the application

Declaration confirmed

Confirms the applicant or agent has reviewed and validated the information provided in the application

☐

Yes

☐

No

Declaration date

The date the declaration was made

Employment

How the proposed development will impact existing and proposed employee numbers

Existing employees

Counts of existing employees

Full-time

Number of full-time employees

Part-time

Number of part-time employees

Total FTE

Total full-time equivalent (FTE)

Proposed employees

Counts of proposed employees

Full-time

Number of full-time employees

Part-time

Number of part-time employees

Total FTE

Total full-time equivalent (FTE)

Existing use

How the site is currently being used.

Existing use details

List of existing site uses and related land areas

Use

A use class or type of use

- ☐ B2 – General Industrial – Industrial uses not falling within Class E.
- ☐ B8 – Storage and Distribution – Warehousing and storage.
- ☐ C1 – Hotels – Includes hotels, boarding houses, and guest houses.
- ☐ C2 – Residential Institutions – Care homes, hospitals, and boarding schools.
- ☐ C2A – Secure Residential Institutions – Prisons, young offender institutions.
- ☐ C3 – Dwellinghouses – Sole or main residence used by people forming a single household.
- ☐ C4 – Houses in multiple occupation – Defined in the Housing Act 2004 (with the exclusion of converted block of flats).
- ☐ E(a) – Retail (other than hot food) – Shops and other retail services.
- ☐ E(b) – Food and Drink – Premises mostly for on-site consumption.
- ☐ E(c)(i) – Financial Services – Banks, building societies, and credit unions.
- ☐ E(c)(ii) – Professional Services – Non-health/medical services (e.g., accountants, solicitors).
- ☐ E(c)(iii) – Any Other Service – Non-retail services to the public.
- ☐ E(d) – Indoor Sports and Recreation – Excludes motorised or firearms activities.
- ☐ E(e) – Medical or Health Services – Clinics and health centres.
- ☐ E(f) – Creche, Day Nursery – Facilities for childcare.
- ☐ E(g)(i) – Office – For operational or administrative functions.
- ☐ E(g)(ii) – Research and Development – Development of products or processes.
- ☐ E(g)(iii) – Industrial Process – Processes that can operate within a residential area.
- ☐ F1(a) – Education – Schools, colleges, and training centres.
- ☐ F1(b) – Display of Works of Art – Galleries (excluding commercial galleries).
- ☐ F1(c) – Museum – Non-commercial museums.
- ☐ F1(d) – Public Library – Libraries open to the public.
- ☐ F1(e) – Public Hall/Exhibition Hall – Community spaces for events.
- ☐ F1(f) – Public Worship/Religious Instruction – Churches, mosques, synagogues.
- ☐ F1(g) – Law Court – Court facilities.
- ☐ F2(a) – Local Community Shop – Shop under 280 sqm with no similar facility nearby.
- ☐ F2(b) – Community Hall – Halls for local community use.
- ☐ F2(c) – Outdoor Sport/Recreation – Excludes motorised sports.

☐

F2(d) – Indoor/Outdoor Swimming Pool – Includes skating rinks.

☐

Sui generis – Uses that do not fall within any defined use class and are considered unique. For example, theatres, nightclubs, scrap yards and mineral extraction

☐

Other (Please Specify) – Free text required if selected.

Use details

Further detail of the use

Land part

Which part of the land the use relates to

Site vacant

Is the site currently vacant

☐

Yes

☐

No

Last use details

Description of the last use of the site

Last use end date

Date the last use ended (YYYY-MM-DD format)

Is contaminated land

Is the site known to be contaminated?

☐

Yes

☐

No

Is suspected contaminated land

Is the site suspected of contamination?

☐

Yes

☐

No

Proposed use contamination risk

Is the proposed use vulnerable to the presence of contamination?

☐

Yes

☐

No

Contamination assessment

Reference to contamination assessment document

Flood risk assessment

Results of any flood risk assessments made for the development site

Flood risk area

Is the site within an area at risk of flooding?

☐

Yes

☐

No

Data provided by

Who provided the data: Applicant or System/Service?

☐

Applicant – Information provided by the applicant

☐

System/Service – Information calculated or determined by the system or external service

Flood risk assessment

Reference of the flood risk assessment document

Within 20m watercourse

Whether the development is within 20 metres of a watercourse

☐

Yes

☐

No

Increases flood risk

Whether the development increases flood risk

☐

Yes

☐

No

Surface water disposal

Method for disposing of surface water

You may provide more than one answer.

☐

Sustainable drainage system – System designed to manage surface water sustainably.

☐

Soakaway – Underground pit allowing water to drain naturally.

☐

Main sewer – Surface water directed into the main sewer system.

☐

Existing watercourse – Water discharged into an existing river, stream, or canal.

☐

Pond/lake – Surface water discharged into a pond or lake.

Foul sewage disposal

How waste water will leave the property as part of the proposed development

Has new disposal arrangements

Does the proposal include any new foul sewage disposal arrangements

☐

Yes

☐

No

Foul sewage disposal types

List of ways foul sewage will be disposed of

You may provide more than one answer.

☐

Mains sewer

☐

Cess pit

☐

Septic tank

☐

Package treatment plant

☐

Other

Connect to drainage system

Whether the proposal needs to connect to the existing drainage system

☐

Yes

☐

No

Supporting documents

References to plans or drawings showing details of the existing drainage system

Reference

A unique reference for the data item

Hazardous substances

Details of hazardous substances requiring consent used as part of the development

Involves hazardous substances

Indicates if hazardous substances are involved in the proposal

☐

Yes – Affirmative response

☐

No – Negative response

☐

Not Applicable – Response not applicable or not provided

Substance types

List of hazardous substances and their quantities

Hazardous substance type

Reference of hazardous substance type from predefined list

☐

Acrylonitrile

☐

Ammonia

☐

Bromine

☐

Chlorine

☐

Ethylene oxide

☐

Flour

☐

Hydrogen cyanide

☐

Liquid oxygen

☐

Liquid petroleum gas

☐

Phosgene

☐

Refined white sugar

☐

Sulphur dioxide

Hazardous substance other

The specific name of the hazardous substance if other is selected

Amount

The total amount due for the application fee

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Hours of operation

Proposed operating hours if the proposed development is intended for non-residential use.

Hours of operation

List the hours of operation by non-residential use

Use

A use class or type of use

- ☐ B2 – General Industrial – Industrial uses not falling within Class E.
- ☐ B8 – Storage and Distribution – Warehousing and storage.
- ☐ C1 – Hotels – Includes hotels, boarding houses, and guest houses.
- ☐ C2 – Residential Institutions – Care homes, hospitals, and boarding schools.
- ☐ C2A – Secure Residential Institutions – Prisons, young offender institutions.
- ☐ C3 – Dwellinghouses – Sole or main residence used by people forming a single household.
- ☐ C4 – Houses in multiple occupation – Defined in the Housing Act 2004 (with the exclusion of converted block of flats).
- ☐ E(a) – Retail (other than hot food) – Shops and other retail services.
- ☐ E(b) – Food and Drink – Premises mostly for on-site consumption.
- ☐ E(c)(i) – Financial Services – Banks, building societies, and credit unions.
- ☐ E(c)(ii) – Professional Services – Non-health/medical services (e.g., accountants, solicitors).
- ☐ E(c)(iii) – Any Other Service – Non-retail services to the public.
- ☐ E(d) – Indoor Sports and Recreation – Excludes motorised or firearms activities.
- ☐ E(e) – Medical or Health Services – Clinics and health centres.
- ☐ E(f) – Creche, Day Nursery – Facilities for childcare.
- ☐ E(g)(i) – Office – For operational or administrative functions.
- ☐ E(g)(ii) – Research and Development – Development of products or processes.
- ☐ E(g)(iii) – Industrial Process – Processes that can operate within a residential area.
- ☐ F1(a) – Education – Schools, colleges, and training centres.
- ☐ F1(b) – Display of Works of Art – Galleries (excluding commercial galleries).
- ☐ F1(c) – Museum – Non-commercial museums.
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- ☐ F2(b) – Community Hall – Halls for local community use.
- ☐ F2(c) – Outdoor Sport/Recreation – Excludes motorised sports.

- ☐ F2(d) – Indoor/Outdoor Swimming Pool – Includes skating rinks.
- ☐ Sui generis – Uses that do not fall within any defined use class and are considered unique. For example, theatres, nightclubs, scrap yards and mineral extraction
- ☐ Other (Please Specify) – Free text required if selected.

Use other

Specify use if use is "other"

Operational times

Structured data for operational hours by day

Schedule days

List of days or day categories that a schedule entry applies to

You may provide more than one answer.

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday
- ☐ Bank holiday

Closed

True or False - explicitly state when closed

- ☐ Yes
- ☐ No

Time ranges

Opening and closing times for the day

Open time

Opening time

Close time

Closing time

Hours not known

Applicant states they do not know the hours of operation

☐

Yes

☐

No

Materials

What materials are being used for the proposed development

Proposal material details

Whether the proposal involves material details that need to be provided

☐

Yes

☐

No

Building elements

Details of materials for a specific building element such as walls, roof, windows or doors

Building element type

The part of building the materials relate to, such as walls, roofs, windows, or doors

- ☐ Walls – A vertical construction that bounds or subdivides spaces
- ☐ Roof – A covering of the top part of a building, it protects the building against the effects of weather
- ☐ Windows
- ☐ Doors
- ☐ Boundary treatments
- ☐ Vehicle access and hard-standings
- ☐ Lighting
- ☐ External walls
- ☐ Roof covering
- ☐ Chimney
- ☐ External doors
- ☐ Ceilings
- ☐ Internal walls
- ☐ Floors
- ☐ Internal doors
- ☐ Rainwater goods
- ☐ Other

Existing materials

Description of the materials currently used for this building element

Proposed materials

Description of the materials proposed for this building element as part of the development

Materials not known

Indicates the materials for this building element are not yet known

- ☐ Yes
- ☐ No

Providing additional material information

Is the applicant providing additional materials information on submitted plan(s)/drawing(s)/design and access statement?

☐

Yes

☐

No

Supporting documents

References to supporting documents that have been uploaded with the application

Reference

A unique reference for the data item

Non residential floorspace

Details of changes to non-residential floorspace in the proposed development.

Non residential change

Does the proposal involve the loss, gain, or change of non-residential floorspace?

☐

Yes

☐

No

Floorspace details

List of non-residential floorspace changes by use class

Use

A use class or type of use

- ☐ B2 – General Industrial – Industrial uses not falling within Class E.
- ☐ B8 – Storage and Distribution – Warehousing and storage.
- ☐ C1 – Hotels – Includes hotels, boarding houses, and guest houses.
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- ☐ F1(c) – Museum – Non-commercial museums.
- ☐ F1(d) – Public Library – Libraries open to the public.
- ☐ F1(e) – Public Hall/Exhibition Hall – Community spaces for events.
- ☐ F1(f) – Public Worship/Religious Instruction – Churches, mosques, synagogues.
- ☐ F1(g) – Law Court – Court facilities.
- ☐ F2(a) – Local Community Shop – Shop under 280 sqm with no similar facility nearby.
- ☐ F2(b) – Community Hall – Halls for local community use.
- ☐ F2(c) – Outdoor Sport/Recreation – Excludes motorised sports.

- ☐ F2(d) – Indoor/Outdoor Swimming Pool – Includes skating rinks.
- ☐ Sui generis – Uses that do not fall within any defined use class and are considered unique. For example, theatres, nightclubs, scrap yards and mineral extraction
- ☐ Other (Please Specify) – Free text required if selected.

Specified use

A specified use if no applicable use class is available

Existing gross floorspace

Existing gross internal floorspace, in sqm

Floorspace lost

Gross floorspace to be lost by change of use, in sqm

Total gross proposed

Total gross internal floorspace proposed, in sqm

Net additional floorspace

Net additional gross internal floorspace, in sqm

Room details

List of room changes for hotels, residential institutions and hostels

Use class for accommodation

Type of non-residential use class referring to accommodation uses

- ☐ C1 – Hotels – Includes hotels, boarding houses, and guest houses.
- ☐ C2 – Residential Institutions – Care homes, hospitals, and boarding schools.
- ☐ C2A – Secure Residential Institutions – Prisons, young offender institutions.
- ☐ Other (Please Specify) – Free text required if selected.

Use other

Specify use if use is "other"

Existing rooms lost

Existing rooms to be lost by change of use

Total rooms proposed

Total rooms proposed (including change of use)

Net additional rooms

Net additional rooms following development

Ownership certificates and agricultural land declaration

Who will be affected by the proposal and whether they have been notified, such as agricultural tenants

Sole owner

Is the applicant the sole owner of the land?

☐

Yes

☐

No

Agricultural tenants

Are there any agricultural tenants on the land?

☐

Yes

☐

No

Owners and tenants

List of known owners and agricultural tenants

Person

details of the owner (or tenant when not a listed building consent application)

Title

The title of the individual

First Name

The first name of the individual

Last Name

The last name of the individual

Contact address

A structured object containing an address used for correspondence.

Address Text

Text representation of an address or site

Postcode

Postcode for a contact address or site

UPRN

Unique Property Reference Number for a property

Notice served date

Date when notice was served

Ownership certificate type

The type of ownership certificate based on ownership and tenancy status

☐

Certificate A – Applicant is the sole owner of the land and there are no agricultural tenants.

☐

Certificate B – Applicant knows all other owners or agricultural tenants and has notified them.

☐

Certificate C – Applicant knows some of the other owners or agricultural tenants and has notified those they know.

☐

Certificate D – Applicant does not know any of the other owners or agricultural tenants.

Steps taken

Description of steps taken to identify unknown owners or tenants

Newspaper notices

Details of notices published in papers

Newspaper name

Name of the newspaper where notice was published

Publication date

Date when the notice was published

Person reference

Declaration must be made by an applicant or agent making the application

Declaration confirmed

Confirms the applicant or agent has reviewed and validated the information provided in the application

☐

Yes

☐

No

Declaration date

The date the declaration was made

Pre-application advice

Details of pre-application advice previously received from the planning authority

Pre-application advice sought

Whether pre-application advice has been sought from the planning authority

☐

Yes

☐

No

Planning officer name

Name of the planning officer who provided the pre-application advice

Reference

A unique reference for the data item

Advice date

Date when pre-application advice was received, in YYYY-MM-DD format

Advice summary

Summary of the pre-application advice received from the planning authority

Processes machinery waste

How waste will be managed on the site

Site activity details

Description of activities, processes, and end products including site operations, plant, ventilation, and machinery

Proposal waste management

Whether the proposal involves any waste management facility that is relevant to the proposal

☐

Yes

☐

No

Waste management

List of applicable waste management facilities involved in the proposal

Waste management facility type

Type of waste management facility being described in this entry

- ☐ Inert Landfill – Disposal site for inert waste materials.
- ☐ Non-Hazardous Landfill – Landfill for non-hazardous waste.
- ☐ Hazardous Landfill – Landfill site for hazardous waste.
- ☐ Energy from Waste Incineration – Incineration facility generating energy from waste.
- ☐ Other Incineration – Non-energy-producing incineration sites.
- ☐ Landfill Gas Generation Plant – Plant generating energy from landfill gas.
- ☐ Pyrolysis/Gasification – Facilities using pyrolysis or gasification processes.
- ☐ Metal Recycling Site – Site for recycling metals.
- ☐ Transfer Stations – Facilities for sorting and transferring waste.
- ☐ Material Recovery Facility (MRF) – Facility for sorting recyclable materials.
- ☐ Household Civic Amenity Sites – Public waste disposal sites for households.
- ☐ Open Windrow Composting – Outdoor composting of biodegradable waste.
- ☐ In-Vessel Composting – Enclosed composting for controlled conditions.
- ☐ Anaerobic Digestion – Plant for organic waste decomposition without oxygen.
- ☐ Mechanical, Biological, or Thermal (MBT) – Combined waste treatment facility.
- ☐ Sewage Treatment Works – Plant for treating wastewater.
- ☐ Other Treatment – Any other waste treatment not listed.
- ☐ Recycling Facilities for Construction Waste – Sites recycling construction and demolition waste.
- ☐ Storage of Waste – Facilities for storing waste before processing.
- ☐ Other Waste Management – Any other waste management facility not listed.
- ☐ Other Developments – Any other related developments.

Total capacity

Total capacity of void in cubic metres (or tonnes/litres)

Unit type

Unit for capacity/throughput (e.g. cubic metres, tonnes, litres)

☐

Tonnes – Measured by mass in tonnes

☐

Litres – Measured by volume in litres

Annual throughput

Maximum annual operational throughput in tonnes/litres

Waste streams throughput

Annual throughput for waste streams by waste type

Municipal

Maximum throughput for municipal waste (annual throughput in tonnes/litres)

Construction demolition

Maximum throughput for construction and demolition waste (annual throughput in tonnes/litres)

Commercial industrial

Maximum throughput for commercial and industrial waste (annual throughput in tonnes/litres)

Hazardous

Maximum throughput for hazardous waste (annual throughput in tonnes/litres)

Description of the proposal

What development, works or change of use is proposed

Proposal description

A description of the development, works, change of use or reserved matters for which approval is sought

Proposal started

Has any work on the proposal already been started

☐

Yes

☐

No

Proposal start date

The date when work on the proposal started, in YYYY-MM-DD format

Proposal completed

Has any work on the proposal already been completed

☐

Yes

☐

No

Proposal completion date

The date when work on the proposal was completed, in YYYY-MM-DD format

Is public service infrastructure

For applications made on or after 1 August 2021, is the proposal for public service infrastructure development

☐

Yes

☐

No

Residential units

Details of the residential units that make up both the current and proposed development.

Residential unit change

Proposal includes the gain, loss or change of use of residential units

☐

Yes

☐

No

Residential unit summary

Breakdown of unit counts by tenure and housing type

Tenure type

Category of housing tenure

- ☐ Market Housing – Private housing for sale or rent.
- ☐ Social Rented Housing – Public/social housing at below-market rents.
- ☐ Intermediate Housing – Housing with rents or ownership costs between social housing and market housing.
- ☐ Key Worker Housing – Housing for essential workers (e.g. teachers, NHS staff).
- ☐ Social, Affordable, or Intermediate Rent – Housing for below-market rent.
- ☐ Affordable Home Ownership – Shared ownership or similar schemes.
- ☐ Starter Homes – Discounted homes for first-time buyers.
- ☐ Self-Build and Custom Build – Homes built or commissioned by individuals.

Housing type

Type of housing

- ☐ Houses – Detached, semi-detached, or terraced houses.
- ☐ Flats/Maisonettes – Self-contained apartments or maisonettes.
- ☐ Sheltered Housing – Housing with support for older or disabled people.
- ☐ Bedsit/Studio – Single-room living spaces.
- ☐ Cluster Flats – Flats with shared communal areas.
- ☐ Other – Any other housing type not listed.
- ☐ Live-Work Units – Properties combining residential and workspace.
- ☐ Unknown – When the type of housing is uncertain.

Existing unit breakdown

Number of existing units by bedroom count

Units unknown

Whether the number of units is unknown

- ☐ Yes
- ☐ No

Units per bedroom number

Number of units broken down by bedroom count

No bedrooms unknown

Set to true when counting units where bedroom number is unknown

☐

Yes

☐

No

Number of bedrooms

The number of bedrooms in unit

Units

The number of units of that bedroom count

Total units

Total number of units

Proposed unit breakdown

Number of proposed units by bedroom count

Units unknown

Whether the number of units is unknown

☐

Yes

☐

No

Units per bedroom number

Number of units broken down by bedroom count

No bedrooms unknown

Set to true when counting units where bedroom number is unknown

☐

Yes

☐

No

Number of bedrooms

The number of bedrooms in unit

Units

The number of units of that bedroom count

Total units

Total number of units

Total existing units

The total number of existing units

Total proposed units

The total number of proposed units

Net change

Calculated net change in units

Site area

How big the site is including relevant measurements

Site area in hectares

The size of the site in hectares

Site area provided by

Who provided the site area value

☐

Applicant – Information provided by the applicant

☐

System/Service – Information calculated or determined by the system or external service

Site details

Where the proposed development will be built.

Site locations

Details of the sites where development or works are proposed

Site boundary

A polygon or multipolygon boundary

Site address

A structured object containing an address used to describe a development site.

Address Text

Text representation of an address or site

Postcode

Postcode for a contact address or site

UPRNs

Unique Property Reference Numbers (UPRNs) for existing premises within a site boundary

You may provide more than one answer.

USRNs

Unique Street Reference Numbers (USRNs) associated with the site

You may provide more than one answer.

Easting

Easting coordinate in British National Grid (EPSG:27700)

Northing

Northing coordinate in British National Grid (EPSG:27700)

Latitude

Latitude coordinate in WGS84 (EPSG:4326)

Longitude

Longitude coordinate in WGS84 (EPSG:4326)

Site Visit Details

Information to help the planning authority arrange a site visit

Site seen from public area

Can site be seen from a public road, public footpath, bridleway or other public land

☐

Yes

☐

No

Site visit contact type

Indicates who the authority should contact to arrange a site visit

☐

Applicant – The applicant of the application

☐

Agent – The agent who completed the form

☐

Other – Another person who should be contacted to arrange a site visit

Contact reference

The reference of the applicant or agent who should be contacted for site visits

Other site visit contact

Details of specifically named contact for site visits

Full name

The complete name of a person

Phone number

A phone number

Email

The email address that can be used for electronic correspondence with the individual

Trade effluent

Details of any liquid waste produced by industrial processes on the proposed site, and how it will be disposed of.

Disposal required

Does the proposal involve the disposal of trade effluents or waste (true/false)

☐

Yes

☐

No

Description

describe the nature, volume and means of disposal of trade effluents or waste

Trees and hedges information

Details of trees and/or hedges that will be affected by the proposed development

Trees on site

Whether trees or hedges are present on the proposed development site

☐

Yes

☐

No

Trees on adjacent land

Whether trees or hedges on land adjacent to the proposed development site could influence the development or might be important as part of the local landscape character

☐

Yes

☐

No

Vehicle parking

Details of current parking facilities at the site and any changes that would be made by the proposed development.

Parking spaces

Array of parking space information by vehicle type

Parking space type

Type of parking space or vehicle type

- ☐ Cars – Standard on-site parking spaces for cars.
- ☐ Light Goods/Public Carrier Vehicles – Vans, delivery vehicles, and public carriers.
- ☐ Motorcycles – Spaces designated for motorbikes.
- ☐ Disability Space – Accessible parking spaces.
- ☐ Cycle Space – Bicycle parking, including racks or shelters.
- ☐ Other – Other parking types not covered by the defined categories.

Vehicle type other

Vehicle type when parking space type is 'other'

Total existing

Total number of existing parking spaces

Total proposed

Total number of proposed parking spaces

Difference in spaces

Net change in parking spaces (proposed minus existing)

Waste storage and collection

Any waste storage or recycling arrangements are in place, such as waste storage areas

Needs waste storage area

Does the proposal require a waste storage area

- ☐ Yes
- ☐ No

Waste storage area details

Details of the waste storage area including location, size, design and access arrangements

Separate recycling arrangements

Does the proposal include separate recycling arrangements

- ☐ Yes
- ☐ No

Separate recycling arrangements details

Details of the recycling arrangements including types of materials, collection methods and storage facilities