Item Required	Which application types require this?	Guidance on the standard of information required	Submitted? Y/N
Block Plan/Site Plan drawn at a scale of 1:200/1:500 (this scale is flexible depending upon the nature/scale of the development) The block plan detail required is in addition to the National Information Requirements	All applications for works or extension(s)	Must accurately show: • the direction of north • the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries • all buildings, roads and footpaths on land adjoining the site including access arrangements • all public rights of way crossing or adjoining the site • the position of all trees on the site and those on adjacent land that could influence or be affected by the development • the extent and type of any hard surfacing and • the existing and proposed (if any) boundary treatment. **Please note Ordnance Survey plans do not always accurately show boundaries, buildings and other features and you should check this before submission.**	Y
Elevations as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications. Where there is an existing elevation where there will be no proposed works then photos of this elevation are acceptable.	These should accurately show the proposed works in relation to what is already there. All sides of the proposal must be shown with written dimensions and these should indicate where possible the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity the drawings should clearly show the physical relationship between them and detail the positions of openings on each property. Please view for examples of acceptable drawings	Y
Floor Plans as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications.	The floor plans should show details of the existing building as well as those for the proposed development, with written dimensions. These should show the proposal in detail and where existing buildings or walls are to be demolished these should be clearly identified. All existing and proposed rooms should be labelled.	Y

Planning/Supporting Statement	Lawful and Proposed	A Planning Statement gives an opportunity to explain the proposal and it should identify the context and need for a proposed development and how the proposed development accords with relevant national and local planning policies. It should also include details of any pre-application consultations with the Local Planning Authority, wider community/statutory consultees and neighbours undertaken prior to submission. The statement should also identify and consider the possible detrimental impact of any proposal upon existing infrastructure and detail any improvements that are required	N
Photographs	Lawful and Proposed	Can be helpful to demonstrate the claimed lawful use, operation or activity	N
Site Sections as existing and proposed and finished floor and site levels (1:50 or 1:100 scale) with written dimensions	Where there is (or proposes to be) a difference in ground levels across the site and/or with adjoining land Or Where the development is within 300mm of the site boundary	Cross sections through the building should be shown particularly where common boundaries are involved and with written dimensions. In all cases where the proposal involves a change in ground levels a plan should be submitted to show both existing and proposed levels including detail of how encroachment of foundations and eaves is to be avoided.	N
Supporting Information	Lawful	For example documents may include; • Photographic evidence spanning the period of alleged lawful use; • Sworn Affidavit(s); • Council tax/Business Rates payments; • Employee salary slips; • Accounts; • Utilities bills; • Invoices/payments; • Rent books • Letters from neighbours	N