



Planning Advice Note for Applicants/Agents: Information required when submitting an application (from 1 April 2019) (February 2019)

The list below contains details of the statutory national requirements and local level requirements for the validation of planning applications. There are also checklists for the different application types that can be used to identify which information and documents need to be submitted with each type of application.

National Requirements

<p>Application form</p>	<p>This can be completed on-line using the Planning Portal https://www.planningportal.co.uk/apply Paper copies can be downloaded from the Planning Portal https://www.planningportal.co.uk/info/200126/applications/61/paper_forms or obtained from Customer Services.</p>
<p>Ownership and Agricultural Land Certificates</p>	<p>Where included on the application form ownership certificates A, B, C or D must be completed. The 'owner' is anyone with a freehold interest or a leasehold interest where the lease is 7 years or longer. A notice to all owners must be completed and served in accordance with. Certificate A should only be signed where the applicant and the owner are the same individual or organisation. Certificate B should be completed and notice served on all owners in all instances where the applicant is not the only owner of land or does not own the site. This includes a requirement to serve notice on the husband/wife/partner if land is jointly owned but only one of them completes the application. It also includes a requirement to serve notice where the applicant is an individual and a company owns the land (regardless of whether the applicant is the sole director) or where the applicant is a company to serve notice on the all the directors of that company. If the proposed extension or building will be attached to a neighbouring property, and either the foundation, wall or roof over sails the boundary or butts up to the boundary then you will need to serve notice on the owner of the neighbouring land. This is likely to be the case if the application is for a terraced or semi-detached property. Where Certificate C or Certificate D is completed because notice cannot be served on all the owners, the local newspaper that you will need to publish a notice in within 21 days of the date of application is the Bournemouth Echo.</p>

	<p>Notice must also be served on any agricultural tenants. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. This certificate is required whether or not the site is an agricultural holding and is now combined with the ownership certificates on the standard application form where it applies.</p> <p>Further information about ownership certificates can be found in the government's published Planning Practice Guidance (PPG): https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration</p>
Fee	<p>The correct fee must be paid when the application is submitted. The Planning Portal website includes a fee calculator https://1app.planningportal.co.uk/FeeCalculator/Standalone and the published 'Guide to planning application fees for England' http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</p> <p>Where an application is submitted via the Planning Portal website the fee payment must be made to the Planning Portal, including their administrative fee. Fees can only be paid directly to the local authority if the application is being posted, delivered or emailed directly to us.</p>
Location Plan	<p>Scale of 1:1250 (scaled to fit A4 or A3 paper) showing a minimum of two named roads where possible and surrounding buildings so that the exact location of the application site can be clearly identified. The application site should be edged clearly with a red line. All land necessary to carry out the proposed development including land required to access the site from a public highway, landscaping, car parking and visibility splays. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p> <p>Location plans can be purchased from one of the Planning Portal's accredited suppliers: https://www.planningportal.co.uk/homepage/4/buy_a_planning_map</p> <p>Please ensure that any plans submitted comply with copyright law. For example, Land Registry plans or unlicensed Ordnance Survey maps will not be accepted as site location plans.</p>
Block/Site Plan	<p>Scale 1:500 or 1:200 accurately showing:</p> <ol style="list-style-type: none"> a) The direction of North b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to boundaries <p>And the following, unless these would NOT influence or be affected by the proposed development:</p> <ol style="list-style-type: none"> c) All the buildings, roads and footpaths on land adjoining the site including access arrangements

	<p>d) All public rights of way crossing or adjoining the site</p> <p>e) The position of all trees on the site, and those on adjacent land</p> <p>f) The extent and type of any hard surfacing</p> <p>g) Boundary treatment including walls or fencing where this is proposed</p> <p>Block plans can be purchased from one of the Planning Portal's accredited suppliers: https://www.planningportal.co.uk/homepage/4/buy_a_planning_map</p> <p>Please ensure that any plans submitted comply with copyright law.</p>
Plans and Drawings	Any other plans and drawings necessary to describe the subject of the application – please refer to the Plans and Drawings table under Local Requirements below for further details of plans that may be required. Where existing and proposed elevations and/or floor plans are necessary, applications will not be validated until these are provided other plans may be requested within 14 days of validation.
Design and Access Statement	<p>If the proposal is for the following:</p> <p>a) Major development</p> <p>b) Applications for development in a conservation area or World Heritage Site where the proposal is for:</p> <ul style="list-style-type: none"> • one or more dwellings; or • a building or buildings with a floor space 100m² or more. <p>c) listed building consent</p> <p>https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement</p>
Environmental Impact Assessment (EIA)/Environment Statement	Where a 'screening opinion' has identified that an EIA is required.
Flood Risk Assessment	If the site is in the Environment Agency's Flood Zone 1 and over 1 ha or in Flood Zones 2 or 3 or is identified as being at flood risk in surface water mapping.
Heritage Asset Statement	<p>For any proposal affecting a listed building, conservation area building, conservation area, registered park and garden, locally listed building, scheduled monument or archaeological site, regardless of the type of application (i.e. householder, advertisement, outline, full planning).</p> <p>For details of what to include see our heritage statement guidance note:</p>

	(web link will be provided here)
Tree Survey/ Arboricultural Impact Assessment and Method Statement	<p>If any tree is within falling distance of any proposed work; if there is a Tree Preservation Order (TPO); or the application site is within a Conservation Area.</p> <p>An Arboricultural Method Statement (AMS) that follows the guidance set out in sections 6 and 7 of BS5837:2012 Trees in relation to design, demolition and construction – Recommendations is required.</p> <p>The Arboricultural Method Statement will include all measures considered necessary at the application stage to ensure that trees to be retained are fully protected from demolition (if applicable) to completion of development, including landscaping. This information should be prepared by a qualified arboriculturist.</p>
<p>Further information about the national requirements can be found in the government's published Planning Practice Guidance: https://www.gov.uk/guidance/making-an-application#National-information-requirements</p>	

Local Requirements

<p>Plans and Drawings</p> <p>From the list below that are relevant to the proposal will be required to validate applications. Existing and proposed work can be shown on the same drawing and should be clearly labelled with proposed works coloured or shaded. Where existing buildings and walls are to be demolished these should be clearly shown. If the proposal involves new or altered boundary walls, fences, gates, cycle stores, bin/refuse stores, parking spaces, turning areas, loading/unloading bays, vehicle and pedestrian accesses, these need to be included on the plans.</p> <p>Please ensure that</p> <ul style="list-style-type: none"> any plans submitted comply with copyright law. For example, Land Registry plans or unlicensed Ordnance Survey maps will not be accepted as site location plans. are drawn to an identified scale or have dimensions clearly marked on them and show the direction of North. <p>Any other plans and drawing necessary to describe the subject of the application - when required:</p>	
Existing <u>and</u> Proposed Elevations	If the proposal will create, alter or add elevations.
Existing <u>and</u> proposed Floor Plans	<p>If the proposal will create, alter or add to a floor.</p> <p>If the proposal is for new dwellings we require floor plans of existing residential units on a site including any outbuildings e.g. garages/sheds etc. for calculating the amount of Community Infrastructure Levy (CIL) and/or affordable housing contribution required. If the application relates to a change of use, and no development work is to be carried out, a floor plan may not be necessary if supporting information provides details of any changes to use of rooms/areas within the building although a floor plan giving details of room uses would assist the public consultation process.</p>

Existing and proposed site sections	For sloping sites or where buildings are proposed to be set below or above existing ground levels.
Roof Plans	If any roof would be created or altered by the proposal.
Existing and proposed car parking and access arrangements	If the proposal will alter or change the car parking and access arrangements e.g. create or alter vehicle and/or pedestrian access; widen visibility splays; add or alter parking spaces
Street scene drawings	If there are new buildings and/or any large extensions that can be viewed from the street.
<p>Documents/Assessments</p> <p>From the list below that are relevant to the proposal will be required to validate applications. Please ensure that any reports and assessments do not contain personal data or sensitive information as they are usually published on our website for public consultation.</p> <p>when required:</p>	
Affordable Housing Statement	<p>Where 10 or more new or additional units of residential accommodation will be created or where 9 or less units are proposed and the site area is 0.5 hectares or more. Where affordable housing would not be provided on site a financial contribution towards provision of affordable housing elsewhere in the local authority area will usually be required. Viability data can be submitted for assessment.</p> <p>Add a link to the website as the 3 towns will initially continue to have different affordable housing policies and procedures for viability testing.</p>
Biodiversity/ Ecology Survey and Report	<p>A biodiversity appraisal should be submitted where there are protected or important species and habitat features either within the site or in close proximity to it. The appraisal will need to demonstrate that the development will not result in any adverse impacts and secures a net gain for biodiversity.</p> <p>Further information can be found in the Dorset Biodiversity Protocol https://www.dorsetforyou.gov.uk/countryside-coast-parks/countryside-management/biodiversity/biodiversity-appraisal-in-dorset.aspx</p>
Community Infrastructure Levy (CIL)	<p>For proposals that are for CIL liable developments, a CIL Additional Information Requirement Form will need to be completed to determine whether a development is CIL liable.</p> <p>The three towns of Bournemouth, Christchurch and Poole currently have separate CIL charging schedules. Please see our website for further information about which development proposals would be liable to pay CIL in each town. Where the application is for full planning permission or for a certificate of lawful development it may be necessary to submit this form.</p>

	<p><i>Note: the intention is to pull out details and present on a single web page and to provide a link to that page in this guidance.</i></p> <p>Further information about CIL can be found here: https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy</p> <p>See below for links to forms that can be downloaded from the Planning Portal website:</p>
<p>Community Infrastructure Levy (CIL) administration forms to be submitted with applications:</p> <p>CIL Additional Information Requirement Form will need to be completed for any applications for new residential dwellings and any other proposal that may be CIL liable. Form: https://ecab.planningportal.co.uk/uploads/1app/forms/cil_questions.pdf Guidance: https://ecab.planningportal.co.uk/uploads/1app/cil_guidance.pdf</p> <p>CIL Form 1: Assumption of Liability where it is known the person, persons or organisation that will pay CIL upon commencement of a CIL liable development. Form: https://ecab.planningportal.co.uk/uploads/1app/forms/form_1_assumption_of_liability.pdf</p> <p>CIL Form 2: Claiming Exemption or Relief should be submitted with the planning application where relief or exemption is sought for:</p> <ul style="list-style-type: none"> • Charitable development • Social housing • Exceptional circumstances Form: https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy/4	
<p>Contaminated Land</p>	<p>When previous uses on/or adjoining the site could have given rise to contamination such as landfill sites, former industrial and commercial processes, petrol filling stations, institutional uses, storage of chemicals (including farms); or: When an initial desktop and walkover study suggests that contaminants may be present.</p> <p>The level of information required as part of a land contamination assessment will vary depending on the known and/or suspected levels of contamination, for example</p> <ul style="list-style-type: none"> • Where contamination is suspected a desktop study will be required, involving an examination of available information, a walkover survey and assessment of the risks to human health and the environment. The need for a further investigation may then be determined. • Where contamination is known to exist, in addition to a desktop study, a site investigation survey will be required incorporating a site-specific human health and environmental risk assessment with a written remediation scheme to manage identified risks. The developer shall submit a completion report validating the remediation carried out.

	<ul style="list-style-type: none"> • If the proposed development is situated within 250 metres of a former landfill site there will be a requirement for specific consideration of issues with ground gas. <p>Further information is available in the Dorset and New Forest Contaminated Land Consortium of Local Authorities' planning advice note 'Redevelopment of Potentially Contaminated Land' https://www.dorsetforyou.gov.uk/planning-buildings-land/planning/planning-constraints/pdfs/planning-advice-note.pdf</p>
Energy Assessment	For applications that fall to be considered under the Poole Local Plan all proposals for the creation of new dwellings or 1000m ² of non-commercial floor space. Elsewhere if the proposal is for 10 or more dwellings or 1000m ² of non-residential floor area.
Planning Obligations/ Section 106	Any developments proposals that may give rise to a requirement to provide infrastructure either directly or by means of a financial contribution that would need to be secured by a s106 agreement. Please see the table below which gives details of the forms and documents that may need to be submitted with applications such as major developments and proposals for additional residential units.
Transport Assessment or Transport Statement	For developments that are considered to have significant impact on the transport network. The assessment should demonstrate how the location and design of the development promote sustainable forms of transport and where relevant should include: <ul style="list-style-type: none"> • a non-technical summary • details of the proposed development • details of the existing transport conditions • traffic impact compared to existing site use • impact upon pedestrians, cyclists and people with disabilities • accessibility impact • details of loading areas and arrangements for manoeuvring, servicing and parking vehicles • proposed modal split • assessment years • effect of the travel plan • details of servicing • any proposed measures to address or reduce traffic impact • proposed measures to improve accessibility by alternatives to the private car • assessment of accident records <p>Further information and advice including information on when an assessment would be required is available in the Department of Transport published Guidance on Transport Assessment (2007).</p>
<p>If the proposal will create 10 or more new or additional units of residential accommodation; or where 9 or less units are proposed and the site area is 0.5 hectares or more; or for applications to be considered under the Poole Local Plan</p>	

where the policy requirements cannot be met, in addition to the items listed above, the following may be required:

Viability Data	Where the policy aspirations cannot be met viability data will need to be submitted for assessment.
Viability Assessment Fee	An initial fee will be requested upfront in order cover any viability assessment work. This will be an estimate and additional fees may be requested and agreed if any additional work is needed to evaluate the data.

Additional Requirements

The following documents may be required depending upon the nature of the proposal to assess the impact of the development as proposed. Upon validation if not provided as part of the initial application submission the local planning authority will confirm the level of further information necessary to be provided within 14 days of validation. Failure to provide the necessary information will result in the application being determined based upon the initial submission, and may result in Refusal of the application. Please ensure that any reports and assessments do not contain personal data or sensitive information as they are usually published on our website for public consultation.

When required:

Aerodrome Safeguarding Assessment	<p>If the proposal will exceed the various height limitations within the aerodrome safeguarding zones; has potential to increase the bird hazard risk; lighting that has the potential to distract pilots, buildings, structures, erections of works which would infringe protected surface, obscure runway approach lights or have the potential to impair the performance or airport navigation aids, radio aids or telecommunication systems.</p> <p>The assessment should include:</p> <ul style="list-style-type: none"> • details regarding the elevation of the site to an accuracy of 0.25 metres AOD (Above Ordnance Survey Datum); • landscaping details to enable assessment of likely bird attraction; and • materials proposed for assessment of potential radar reflection. <p>Further information: https://www.gov.uk/government/publications/safeguarding-aerodromes-technical-sites-and-military-explosives-storage-areas</p>
Air Quality Assessment	If the proposal is likely to generate high levels of air pollution or is inside or adjacent to an Air Quality Management Area (AQMA).
Badger, Bat or Barn Owl Survey	If the proposed development includes the following:

	<p>Does the application include <i>any</i> building, or structure in <i>any</i> locality:</p> <ul style="list-style-type: none"> • with an existing Dorset Environmental Records Centre (DERC) badger, bat roost, or barn owl record? • where the presence of either badgers, roosting bats or barn owls have been reported on site by the applicant, or a third party? <p>Bat and Barn Owl Surveys are also required where the development includes the following:</p> <p>Any building, or structure over 5 years old:</p> <ul style="list-style-type: none"> • with an enclosed roof space, or cellar, or similar feature, or agricultural barn in a rural, or village, locality. <p>Or any building, or structure over 5 years old:</p> <ul style="list-style-type: none"> • with an enclosed roof space, or cellar, or similar feature in a, town, or urban locality, that is located immediately adjacent to protected wildlife sites (e.g. SSSI, SNCI), woodlands, parks, watercourses, railway embankments, large areas of rough grassland / scrub, agricultural fields, large cemetery, golf course, or similar areas of green infrastructure. <p>Where the application includes either the:</p> <ul style="list-style-type: none"> • Demolition of any building, or structure with an enclosed unconverted roof space, or cellar, or similar structure. • Conversion of an attic space or barn / outbuildings (includes dormer window installation), or conversion of cellar. • Extensions that tie into an existing enclosed roof space. • Renovation of derelict building (structures with intact roofs, or cellars). <p>Further information can be found in the Dorset Biodiversity Protocol https://www.dorsetforyou.gov.uk/countryside-coast-parks/countryside-management/biodiversity/biodiversity-appraisal-in-dorset.aspx</p>
Cycle store details	<p>Where the proposal includes cycle stores drawings showing the location, floor layout and elevations of the proposed cycle storage must be submitted, and details of materials to be used in the construction included on the application form. Cycle stores should be designed and sited to minimise their impact and either incorporated internally as part of the building or sited behind the building line.</p>
Drainage/SUDS	<p>If the proposal is for a new building, to increase the footprint of an existing building and/or the development of car parking and/or any other hard standing/impermeable surface. The information submitted should include:</p>

	<ul style="list-style-type: none"> • Details of the sustainable urban drainage system, for example, the soakaway system to be used and the draining points and channels to be shown on the application plans/drawings • A statement giving details of the proposed provision for maintenance <p>Please note that any soakaway system will need to be at least 5 metres away from the building. Where development is within 200m of the cliffs proposals should be discussed with Wessex Water before making the application as soakaways will not be suitable and details of a drainage system will need to be submitted with any planning application. Soakaways are specifically banned along the cliff top because they put all the rain water that was previously evenly distributed across the site, into the ground at a point but that does not necessarily mean that other forms of SUDS will be acceptable.</p> <p>If the proposal is for new buildings, and/or to increase the footprint of an existing building, and/or the development of car parking and/or any other hard standing/impermeable surface, details of drainage systems should be indicated on any plans and drawings.</p>
Land Stability Report	Where development is proposed within an area of land instability and for development or redevelopment within 200 metres of cliffs and chimes, or in proximity to steep embankments. Responsibility to determine whether land is unstable rests with the developer.
Lighting Assessment	For major developments; or schemes involving the provision of floodlighting; or where the lighting from the proposal would result in a material impact.
Minerals Assessment	Where prior abstraction is required.
Noise Impact Assessment	Where the development would raise issues of disturbance by noise to the occupants of nearby residential buildings, and for developments that are noise sensitive
Planning Statement	A planning statement can provide an overview and explanation of a proposal. It can include an assessment of how the proposed development accords with relevant national and local planning policies.
Photographs	Where a proposal involves the demolition of an existing building or development affecting a conservation area or listed building.
Retail Impact Assessment	If the development proposal could harm the vitality and viability of existing shopping centres e.g. town centres

Refuse Disposal Details and Bin Stores	Where bin stores are required, details of the location, elevations and materials to be used in the construction of a bin store suitable for housing wheeled or euro bins shall be submitted as part of the application. Bin stores should be designed and sited to minimise their impact and wherever possible be incorporated internally as part of the building or sited behind the building line.
Structural Survey	Where the proposal is for: <ul style="list-style-type: none"> • The demolition of a listed building(s), or • The conversion of a listed building.
Tourism Viability Report	<p>Where development relates to the loss of tourist accommodation, or the loss or change of use of a tourist or cultural facility.</p> <p>For the loss of a site or premises used, or last used, as tourist accommodation the report will need to include evidence to demonstrate that the:</p> <ul style="list-style-type: none"> • business is no longer viable and has no reasonable prospect of continuing; and the • loss of the tourist accommodation will not harm the function of the area in relation to the tourism industry and the local community. <p>For the loss of a site or premises used or last used, as a tourist or cultural facility the report will need to include evidence to demonstrate that:</p> <ul style="list-style-type: none"> • the current use is no longer viable; • there is no reasonable prospect of the use continuing; and • It has been actively marketed with a guide price reflecting its market value for a period of 12 months. <p>For the change of use of a site or premises used or last used, as a tourist or cultural facility the report will need to explain how the new use will maintain:</p> <ul style="list-style-type: none"> • the function of the area in relation to the tourism industry and the local community; and • the character and appearance of the area.
Travel Plan	For development that may have significant impacts on the transport network. The Travel Plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. Further advice is available in the Communities and Local Government publication 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process 2009'.
Ventilation/Extraction Statement	Where the development is likely to require ventilation or extraction full details of the position and design of ventilation and extraction equipment should accompany the application

	and be included on plans/drawings. Where the equipment is included on the application drawings, enclosing a copy of the manufacturer's specification with the application will usually provide sufficient technical detail. All applications for hot-food take-aways, bars/pubs, restaurant uses and launderettes etc. will need to include this information. Details will also be required for retail, business, industrial, leisure or other developments where substantial ventilation/extraction equipment is proposed to be installed.
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Planning obligations/section 106/S111 - Validation Requirements

To address various planning issues such as heathlands/Poole Harbour mitigation strategic monitoring and management (SAMM) and affordable housing provision applicants will be required to enter into an Agreement if their proposals **include new or additional dwellings** or mitigate the adverse effects of recreation related pressures within Poole Harbour. To facilitate this process and allow enough time for the agreement to be drawn up, signed by all site owners and any mortgage lenders, legal checks and sealing before the application is determined documents, the following documents are required:

If the proposal will create **1 or more new dwelling(s) and/or additional dwelling(s)**; or during the pre-application process it has been identified that obligations such as highways/public realm contributions/requirements are needed to make the development acceptable, the following are required:

Please note that original Poole, Bournemouth and Christchurch forms are currently available, but these will be updated and available electronically asap

S106 Instruction Sheet	<p>For applications within Poole see Borough of Poole website for Heads of terms</p> <p>For applications in Bournemouth: Complete this form for 1 to 9 dwellings: https://www.bournemouth.gov.uk/planningbuilding/PlanningPolicy/PlanningPolicyFiles/developercontributions/heathlands-only-commuted-payments-instruction-sheet-may-2016.pdf</p> <p>Complete this form for 10 or more dwellings: https://www.bournemouth.gov.uk/planningbuilding/PlanningPolicy/PlanningPolicyFiles/developercontributions/af-commuted-payments-instruction-sheet-may-2016.pdf</p> <p>For applications in Christchurch: https://www.dorsetforyou.gov.uk/planning-buildings-land/planning-policy/joint-planning-policy-work/heathlands/dorset-heathlands-planning-framework.aspx</p>
S106 Proforma	Complete this form in every case: https://www.bournemouth.gov.uk/planningbuilding/PlanningPolicy/PlanningPolicyFiles/developercontributions/s106-legal-agreement-pro-forma.pdf
Site Plan scale 1:1250 (no larger than A4)	With the site outlined in red (this must not be a Land Registry Plan but can be a copy of your location plan provided it is A4 size).

	(Only required if the application is not being submitted electronically or the location plan is not A4 in size).
Land Registry Documents	A Land Registry Official Copy of the Register of Title to the Land and Title Plan. These must be dated within the last 3 months. Please note that if you are supplying a Schedule of Leases you will need to ensure that copies of the Register of Title to the Land and Title Plan are supplied for each lease. Please ensure that this information corresponds with the ownership certificates on the application form before submitting the application.
Land Registry SIM Search Result <u>or</u> proof of request	A Search of Index Map (SIM) for application sites that have complex titles e.g. leaseholds, more than one freehold title, if it is unclear whether the red line goes over any other land etc. This provides a detailed list of all titles included in the red line site plan and therefore all titles that will need to be included in the section 106 agreement. The SIM search needs to be conducted against the red line plan and not the title plan. This can be done at the land registry online https://www.gov.uk/get-information-about-property-and-land/search-the-index-map for a small charge (which includes up to 5 titles). We will accept proof that you have requested the SIM search from the land registry (a copy of the application that you have made to the land registry) and allow the results of the search to be submitted to us within the next 14 days.
Unregistered Land	If the land required for the proposal is not registered with the Land Registry the onus is on the applicant to prove ownership/title and a Certificate of Title from a Solicitor will be required instead of Land Registry documents. We would accept a solicitor's letter of undertaking on their letterhead in the form of a one page document, headed Certificate of Title, signed by the solicitor stating their qualifications and dated. On the Certificate, it must show: <ul style="list-style-type: none"> • who owns the property • whether there are any leaseholders, and • confirmation of any legal charges and mortgages on the land.
If the proposal will create 10 or more new or additional units of residential accommodation; or where 9 or less units are proposed and the site area is 0.5 hectares or more; or for applications to be considered under the Poole Local Plan where the policy requirements cannot be met , in addition to the items listed above, the following may be required:	
Viability Data*	Where the policy aspirations cannot be met viability data will need to be submitted for assessment.
Viability Assessment Fee*	An initial fee will be requested upfront in order to cover any viability assessment work. This will be an estimate and additional fees may be requested and agreed if any additional work is needed to evaluate the data.

*Viability data will need to be submitted and the initial fee paid before applications can be validated. It would therefore be helpful if the proformas and land registry documents are submitted to us with the application.

How to submit applications:

The following methods can be used to submit applications to us:

- Online using the Planning Portal website
- Post
- Deliver to Customer Services
- Email

Applicants and agents who intend to regularly submit applications to us should consider using the Planning Portal website. The benefit of using this service is that the application forms and plans export directly into our back-office system. This includes a copy of the application with personal data removed that is ready to publish on our website. We are able to process these applications more efficiently as there is no need to scan and move documents or redact details.

Further Help

Many applicants choose to appoint professional planning agents/architects to submit applications on their behalf. Where an agent is employed they will usually prepare and submit the drawings and validation information for you and respond to all communications from the local planning authority (planning officer) during the consideration period of your application. The Royal Town Planning Institute (RTPI) publishes an on-line directory of Planning Consultants which can be searched to find local planning agents:

<http://www.rtpiconsultants.co.uk/>

The Architects Registration Board (ARB), the body set up by Parliament as the independent UK regulator maintains and publishes a Register of Architects listing every architect in the UK. It is a requirement that for an individual to use the title architect he or she must be registered with the ARB. The Register can be found on-line:

<http://architects-register.org.uk/>

The local planning authority offers a chargeable pre-application advice service which applicants are encouraged to use before applying for planning permission. Details of how to make an enquiry and the charges can be found on our website:

Website link to be added when available

Useful Websites

The national Planning Portal website; this site can be used to apply for planning permission and is a useful resource for information about the planning process:

<http://www.planningportal.co.uk/planning/>

The Ministry of Housing, Communities and Local Government (MHCLG) has a Planning Practice Guidance website page which includes information about planning policy and guidance about the application process.

<https://www.gov.uk/government/collections/planning-practice-guidance>

Links to legislation that relates to planning are available on the Planning Portal website. Information about UK Legislation can also be found on the following website:

<http://www.legislation.gov.uk/>

If you need to contact us:

Site specific advice - please contact the BCP Council customer services for the town that the application site is located in.

General planning advice - any of the three BCP Council customer services centres can be contacted.

Applications should be submitted to the BCP Council office for the town that the application site is situated in.

For the area of Bournemouth

Planning Services

BCP Council, Town Hall Annexe, St Stephen's Road, Bournemouth, BH2 6EA

Email: Planning.bournemouth@bcpcouncil.gov.uk

Internet: www.bcpcouncil.gov.uk

Phone: 01202 451323

For the area of Christchurch

Planning Services

BCP Council, Civic Offices, Bridge Street, Christchurch, BH23 1AZ

Email: Planning.christchurch@bcpcouncil.gov.uk

Internet: www.bcpcouncil.gov.uk

Phone: 01202 795164

For the area of Poole

Planning Services

BCP Council, Civic Centre, Poole, Dorset, BH15 2RU

Email: Planning.poole@bcpcouncil.gov.uk

Internet: www.bcpCouncil.gov.uk

Phone – 01202 633321 Fax: 01202 633345

Text Relay Tel: 18001 01202 633321

If you need to contact the Planning Portal:

For help submitting an application via the Planning Portal website see their online help or:

Email: support@planningportal.co.uk

To pay a fee for an application submitted via a Planning Portal account: Telephone: Mears 24/7: 03333 233 900

Further information about Planning can be found on our website:

www.bcpCouncil.gov.uk

For information about how we will handle your personal data:

Please see our privacy notice which can be found on our website:

[Add web page link](#)

We also offer a Building Control Service:

Further information and advice about Bournemouth, Christchurch and Poole Building Control Service can be found on our website:

[Add web page link](#)

There is also information about local authority building control on the LABC website:

<https://www.labc.co.uk/>