

Full Planning Permission and Listed Building Consent Validation Checklist

How to use the Validation Checklist

This validation checklist sets out the information you must submit with your application for Full Planning Permission and Listed Building Consent. This includes applications for full planning and demolition in a conservation area, full planning and display of advertisements and full planning permission applications. We reserve the right to request further information that is reasonably required for the determination of the planning application.



Planning applications should be submitted via the [Planning Portal](http://www.planningportal.gov.uk) (www.planningportal.gov.uk) to enable the Council to validate and process applications efficiently. If this is not possible, the original application form and documentation should be posted to our office.

Once the application has been registered, any further supporting information must be emailed to us. If you are unsure of any checklist requirements, advice should be sought from the Council, prior to submitting your application.

Data protection statement: We will only use your personal information gathered for the specific purposes of your application/enquiry. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on our website.

Please note:

- You can request at the point of submission for your details to be made confidential, but your address and agent's details will remain.
- If you are the applicant, your name and application site address will be in the public domain in perpetuity by virtue of them being part of the Decision Notice in the Public Register

Supporting documentation

All supporting documents should be uploaded to the Planning Portal at a maximum file size of 30mb, in separate named documents, as a PDF. All plans and drawings must include the paper size, address of the proposal, metric scale, be appropriately titled, and plans must show the direction of north.




Please ensure the content and detail of your supporting documentation is sufficient to assess and consult on your application. Many applications require further information following validation due to insufficient detail within documents. This can extend the timeframe required to make a decision on your application.


The need for, scale, scope, and level of detail for each assessment should be established as early in the development management process as possible. Technical assessments must be prepared by appropriately qualified persons.

If your proposal/site requires you to submit a document from the 'Local Requirements' list, but you do not believe you need to provide it for your application, please submit a written statement outlining the reasons why the document is not required. Failure to provide a reason why you have not submitted a relevant document may result in your application being invalidated.

National requirements


As a minimum, you must provide the following documents for your planning application to be valid.


 Document type	Is it required for my application?	What information is required?
Application Form	All applications	A completed relevant application form.
Correct Application Fee	All applications	Planning Portal's fee calculator
Design and Access Statement	<ul style="list-style-type: none"> • Applications for major development, as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015 (as amended). • Applications for listed building consent. • Applications for development in a designated area (World Heritage Site or a conservation area), where the proposed development consists of: <ul style="list-style-type: none"> • one or more dwellings; or • building(s) with a floor space of 100 square metres or more. • Applications that do not need to be accompanied by a design and access statement include: <ul style="list-style-type: none"> - Applications for waste development - A material change of use - Engineering or mining operations - To amend the conditions attached to a planning permission. 	<ul style="list-style-type: none"> • Explanation of the design principles and concepts that have been applied to the proposed development, and how the development's context has influenced the design. • Explanation of your approach to access and how relevant Local Plan policies have been taken into account; any consultation undertaken in relation to access issues; and how this has informed the proposed development. • Explanation of how any specific issues which might affect access to the proposed development have been addressed. • Details of the existing surface water drainage system, including its current condition. • For applications affecting the historic environment, explain how the principles and concepts of the proposed development take account of the significance of heritage assets, their special interests and setting. • There are some differences between the requirements for applications for planning permission and applications for listed building consent – see Validation Checklist Guidance. • For applications that relate to a designated or non-designated heritage asset, or affect one, refer to the Heritage Statement requirement.
Fire Statement	<ul style="list-style-type: none"> • Applications involving buildings that are at least 18 metres (or 7 stories) tall containing more than one dwelling. • Applications will be exempt from the requirement to submit a fire statement where: <ul style="list-style-type: none"> • The application is for a material change in use of a relevant building and the material change of use would result in the building no longer being a relevant building. • The application is for a material change in use of land or buildings within the curtilage of a relevant building and the material change of 	Submit fire statement form published by the Secretary of State (or form to similar effect).


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	use would not result in the provision of one or more relevant buildings.	
Location Plan Scale 1:1250 or 1:2500	All applications	<ul style="list-style-type: none"> • An up-to-date base map and scaled to fit onto A4 or A3 size paper wherever possible, showing the direction of north. • Sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. • Application site edged clearly with a red line and includes all land necessary to carry out the proposed development (for example land required for access to the site from a public highway, visibility splays where relevant, landscaping, car parking and open areas around buildings). • A blue line drawn around any other land owned by the applicant, close to or adjoining the application site.
Ownership Certificate and Agricultural Land Declaration	All applications	<ul style="list-style-type: none"> • Complete certificate to provide certain details about the ownership of the application site and confirm that an appropriate notice has been served on any other owners (and agricultural tenants). • Forms of notice are in Schedule 2 to the Town and Country Planning (Development Management Procedure (England) (Order) 2015. • Notify all agricultural tenants on a site prior to the submission of a planning application, and certify that you have notified any agricultural tenants about your application, or that there are no agricultural tenants on the site. • This declaration is required whether or not the site includes an agricultural holding, and is incorporated into the ownership certificates on the standard application form.


Local requirements


The Council requests the following supporting information with a planning application. This is the minimum requirement to be included in your supporting document to enable us to validate your application. If enough information is not provided within your supporting document, it is likely to cause delays to the consideration process.


 Document type	Is it required for my application?	What information is required?
Detailed Plans and Drawings Scale 1:20, 1:5 or 1:1.	<ul style="list-style-type: none"> • Applications for listed building consent where it is proposed to alter or replace existing features, or insert new features, including doors, windows, chimneys, shopfronts, signage, panelling, fireplaces, plaster mouldings or other details. • Applications for planning permission where it is proposed to alter, replace or insert new external doors, windows, chimneys, signage and/or shopfronts, and such works would directly or indirectly affect a designated or non-designated heritage asset (N.B. works which only affect the interior of a building do not normally require planning permission). 	<ul style="list-style-type: none"> • Design and detailing of new or replacement features; and proposed materials and finishes. For example, full joinery details should show the construction of the new windows / doors. These should include elevations at metric scale of 1:5, horizontal and vertical sections at a scale 1:5, and glazing bar profiles/ sections at a scale of 1:1.
Elevations – Existing Scale 1:50 or 1:100	<ul style="list-style-type: none"> • Where development extends floor space. • Where alterations and/or extensions to an existing building(s) are proposed. • When a new dwelling or building is proposed. • Where any development is proposed below ground level. • Where structures are to be demolished that form part of the proposal. 	<ul style="list-style-type: none"> • Every elevation of the building e.g. front, rear and side(s) and state the direction in which each elevation faces e.g. rear (south). • Position and size of all windows and doors • Any buildings, walls or features to be demolished.
Elevations – Proposed Scale 1:50 or 1:100	<ul style="list-style-type: none"> • Where development extends floor space. • Where alterations and/or extensions to an existing building(s) are proposed. • When a new dwelling or building(s) are proposed. • Where any development is proposed below ground level. 	<ul style="list-style-type: none"> • Every elevation of the building, for example front, rear and side(s) and state the direction in which each elevation faces, for example rear (south). • Position and size of all windows and doors • Colour and type of finishing materials to be used. • Outline elevations of other buildings that are close to the development. • Where amenity maybe affected, drawings of neighbouring properties must be at scale or it must be made clear that they are not to scale.
Floor Plans –	<ul style="list-style-type: none"> • Where development extend 	<ul style="list-style-type: none"> • Uses of each room.


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Existing and Proposed Scale of 1:50 or 1:100.	floor space <ul style="list-style-type: none"> Where alterations and/or extensions to an existing building(s) are proposed. When new dwelling or building(s) are proposed. Where the development proposed is below ground level. 	<ul style="list-style-type: none"> Position of windows, doors, walls and partitions. Floor levels of the building(s) being constructed, altered or extended, in relation to the remainder of the building. Any buildings, walls or features to be demolished.
Roof Plans Scale 1:50 or 1:100.	<ul style="list-style-type: none"> Where any roof is being altered and the change cannot be adequately shown on the elevation plans. Where roof insulation is to be installed. 	<ul style="list-style-type: none"> Shape and material of the roof. Location of any materials, roof lights, flues, vents etc. Roof insulation fitting.
Site Plan - Existing and Proposed Scale 1:200 or 1:500	All applications	<ul style="list-style-type: none"> Up to date map, showing the scale and direction of north. Size, position and use of buildings, in relation to the property boundary. Pedestrian, cyclist and public transport access, as well as vehicular access, for example the position and width of adjacent streets. Trees and hedges within the application site or on adjoining properties, which are within falling distance of the proposed development
Site Sections, Finished Floor and Site Levels – Existing and Proposed Scale of 1:50 or 1:100	<ul style="list-style-type: none"> All applications involving new buildings Where development is on a steep incline/decline. Where any development is proposed below ground level. Where site levels are proposed to be altered 	<ul style="list-style-type: none"> Existing and proposed site levels and finished floor levels, related to a defined datum point.
Affordable Housing Statement	<p>Cotswold district council</p> <ul style="list-style-type: none"> Housing schemes of 11 or more dwellings or combined gross floor space of over 1,000sqm In rural areas, housing schemes of 6-10 dwellings. <p>Forest of Dean district council</p> <p>Non designated rural areas Parishes of Cinderford, Coleford, Lydbrook, Lydney, Mitcheldean, Newent, Tidenham and West Dean</p> <ul style="list-style-type: none"> 10 dwellings or more dwellings or a site area of 0.5 hectares or more, 	<ul style="list-style-type: none"> Proposed number, mix and tenure of units. If the statement includes a legal agreement please see 'Planning Obligation/Legal Agreement S106'


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	<p>40% affordable housing on site.</p> <p>All other areas 5 dwellings or more dwellings or a site area of 0.16 hectares or more, 40% affordable housing on site.</p> <p>West Oxfordshire district council</p> <ul style="list-style-type: none"> • Housing schemes of 11 or more units or which have a maximum combined gross floor space of more than 1,000sqm. • Within the Cotswolds AONB, housing schemes of 6-10 dwellings and which have a maximum combined gross floor space of more than 1,000sqm. 	
Agricultural / Forestry Dwelling Justification	<ul style="list-style-type: none"> • Applications for a new dwelling for a rural worker. 	<ul style="list-style-type: none"> • Demonstrate there is an essential need for a rural worker, including those taking majority control of a farm business, to live permanently at or near their place of work in the countryside. • Evidence that the business is viable and can sustain a dwelling.
Air Quality Assessment	<ul style="list-style-type: none"> • Proposals that may give rise to potential air quality impacts. • Sites in and adjoining Air Quality Management Areas (AQMAs). 	<p>The following could form part of assessments:</p> <ul style="list-style-type: none"> • a description of baseline conditions and any air quality concerns affecting the area, and how these could change both with and without the proposed development • sensitive habitats (including designated sites of importance for biodiversity) • the assessment methods to be adopted and any requirements for the verification of modelling air quality; • the basis for assessing impacts and determining the significance of an impact; • where relevant, the cumulative or in-combination effects arising from several developments; • construction phase impacts; • acceptable mitigation measures to reduce or remove adverse effects; and • measures that could deliver improved air quality even when legally binding limits for concentrations of major air pollutants are not being breached. • Further national guidance on air quality is available.
Archaeological Assessment / Field Evaluation	<ul style="list-style-type: none"> • Where the proposed site has the potential to contain archaeological 	<ul style="list-style-type: none"> • Consult the Historic Environment Record to obtain the full monument records for the site. • Contact County Council to determine whether a desk


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	deposits/likely to affect material archaeology.	based assessment is necessary. <ul style="list-style-type: none"> The Desk Based Assessment must be carried out in accordance with the Institute for Archaeology's Standard and Guidance for Desk Based Assessments 2014.
Biodiversity Report	<ul style="list-style-type: none"> All new planning applications are required to complete a Biodiversity Impact Checklist. Proposals that could affect any of the following (as identified by completing a copy of the Biodiversity Impact Checklist: <ul style="list-style-type: none"> Wildlife sites; Habitats; Other natural features; Protected species; or Priority species Proposals that are required to demonstrate a Biodiversity Net Gain. Proposals that are required to provide information for the council to carry out a Habitats Regulations Assessments (HRA) 	<ul style="list-style-type: none"> Complete a Biodiversity Impact Checklist and submit a copy with your application. and where required the following: <ul style="list-style-type: none"> Preliminary Ecological Appraisal report; or Ecological Impact Assessment report and the EclA Checklist and signed Declaration Form will need to be completed alongside reports submitted <p>Note: <i>individual species reports are unlikely to be accepted – please refer to Biodiversity Guidance for more information.</i></p> <p>Please do not submit your application until you have received all the surveys required to validate your application.</p> <ul style="list-style-type: none"> Other information where relevant: <ul style="list-style-type: none"> Biodiversity net gain assessment Information to inform a Habitats Regulations Assessment (where identified within the Biodiversity Impact Checklist)
Business Viability assessment	<ul style="list-style-type: none"> Applications that involve a change of use of community or commercial use to non-community or non-commercial use Prospective commercial uses requiring operational development in open countryside locations 	<ul style="list-style-type: none"> Explain why the current use is no longer economically viable, for example for commercial or retail purposes. Provide evidence to support case.
Coal Mining Assessment	<ul style="list-style-type: none"> Applications involving groundworks in areas of previous or potential coal mining activities 	<ul style="list-style-type: none"> Assess potential risk to the development of previous mining activities or of sterilising coal deposits.
Community Infrastructure Levy (CIL)	<ul style="list-style-type: none"> Development may be liable for a charge under CIL if the Council has chosen to set a charge in its area, currently West Oxfordshire District Council and Forest of Dean District Council do not charge CIL. New developments that create net additional 'gross internal area' of 100sqm or more, or create new dwellings/annexes, are potentially liable for the levy. Some developments may be 	If your proposal creates floor space of and kind/size, the following form must be submitted to validate the application. <ul style="list-style-type: none"> CIL Form 1 Additional information. If CIL form 1 indicates your application is CIL liable, the following form must also be submitted to validate the application. CIL form 2 – Assumption of Liability

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	eligible for relief or exemption from CIL e.g. self-build.	
Environmental Impact Assessment	<ul style="list-style-type: none"> All developments of the type listed in Schedule 1 of the EIA Town and Country Planning (Environmental Impact Assessment) Regulations 2017 e.g. quarries of more than 25 hectares and installations of the disposal of hazardous waste. Where development is the type listed in Schedule 2 of the EIA Regulations, an EIA screening opinion should be requested from the Council to determine whether an EIA is required. 	
Flood Risk Assessment	Includes developments: <ul style="list-style-type: none"> In flood zone 2 or 3, including minor development and change of use. More than 1ha in flood zone 1. Less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs). In an area within flood zone 1 which has critical drainage problems, as notified by the Environment Agency. An assessment does not need to be done for a development that is less than 1 ha in flood zone 1 unless it could be affected by sources of flooding other than rivers and the sea, for example surface water drains. 	<ul style="list-style-type: none"> Find out what flood zone a location is, using the flood map for planning. Contact the Council to check if your development site is an area identified as having critical drainage problems. Further national guidance on flood risk assessments is available. Refer to the relevant strategic Flood Risk Assessment.

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Foul Sewerage Assessment	<ul style="list-style-type: none"> All applications that involve non-mains drainage. 	<ul style="list-style-type: none"> Complete foul drainage assessment form (FDA1): (https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1).
Health Impact Assessment	<p>Cotswold District Council</p> <ul style="list-style-type: none"> Desirable for all applications <p>Forest of Dean District Council</p> <ul style="list-style-type: none"> Desirable for all applications <p>West Oxfordshire District Council</p> <ul style="list-style-type: none"> All major applications Desirable for all other applications 	<ul style="list-style-type: none"> Complete healthy place shaping diagnostic tool and Health Impact Assessment.
Heritage Statement (also known as a Statement of Heritage Significance)	<ul style="list-style-type: none"> Applications that affect the significance of any designated and non-designated heritage assets, either directly or by being within its setting. 	<ul style="list-style-type: none"> Describe the significance of any heritage assets affected, including any contribution made by their setting. Level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. Consult the County Historic Environment Record, as a minimum, and assess the heritage assets using appropriate expertise where necessary. Consult conservation area appraisals where published.
Land Contamination Assessment / Site Investigation	<ul style="list-style-type: none"> Sites potentially affected by contamination. Known contaminated sites (which can include quarries, landfill, petrol station or some agricultural uses). Sites previously used for industrial purposes. Major developments 	<ul style="list-style-type: none"> Further national guidance on land contamination risk assessment is available.
Landscape and Visual Impact Assessment	<ul style="list-style-type: none"> Any development that may have a significant impact on the landscape of an area. Areas of high landscape quality or with known landscape assets, including conservation areas, historic parks and gardens 	<ul style="list-style-type: none"> Sufficient information to determine the impact of the development on the surrounding landscape and from visual receptors, for example public rights of way, public open spaces, dwellings, sensitive locations and other important landscape features / views. Refer to the Cotswold National Landscape documents, if located in the study area.
Landscaping Scheme	<ul style="list-style-type: none"> New commercial and residential development. 	<ul style="list-style-type: none"> Landscaping design, including soft and hard landscaping and planting, including existing trees and vegetation to be retained or removed. Plant protection measures during construction and a schedule of long-term maintenance.
Lighting and Light Pollution Assessment	<ul style="list-style-type: none"> Where artificial lighting, for example floodlights, may affect the surrounding area or ecology. 	<ul style="list-style-type: none"> Technical specification, including light intensity Layout plan with beam orientation A schedule of equipment Intended hours of illumination Possible impacts on ecology and dark skies Non-technical summary reference should also be made to additional lighting which may impact upon living conditions of existing residents Further light pollution national guidance is available.

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Noise Impact Assessment and Sound Insulation Requirements	<ul style="list-style-type: none"> Where proposals involve the installation of any plant or equipment, or the carrying out of any operations, activity or use that may adversely affect adjoining or nearby noise sensitive properties. Proposed noise sensitive developments that adjoin or are likely to be affected by an existing source of noise, for example residential development close to a commercial/industrial use or trunk road where the proposed residential development may be impacted upon by unacceptable levels of noise. 	<ul style="list-style-type: none"> Establish whether a significant adverse effect or adverse effect is likely to occur from the proposed development and a good standard of amenity can be achieved. A scheme of noise mitigation measures. Sound insulation requirements may need to be met where the development is near existing noise sources
Open Space Assessment	<ul style="list-style-type: none"> Where proposals may result in the loss or partial loss of existing open space, as defined in Annex 2 of the National Planning Policy Framework. 	<ul style="list-style-type: none"> Existing and proposed open space in and adjoining the application site. Quantify the amount, quality and type of open space that would be lost Assess the quantitative and qualitative impact on the overall supply of the local area. Evidence to demonstrate why the facility is no longer required; and how, when and where suitable local replacement facilities will be provided. Details of local community engagement.
Planning Obligation/Legal Agreement (S106 or Unilateral Undertaking)	<ul style="list-style-type: none"> Any proposal that requires a legal agreement, or where one is offered, including those where the Council has given written confirmation in pre-application discussions that an agreement will be required. Variation of an existing legal agreement. 	<ul style="list-style-type: none"> Draft Head(s) of Terms Agreement or Deed of Variation.
Retail Impact Assessment	<p>Cotswold District Council</p> <ul style="list-style-type: none"> Proposals for retail development with a net increase of 100 square metres or more, or proposals that relate to floorspace of 100 square metres net or above, which lie outside an identified Town / Key / District or Local Centre. Leisure proposals over 500 square metres gross floorspace. <p>Forest of Dean District Council</p>	

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	<ul style="list-style-type: none"> Applications for retail developments over 500 square metres gross floorspace <p>West Oxfordshire District Council</p> <ul style="list-style-type: none"> Significant new shopping and other town centre development proposals (over 500m² net sales floorspace), including office development, where they are not in a centre or in accordance with a local or neighbourhood development plan. 	
Site Waste Management Plan	<ul style="list-style-type: none"> Major developments New employment premises of 300 square metres or more New retail facilities 500 square metres or more. 	<ul style="list-style-type: none"> Volume and type of material to be removed and/or excavated and opportunities for the reuse and recovery of materials. Explain how off-site disposal of waste will be minimised and managed.
Statement of Community Involvement	<ul style="list-style-type: none"> Major developments 	<ul style="list-style-type: none"> Details of pre-application consultation; and how local community engagement has shaped scheme design.
Structural Survey	<ul style="list-style-type: none"> Proposals that involve the conversion of an existing building involving structural works. 	<ul style="list-style-type: none"> Details of the structural survey of the building(s), including a method statement and details of any works to be undertaken. Works required to the existing building.
Supporting Planning Statement	<ul style="list-style-type: none"> Desirable for all applications 	<ul style="list-style-type: none"> Context and need for the proposed development, including an assessment of how the development accords with relevant national and local planning policies, and identification of the benefits/financial viability of proposal. <ul style="list-style-type: none"> Details of consultations with the Council, statutory consultees and the wider community.
Sustainability Statement	<ul style="list-style-type: none"> All applications 	<ul style="list-style-type: none"> Sufficient information to demonstrate how all of the sustainability standards in the Sustainability Standards Checklist have been addressed. Include an Energy Performance Statement. Cross-reference other supporting documentation.
Town Centre Uses- Evidence	<ul style="list-style-type: none"> Development that provides new floor space for town centre uses (retail, leisure and entertainment facilities, offices, and arts, cultural and tourist development) and is not located in a designated local or regional centre 	<ul style="list-style-type: none"> Demonstrate the need for the proposal on an edge of centre or out of centre location, and where it is not in accordance with the development plan. Evidence to demonstrate there are no sequentially preferable sites.
Transport Statement / Assessment	<ul style="list-style-type: none"> Applications that are likely to have significant transport implications, in line with county thresholds. 	<ul style="list-style-type: none"> The planning context of the development proposal Appropriate study parameters (ie area, scope and duration of study) Assessment of public transport capacity, walking/cycling

 Document type	Is it required for my application?	What information is required?
		capacity and road network capacity <ul style="list-style-type: none"> Road trip generation and trip distribution methodologies and/ or assumptions about the development proposal Measures to promote sustainable travel; safety implications of development Mitigation measures (where applicable) – including scope and implementation strategy. Further national transport guidance is available.
Tree Survey / Arboricultural Impact Assessment	<ul style="list-style-type: none"> Proposals involving development or works that could affect trees or hedges within or bounding a site. This applies to trees or hedges with a stem diameter greater than 75mm, when measured at 1.5m above ground level. <ul style="list-style-type: none"> Development may include hard surfacing, structures, site set up, utilities, excavations or changes in ground level. 	<ul style="list-style-type: none"> Where an application involves development or works that affects trees within a site, accurately show the species, position of the trees and canopy spread on a site plan, in accordance with the guidance in British Standard 5837:2012. An Arboricultural Impact Assessment may be required, including a tree protection plan, an evaluation of impact of tree losses and any specialist issues that may need to be addressed by an arboricultural method statement.
Ventilation / Extraction Statement	<ul style="list-style-type: none"> Applications for restaurants, takeaways, premises selling/serving hot food and for the erection of/or change of use to non-residential. Where commercial ventilation or extraction equipment is proposed. 	<ul style="list-style-type: none"> Details of the ventilation and extraction equipment, including elevations to show the external appearance, and the noise assessment on the impact of the equipment on adjacent residential properties, in accordance with BS 4142:2014+A1:2019. BS4142:2014. Mitigation design plan to address the noise impact.
Waste Minimisation Statement	<ul style="list-style-type: none"> All major applications 	<ul style="list-style-type: none"> Demonstrate how the proposed development follows the waste hierarchy. Refer to Gloucestershire County Council’s Waste Minimisation in Development Projects SPD for further guidance.
Any other plans, information or statements required as part of the Pre-application advice process	<ul style="list-style-type: none"> All applications 	<ul style="list-style-type: none"> Any other plans, information or statements where additional information may be necessary for the purpose of the application that have been requested as part of the pre-application advice process.