

a) Completed standard application form:

The appropriate form published by the Secretary of State (or a form which is substantially the same);

b) Plans and drawings

A location plan that shows the application site in relation to the surrounding area. Typically the scale for this is 1:1250 or 1:2500 and this should identify sufficient roads and buildings on land adjoining the application site to ensure the exact location of the site is clear. The application site should be edged clearly with a red line and include all land necessary to carry out the development including land required for access to the site from a public highway.

Such other plans, drawings and information necessary to describe the development which is the subject of the application are submitted, in most cases, this would comprise existing and proposed site (block) plans, floorplans and elevation plans if new buildings/extensions are proposed. Any plans or drawings must be drawn to an identified metric scale, and in the case of plans, must show the direction of north. Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.

c) Ownership Certificate and Agricultural Land Declaration

This is a certificate which provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners of the site (and any agricultural tenants).

d) Correct application fee

Lodging a cheque or making an electronic payment for the correct fee amount is taken as payment.