Application for Prior Notification of Proposed Agricultural Development – Proposed Building, Road, Fish tank or Excavation/deposit of Waste Material from a Farm

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings MUST include the following information:

- The scale of the drawing (e.g. 1:100, 1:200 – should be a metric scale).
- A scale bar indicating a minimum of 0-10 metres.
- Indicate the direction of North on layout and location plans.
- Have a title to identify the development and subject of the drawing (e.g. Proposed barn at Oak Farm, Southfleet Road – Site Layout).
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed).
- The date the drawing was drawn or any changes made.
- Annotation against the drawing to indicate all key external dimensions.

If not applying electronically, please provide if possible an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb.

A minimum of 3 copies of all documentation relating to the application should be submitted EXCEPT if the application is submitted electronically when a single copy is sufficient.

Documents that **must** be included with your application:

- ☐ **Correct Fee(£50)**[1]
- ☐ **Application Form, completed, signed** (unless submitted electronically) **and dated** to include a clear written description of the proposed development and materials to be used
- ☐ **Site Location Plan (Scale 1:1250 or 1:2500)** with the application site outlined in red and any other land owned by the applicant outlined in blue.
- ☐ **Site Layout Plan /Block Plan (Scale 1:500 or 1:200)** showing the area of the proposed works, the new buildings/roads and any other existing buildings/structures within the site.
- ☐ **Photographs/Photomontages**
- ☐ **A completed Validation Checklist**

Continued

[1] see Fees for Applications Guidance Note

PART 2: LOCAL REQUIREMENTS

Question 1:

Y N Is your application for prior notification of a proposed building?

☐ If **yes,** please submit

- **Existing and proposed elevations (Scale 1:100)**
- **Existing and proposed site sections and finished floor and site levels (Scale 1:50 or 1:100)**
- **Existing and proposed floor plans (Scale 1:100)**

Question 2:

Y N Is your application for prior notification of a proposed road?

☐ If **yes,** please provide **sections (Scale 1:50)** detailing the width, depth, materials and method of construction

Question 3:

Y N Is your application for prior notification of a proposed fish tank?

☐ If **yes,** please provide a **planning statement**

Question 4:

Y N Is your application for prior notification of a proposed excavation/deposit of waste material from the farm?

☐ If **yes,** please provide a **planning statement**

Further guidance on completing the necessary documentation required to submit a planning application is available in our guidance notes available on our web site.

We will check each application against the appropriate checklist. Should we need further information to process your application we will also contact you and hold the application as invalid until further information is submitted.

If you tell us that you do not think the information listed above is required and give us your reasons we will not declare it invalid. If insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

N.B. Failure to submit any of the requirements will result in the application not being registered.

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01322 343203.

Signed:……..

Date:……...