



Oxford City  
Council

**Lists of National and Local  
Planning  
Application Validation  
Requirements**

**August 2021**

## USEFUL INFORMATION - PLEASE READ BEFORE CONTINUING

In addition to the requirements set out in the National List, more information may be required in order to validate your application, depending on the issues raised by your proposal and the application site. You will need to read through the following lists to identify the documents that are relevant to your proposal. **It is the responsibility of the person submitting the application to ensure that all necessary information is provided to allow the application to be validated and fully assessed.**

Where we identify issues that have not been addressed by your submission then

- i. It may not be possible to validate your application; or
- ii. We may have to invalidate your application at a later stage.

We will apply these criteria reasonably and proportionally in relation to the nature and scale of your application. We will only invalidate your application where the missing information is necessary. If we do not receive the missing information on an invalid application with a set timeframe then the application will be returned.

The Council encourages discussions with officers before you formally submit your planning application. We provide pre- application advice at meetings and in writing which will include guidance as to what information is required with any future application. For more information about our pre- application advice service see <http://www.oxford.gov.uk/PageRender/decP/Pre-ApplicationAdviceoccw.htm>

This document contains the National and Local Lists of Planning Application Requirements necessary to validate a planning application. The requirements have been listed by application type. Further information on the different requirements is provided in a table at Appendix 1.

Further Useful Information:

[Oxford City Council - Planning Policy Documents](#)

[Oxford City Council - Planning Application Fees](#)

[Oxford City Council – Drawing Standards – Planning application guidance – Plans and Drawings](#)

[National Planning Policy Framework](#)

[Planning Portal - Design and Access Statements](#)

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# 1- HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING

One copy of the following documents will always be required unless the application is submitted electronically:

<p><b>National List of Minimum Requirements Necessary for Validation</b></p>	<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration</li> <li>• Design and Access Statement, if required, which complies with the requirements set out in <a href="#">Appendix 6.1</a> of the Oxford Local Plan 2036.</li> <li>• Location Plan at 1:1250 or 1:2500 scale showing:             <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ Application site outlined in red and any other land in the applicants ownership outlined in blue</li> <li>○ At least two road names</li> </ul> </li> <li>• Block Plan at 1:100 or 1:200 scale showing:             <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ The proposed development in relation to the site boundaries and other existing buildings on the site</li> <li>○ Plus the following, unless these would NOT influence or be affected by the proposed development:                 <ul style="list-style-type: none"> <li>▪ All the buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>▪ All public rights of way crossing or adjoining the site</li> <li>▪ The position of all trees on the site, and those on adjacent land</li> <li>▪ The extent and type of hard surfacing; and</li> </ul> </li> <li>○ Boundary treatment including walls or fencing where this is proposed</li> </ul> </li> <li>• Notices – as required depending on ownership of site</li> <li>• Appropriate fee (unless exempt).</li> </ul>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: left;">Document</th> <th style="width: 40%; text-align: left;">Required</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Document	Required		
Document	Required				

<b>Local List of Requirements Necessary for Validation</b>	Arboricultural Assessment/ Tree Survey	For any proposals involving development within 15metres of the stem of any tree(s) within the application site or adjacent to it, that have a stem diameter of 150millimetres or more measured at 1.5 metres above ground level
	Community Infrastructure Levy form	All applications.
	Daylight/ Sunlight Assessment	Where the development would impact daylight/sunlight levels of adjoining properties.
	Ecological Assessment	Where proposed works have the potential to impact upon protected species, including roosting bats and nesting birds.
	Flood Risk Assessment	For proposed developments: <ul style="list-style-type: none"> <li>○ In flood zone 2 or 3</li> <li>○ Where the development is affected by other sources of flooding (surface water, groundwater, reservoirs) or within a Critical Drainage Area.</li> </ul>
	Heritage Assessment	If the development would affect the significance of any designated heritage asset either directly or by being within its setting
	Land Contamination Assessment.	Where: <ul style="list-style-type: none"> <li>● contamination is known or suspected,</li> <li>● the proposed use would be particularly sensitive,</li> <li>● contamination may present a risk to the surrounding environment.</li> </ul>
	Parking Information	In relevant cases or where existing parking would be lost or altered.
	Plans – Existing and Proposed Elevations	All applications.

	Plans – Existing and Proposed Floor Plans	All applications.
	Sustainable Urban Drainage (SuDS) details.	All applications.
<b>Other Documents</b>	Further details - necessary to explain the basis of the application.	
	Plans – Existing and Proposed Roof Plans	
	Photographs/Photomontages - Where this would help support the application.	

## 2 - APPLICATION FOR FULL PLANNING PERMISSION

One copy of the following documents will always be required unless the application is submitted electronically. For major applications submitted electronically, two paper copies will also be required:

<p><b>National List of Minimum Requirements Necessary for Validation</b></p>	<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration</li> <li>• Design and Access Statement, if required, which complies with the requirements set out in <a href="#">Appendix 6.1</a> of the Oxford Local Plan 2036.</li> <li>• Location Plan at 1:1250 or 1:2500 scale showing:             <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ Application site outlined in red and any other land in the applicants ownership outlined in blue</li> <li>○ At least two road names</li> </ul> </li> <li>• Block Plan at 1:100 or 1:200 scale showing:             <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ The proposed development in relation to the site boundaries and other existing buildings on the site</li> <li>○ Plus the following, unless these would NOT influence or be affected by the proposed development:                 <ul style="list-style-type: none"> <li>▪ All the buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>▪ All public rights of way crossing or adjoining the site</li> <li>▪ The position of all trees on the site, and those on adjacent land</li> <li>▪ The extent and type of hard surfacing; and</li> </ul> </li> <li>○ Boundary treatment including walls or fencing where this is proposed</li> </ul> </li> <li>• Notices – as required depending on ownership of site</li> <li>• Appropriate fee (unless exempt).</li> </ul>		
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<b>Document</b>	<b>Required</b>		



<b>Local List of Requirements Necessary for Validation</b>	Affordable Housing Statement	For residential developments with sites with capacity for 10 or more units and student accommodation of 25 or more bedrooms (or 10 or more self-contained student units).
	Air Quality Assessment	For all Major developments and developments that will generate a substantial increase in vehicular movements, and/or significant demolition, construction or earthworks and/or that propose to introduce new receptors into an air quality hot spot area.
	Arboricultural Impact Assessment	For any proposals involving development within 15 metres of the stem of any tree(s) within the application site or adjacent to it, that have a stem diameter of 150 millimetres or more measured at 1.5 metres above ground level
	Biodiversity Survey and Assessment	An ecological survey and assessment will be required for Major developments on greenfield sites or brownfield sites that have become vegetated. A Biodiversity Calculator must be included. The survey may also be required where: <ul style="list-style-type: none"> <li>• The site has the potential to support rare, notable or protected species and habitats</li> <li>• There is a reasonable probability that species or habitats of nature conservation importance will be present.</li> </ul>
	Community Infrastructure Levy form	All applications.
	Construction Management Plan	For developments of: <ul style="list-style-type: none"> <li>• 20 dwellings or more;</li> <li>• 500m<sup>2</sup> or more of non-residential floorspace; or</li> <li>• any size in a location where construction activities are</li> </ul>

		likely to have a significant impact on the adjacent or surrounding road network.
	Daylight/ Sunlight Assessment	Where there is a potential adverse impact upon the current levels of sunlight or daylight enjoyed by adjoining properties. Also required for new residential developments. This should include: <ul style="list-style-type: none"> <li>• the impact of proposal on neighbouring sites,</li> <li>• the performance of internal amenity within the proposed development and;</li> <li>• the performance of external amenity within the proposed development.</li> </ul>
	Delivery and Servicing Management Plan	For planning applications which are likely to generate significant amounts of movement and/ or have transport implications.
	Dust Assessment	Required as part of the Air Quality Assessment for developments involving significant demolition.
	Ecological Assessment	Where proposed works have the potential to impact upon protected species, including roosting bats and nesting birds.
	Economic Statement	For Category 1 and 2 sites as defined in Policy E1 of the Oxford Local Plan 2036.  The statement should justify changes to employment floorspace, including the number of employees and impact on economic function of the site.  Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development
	Employer-linked Affordable Housing Statement	For sites listed within Appendix 3.4 of the Oxford Local Plan 2036.

	Energy Statement	For all new-build residential development (except householder) and new build non-residential development over 1000m2.
	Environmental Impact Assessment (EIA)	To accompany a planning application for certain types of development under the terms of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.
	Flood Risk Assessment	For proposed developments: <ul style="list-style-type: none"> <li>• In flood zone 2 or 3,</li> <li>• More than 1 hectare in flood zone 1,</li> <li>• Less than 1 hectare in flood zone 1 where there is a change of use to a more vulnerable class, or where the development is affected by other sources of flooding (surface water, groundwater, reservoirs),</li> <li>• In flood zone 1 in areas designated as having critical drainage problems by the Environment Agency.</li> </ul>
	Foul and Surface Water Drainage Strategy	For new build residential development of 100 dwellings or more and non-residential development of 7,200m2 and student accommodation of 250 beds or more.
	Geodiversity Survey and Assessment	Where: <ul style="list-style-type: none"> <li>• the site contains or is close to a known location for a geological exposure</li> <li>• There is a medium or high probability that a geological exposure will be present.</li> </ul>
	Health Impact Assessment	For all Major developments. Must comply with the requirements of Appendix 4 of the Oxford Local

	Plan 2036.
Heritage Assessment	<p>Where the development would affect the significance of any designated heritage asset either directly or by being within its setting.</p> <p>Additional details relating to archaeology are also required within the Heritage Assessment, as well as a full archaeological desk-based assessment (where appropriate), for developments within the City Centre Archaeological Area, on allocated sites where identified, or elsewhere where archaeological deposits and features are suspected to be present.</p>
Land Contamination Assessment	<p>Where:</p> <ul style="list-style-type: none"> <li>• contamination is known or suspected,</li> <li>• the proposed use would be particularly sensitive,</li> <li>• contamination may present a risk to the surrounding environment.</li> </ul>
Landscape and Visual Impact Assessment	For development within a 1,200 metre radius of Carfax tower that exceeds 18.2m and/or development that has an effect on landscape character and visual impact. The assessment should comply with the requirements of Policy DH2 of the Oxford Local Plan 2036.
Landscaping Details	Where alterations to existing landscaping are proposed or existing landscaping would be impacted by the proposal.
Lighting Assessment	Where a proposal includes external lighting.
Microclimate Assessment	For all Major developments which may have an impact on wind, sunlight, daylight, overshadowing and glare.
Noise Impact Assessment	Where developments are close to existing sources of noise or the proposal will generate significant noise levels.
Open Space Assessment	For development within open spaces or with new open space proposed.

	Parking Information	In relevant cases or where existing parking would be lost or altered.
	Planning Obligations	Information will be required in support of all applications which generate requirements for planning obligations
	Planning Statement	All applications.
	Plans – Existing and Proposed Elevations	All applications.
	Plans – Existing and Proposed Floor Plans	All applications.
	Retail Impact Assessment	For retail and leisure development outside centres which are 350m <sup>2</sup> (gross) or more, except for sites within Areas of Change and Site Allocations as defined within the Oxford Local Plan 2036.
	Statement of Community Involvement	For all Major applications.
	Student Management Strategy	For all applications for new student accommodation.
	Sustainable Urban Drainage (SuDS) Details/ Strategy	All applications.
	Transport Assessment	For planning applications which are likely to generate significant amounts of movement and/ or have transport implications.  The Transport Assessment should be in accordance with the requirements of Appendix 7.1 of the Oxford Local Plan 2036.
	Travel Plan	For planning applications which are likely to generate significant amounts of movement and/ or have transport implications.  The Travel Plan should be in accordance with the requirements of Appendix 7.2 of the Oxford Local Plan 2036.

	Tree Canopy Cover Assessment	When the development proposes the loss of existing trees
	Utilities Statement	<u>For</u> all developments (except for householder). Should include information to demonstrate that the developer has explored existing capacity with the appropriate utilities provider.
	Viability Assessment	Where an applicant wishes to demonstrate that a site is not economically viable at the level of affordable housing required by Policy H2 of the Oxford Local Plan 2036.
	Waste Management Details	To identify the volume and type of material to be removed and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed
<b>Other Documents</b>	Further details – where necessary to explain the basis of the application.	
	Plans – Existing and Proposed Roof Plans	
	Photographs/Photomontages - Where this would help support the application.	
	Structural Survey. Required where necessary due to substantial demolition or effect on trees.	

### 3 – APPLICATION FOR APPROVAL OF DETAILS RESERVED BY CONDITION

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	Information to satisfy the requirements of the relevant conditions	All applications.
<b>Other Documents</b>	N/A	

**4 – APPLICATION FOR A NON-MATERIAL AMENDMENT TO A PLANNING CONSENT (SECTION 96A OF THE TOWN AND COUNTRY PLANNING ACT 1990)**

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	Plans – Site Plan	All applications.
	Plans – Proposed Elevations	All applications.
Plans – Proposed Floor Plans	All applications.	
<b>Other Documents</b>	Previously approved plans and details.	



**5 - APPLICATION FOR REMOVAL OR VARIATION OF A  
CONDITION FOLLOWING GRANT OF PLANNING PERMISSION  
OR LISTED BUILDING CONSENT (SECTION 73 OF THE TOWN  
AND COUNTRY PLANNING ACT 1990; PLANNING (LISTED  
BUILDINGS AND CONSERVATION AREAS) ACT 1990**

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration</li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	Plans – Location Plan	If the application relates to only part of the original site.
	Plans – Site Plan	If the change to the development results in changes to the site layout.
	Plans – Proposed Elevations	If the change to the development results in changes to the approved elevations.
	Plans – Proposed Floor Plans	If the change to the development results in changes to the approved floor plans.
	Planning Statement	All applications – to explain the reasoning for removing or varying the condition(s).
<b>Other Documents</b>	The scope of a variation/removal of condition application depends on the scope of development proposed. As a result, you should consider what evidence would support your application. The requirements for a full planning approval or a householder application would be a useful indicator as to what may be required.	

## 6 - APPLICATION FOR OUTLINE PLANNING PERMISSION

One copy of the following documents will always be required unless the application is submitted electronically. For major applications submitted electronically, two paper copies will also be required:

<p><b>National List of Minimum Requirements Necessary for Validation</b></p>	<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration</li> <li>• Design and Access Statement, if required, which complies with the requirements set out in <a href="#">Appendix 6.1</a> of the Oxford Local Plan 2036.</li> <li>• Location Plan at 1:1250 or 1:2500 scale showing:             <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ Application site outlined in red and any other land in the applicants ownership outlined in blue</li> <li>○ At least two road names</li> </ul> </li> <li>• Block Plan at 1:100 or 1:200 scale showing:             <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ The proposed development in relation to the site boundaries and other existing buildings on the site</li> <li>○ Plus the following, unless these would NOT influence or be affected by the proposed development:                 <ul style="list-style-type: none"> <li>▪ All the buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>▪ All public rights of way crossing or adjoining the site</li> <li>▪ The position of all trees on the site, and those on adjacent land</li> <li>▪ The extent and type of hard surfacing; and</li> </ul> </li> <li>○ Boundary treatment including walls or fencing where this is proposed</li> </ul> </li> <li>• Notices – as required depending on ownership of site</li> <li>• Appropriate fee (unless exempt).</li> <li>• Design and Access Statement for development which is:             <ul style="list-style-type: none"> <li>○ Major development (excluding material change of use);</li> <li>○ When the site is in a Conservation Area and development is for one or more dwelling houses or the floor space</li> </ul> </li> </ul>
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	<p>created is greater than 100m<sup>2</sup> (excluding material change of use).</p> <ul style="list-style-type: none"> <li>• Access Plan – Where access is a reserved matter, the area or areas where access points to the development proposed would be situated</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	<p>Documents will be required in relation to any matters that are considered at this stage.</p> <p>If all matters are reserved it still must be demonstrated that the site can accommodate the proposal.</p>	See requirements for 'Full Planning Application' as applicable.
	Parameter Plans	All applications.
<b>Other Documents</b>	See requirements for 'Full Planning Application' as applicable.	

## 7 - APPLICATION FOR APPROVAL OF RESERVED MATTERS FOLLOWING OUTLINE APPROVAL

One copy of the following documents will always be required unless the application is submitted electronically. For major applications submitted electronically, two paper copies will also be required:

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Location Plan at 1:1250 or 1:2500 scale showing: <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ Application site outlined in red and any other land in the applicants ownership outlined in blue</li> <li>○ At least two road names</li> </ul> </li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	Community Infrastructure Levy form	All applications.
	Documents will be required in relation to any matters that were previously reserved that are considered at this stage.	See requirements for 'Full Planning Application' as applicable.
<b>Other Documents</b>	See requirements for 'Full Planning Application' as applicable.	

## 8 - LISTED BUILDING CONSENT FOR ALTERATIONS, EXTENSION OR DEMOLITION OF A LISTED BUILDING

One copy of the following documents will always be required unless the application is submitted electronically:

<p><b>National List of Minimum Requirements Necessary for Validation</b></p>	<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration</li> <li>• Design and Access Statement, if required, which complies with the requirements set out in <a href="#">Appendix 6.1</a> of the Oxford Local Plan 2036.</li> <li>• Location Plan at 1:1250 or 1:2500 scale showing:             <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ Application site outlined in red and any other land in the applicants ownership outlined in blue</li> <li>○ At least two road names</li> </ul> </li> <li>• Block Plan at 1:100 or 1:200 scale showing:             <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ The proposed development in relation to the site boundaries and other existing buildings on the site</li> <li>○ Plus the following, unless these would NOT influence or be affected by the proposed development:                 <ul style="list-style-type: none"> <li>▪ All the buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>▪ All public rights of way crossing or adjoining the site</li> <li>▪ The position of all trees on the site, and those on adjacent land</li> <li>▪ The extent and type of hard surfacing; and</li> </ul> </li> <li>○ Boundary treatment including walls or fencing where this is proposed</li> </ul> </li> <li>• Notices – as required depending on ownership of site</li> <li>• Appropriate fee (unless exempt).</li> <li>• Heritage Assessment</li> </ul>
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Local List of Requirements Necessary for Validation	Document	Required
	Air Quality Assessment.	For all developments that will generate a substantial increase in vehicular movements, and/or significant demolition, construction or earthworks and/or that propose to introduce new receptors into an air quality hot spot area.
	Arboricultural Impact Assessment	For any proposals involving development within 15metres of the stem of any tree(s) within the application site or adjacent to it, that have a stem diameter of 150millimetres or more measured at 1.5 metres above ground level
	Dust Assessment.	Required as part of the Air Quality Assessment for developments involving significant demolition.
	Biodiversity Survey and Assessment.	<p>An ecological survey and assessment will be required for developments on greenfield sites or brownfield sites that have become vegetated. A Biodiversity Calculator must be included. The survey may also be required where:</p> <ul style="list-style-type: none"> <li>• The site has the potential to support rare, notable or protected species and habitats</li> <li>• There is a reasonable probability that species or habitats of nature conservation importance will be present.</li> </ul>
	Geodiversity Survey and Assessment.	<p>Where:</p> <ul style="list-style-type: none"> <li>• the site contains or is close to a known location for a geological exposure</li> <li>• There is a medium or high probability that a geological exposure will be present.</li> </ul>
	Land Contamination	Where:

	Assessment.	<ul style="list-style-type: none"> <li>contamination is known or suspected,</li> <li>the proposed use would be particularly sensitive,</li> <li>contamination may present a risk to the surrounding environment.</li> </ul>
	Planning Statement.	All applications.
	Plans – Existing and Proposed Elevations	All applications.
	Plans – Existing and Proposed Floor Plans	All applications.
	Plans – Existing and Proposed Roof Plans	All applications.
<b>Other Documents</b>	Photographs.	
	<u>Structural Survey.</u> Required where necessary due to substantial demolition or effect on trees.	

## 9 - APPLICATION FOR ADVERTISEMENT CONSENT

One copy of the following documents will always be required unless the application is submitted electronically:-

<p><b>National List of Minimum Requirements Necessary for Validation</b></p>	<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration</li> <li>• Location Plan at 1:1250 or 1:2500 scale showing: <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ Application site outlined in red and any other land in the applicants ownership outlined in blue</li> <li>○ At least two road names</li> </ul> </li> <li>• Block Plan at 1:100 or 1:200 scale showing: <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ The proposed development in relation to the site boundaries and other existing buildings on the site</li> <li>○ Plus the following, unless these would NOT influence or be affected by the proposed development: <ul style="list-style-type: none"> <li>▪ All the buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>▪ All public rights of way crossing or adjoining the site</li> <li>▪ The position of all trees on the site, and those on adjacent land</li> <li>▪ The extent and type of hard surfacing; and</li> </ul> </li> <li>○ Boundary treatment including walls or fencing where this is proposed</li> </ul> </li> <li>• Notices – as required depending on ownership of site</li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<p><b>Local List of Requirements Necessary for Validation</b></p>	<p><b>Document</b></p> <p>Plans - Existing and Proposed Elevations</p>	<p><b>Required</b></p> <p>All applications. These should show details of each advertisement - for illuminated adverts detail includes the level of luminance/wattage.</p>



	Detail drawings	Drawings of the proposed signs to a scale of 1:5, 1:10 or 1:20 and including a scale bar are required for all applications.
<b>Other Documents</b>	Planning Statement	
	Lighting Assessment	

# 10 - APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR AN EXISTING USE OR OPERATION OR ACTIVITY INCLUDING THOSE IN BREACH OF A PLANNING CONDITION

One copy of the following documents will always be required unless the application is submitted electronically:

<p><b>National List of Minimum Requirements Necessary for Validation</b></p>	<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Location Plan at 1:1250 or 1:2500 scale showing:             <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ Application site outlined in red and any other land in the applicants ownership outlined in blue</li> <li>○ At least two road names</li> </ul> </li> <li>• Block Plan at 1:100 or 1:200 scale showing:             <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ The proposed development in relation to the site boundaries and other existing buildings on the site</li> <li>○ Plus the following, unless these would NOT influence or be affected by the proposed development:                 <ul style="list-style-type: none"> <li>▪ All the buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>▪ All public rights of way crossing or adjoining the site</li> <li>▪ The position of all trees on the site, and those on adjacent land</li> <li>▪ The extent and type of hard surfacing; and</li> </ul> </li> <li>○ Boundary treatment including walls or fencing where this is proposed</li> </ul> </li> <li>• Appropriate fee (unless exempt).</li> <li>• Such evidence verifying the information included in the application as can be provided.</li> <li>• Such other information as is considered to be relevant to the application.</li> </ul>
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<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	Plans	Where this is needed to support the application.
	Supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the existing use)	Where this is needed to support the application.
<b>Other Documents</b>	Photographs	

# 11 - APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR A PROPOSED USE OR DEVELOPMENT

One copy of the following documents will always be required unless the application is submitted electronically:

<p><b>National List of Minimum Requirements Necessary for Validation</b></p>	<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Location Plan at 1:1250 or 1:2500 scale showing: <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ Application site outlined in red and any other land in the applicants ownership outlined in blue</li> <li>○ At least two road names</li> </ul> </li> <li>• Block Plan at 1:100 or 1:200 scale showing: <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ The proposed development in relation to the site boundaries and other existing buildings on the site</li> <li>○ Plus the following, unless these would NOT influence or be affected by the proposed development: <ul style="list-style-type: none"> <li>▪ All the buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>▪ All public rights of way crossing or adjoining the site</li> <li>▪ The position of all trees on the site, and those on adjacent land</li> <li>▪ The extent and type of hard surfacing; and</li> </ul> </li> <li>○ Boundary treatment including walls or fencing where this is proposed</li> </ul> </li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<p><b>Local List of Requirements Necessary for Validation</b></p>	<p><b>Document</b></p>	<p><b>Required</b></p>
	<p>Plans – Existing and Proposed Elevations</p>	<p>All applications.</p>
	<p>Plans – Existing and Proposed Floor Plans</p>	<p>All applications.</p>

	Community Infrastructure Levy form	If development is greater than 100m2 in area
<b>Other Documents</b>	Photographs	

## **12 - APPLICATION FOR TREE WORKS: WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER (TPO) OR NOTIFICATION OF PROPOSED WORKS TO TREES IN CONSERVATION AREAS (CA)**

### **Applications for Works to Trees with a TPO**

One copy of the following documents will always be required unless the application is submitted electronically:

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed TPO/Conservation Area Trees Application Form</li> <li>• Location Plan which identifies the tree or trees to which the application relates.</li> <li>• A full and clear specification of the works to be carried out.</li> <li>• A statement of the applicant's reasons for making the application.</li> <li>• Appropriate evidence describing any structural damage to property, or in relation to tree health or safety, as applicable.</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	If you have ticked 'yes' to either of the questions in Section 8 you will also need to provide:	
	Report by a tree professional (e.g. arboriculturalist or horticultural adviser) if your reasons relate to the health and/or safety of the tree(s).	All applications.
	Report by an engineer or surveyor, together with one from a tree professional (arboriculturalist) if you are alleging subsidence damage.	All applications.
<b>Other Documents</b>	Photographs	

### **Notification of Works to Trees in Conservation Areas**

<b>National List of Minimum Requirements</b>	<ul style="list-style-type: none"> <li>• 6 weeks written prior notice of the works.</li> </ul>
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<b>Necessary for Validation</b>		
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	For works to trees in Conservation Areas, the six weeks written notification does not have to follow any particular form; however, it must include sufficient particulars to identify the trees and the nature and extent of the work proposed. You may, therefore, wish to provide the following:	
	Completed and dated combined TPO/Conservation Area Trees Application Form, with all questions answered.	All applications.
	Sketch plan showing the precise location of all tree(s).	All applications.
	A full and clear specification of the works to be carried out.	All applications.
<b>Other Documents</b>	Photographs	
	Report by a tree professional (arboriculturalist) or other.	

**Notification of Works to Trees with a TPO or in a Conservation Area relying on an exception provided under Regulation 14 (Town and Country Planning (Tree Preservation)(England) Regulations 2012)**

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>Written prior notice of the works as soon as practicable.</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	For works to protected trees done under these strict exceptions written notice must be given as soon as practicable. Notice does not have to follow any particular form; however, it must include sufficient particulars to identify the tree(s), the nature of the exception, and the extent of the	

	work proposed. You may, therefore, wish to provide the following:	
	Completed and dated combined TPO/Conservation Area Trees Application Form, with all questions answered.	All applications.
	Sketch plan showing the precise location of all tree(s).	All applications.
	A full and clear specification of the works to be carried out.	All applications.
<b>Other Documents</b>	Photographs	
	Report by a tree professional (arboriculturalist) or other.	



# 13 – APPLICATION FOR FULL TELECOMMUNICATIONS APPROVAL

One copy of the following documents will always be required unless the application is submitted electronically:

<p><b>National List of Minimum Requirements Necessary for Validation</b></p>	<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration</li> <li>• Location Plan at 1:1250 or 1:2500 scale showing:             <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ Application site outlined in red and any other land in the applicants ownership outlined in blue</li> <li>○ At least two road names</li> </ul> </li> <li>• Block Plan at 1:100 or 1:200 scale showing:             <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ The proposed development in relation to the site boundaries and other existing buildings on the site</li> <li>○ Plus the following, unless these would NOT influence or be affected by the proposed development:                 <ul style="list-style-type: none"> <li>▪ All the buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>▪ All public rights of way crossing or adjoining the site</li> <li>▪ The position of all trees on the site, and those on adjacent land</li> <li>▪ The extent and type of hard surfacing; and</li> </ul> </li> <li>○ Boundary treatment including walls or fencing where this is proposed</li> </ul> </li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<p><b>Local List of Requirements Necessary for Validation</b></p>	<p><b>Document</b></p>	<p><b>Required</b></p>
	<p>Plans – Existing and Proposed Elevations</p>	<p>All applications.</p>
	<p>Plans – Existing and</p>	<p>All applications.</p>

	Proposed Floor Plans	
	Telecommunications Development Statement	All applications.
<b>Other Documents</b>	N/A	

## 14 – PERMISSION IN PRINCIPLE

One copy of the following documents will always be required unless the application is submitted electronically:

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration</li> <li>• Location Plan at 1:1250 or 1:2500 scale showing:               <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ Application site outlined in red and any other land in the applicants ownership outlined in blue</li> <li>○ At least two road names</li> </ul> </li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	Community Infrastructure Levy form	All applications
<b>Other Documents</b>	The scope of permission in principle is limited to location, land use and development however other documents may be required in support of the application. Please see the validation requirements for full applications for reference.	

## 15 - APPLICATION FOR PRIOR APPROVAL OF PROPOSED AGRICULTURAL DEVELOPMENT

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed Application Form or written description of the proposed development.</li> <li>• Location Plan at 1:1250 or 1:2500 scale showing: <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ Application site outlined in red and any other land in the applicants ownership outlined in blue</li> <li>○ At least two road names</li> </ul> </li> <li>• Appropriate fee (unless exempt).</li> <li>• Description of materials to be used.</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	Site Plan	All applications.
	Plans – Existing and Proposed Elevations	All applications.
	Plans – Existing and Proposed Floor Plans	All applications.
	Planning Statement	All applications.
	Landscape Details	All applications.
<b>Other Documents</b>	Photographs	

## 16 – APPLICATION FOR PRIOR NOTIFICATION OF RESIDENTIAL EXTENSION (CLASS A) (PART 1)

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed Application Form or written description of the proposed development including:               <ul style="list-style-type: none"> <li>○ how far the enlarged part of the dwellinghouse extends beyond the rear wall of the original dwellinghouse;</li> <li>○ the maximum height of the enlarged part of the dwellinghouse;</li> <li>○ the height of the eaves of the enlarged part of the dwellinghouse;</li> <li>○ where the enlarged part will be joined to an existing enlargement of the dwellinghouse, the information in subparagraphs (i) to (iii) must be provided in respect of the total enlargement (being the enlarged part together with the existing enlargement to which it will be joined);</li> </ul> </li> <li>• A Location/ Site plan indicating the site and showing the proposed development and any existing enlargement of the original dwellinghouse to which the enlarged part will be joined;</li> <li>• The addresses of any adjoining premises;</li> <li>• The developer’s contact address;</li> <li>• The developer’s email address if the developer is content to receive communications electronically.</li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	None.	
<b>Other Documents</b>	Plans – Existing and Proposed Elevations	
	Plans – Existing and Proposed Floor Plans	

## 17 – APPLICATION FOR PRIOR NOTIFICATION OF NEW STOREYS ABOVE DETACHED FLATS (CLASS A) (PART 20)

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed Application Form or written description of the proposed development.</li> <li>• A Location/ Site plan indicating the site and showing the proposed development with an identified scale and north point</li> <li>• A plan showing the proposed floor plans of the development with an identified scale, north point, dimensions and proposed use of each room, the position and dimensions of windows, doors and walls</li> <li>• A plan showing the existing and proposed elevations of the building with an identified scale and north point</li> <li>• A written statement identifying the number of new dwelling houses in addition to the number of dwelling houses in the building prior to the development</li> <li>• A list of all the addresses of the flats within the existing block of flats</li> <li>• A Flood Risk Assessment when the site is in FZ 2/3 or 1 AND critical drainage problems are known.</li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	Community Infrastructure Levy form	All applications
<b>Other Documents</b>	<p>The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include:</p> <ul style="list-style-type: none"> <li>• assessments of impacts or risks</li> <li>• statements setting out how impacts or risks are to be mitigated</li> <li>• details of proposed building or other operations</li> <li>• If a building is over 18 metres in height then a report from a chartered engineer (or other competent professional) confirming that the external wall construction of the existing building complies with paragraph B4(1) of Schedule 1 to the Building Regulations 2010 (S.I. 2010/2214).</li> </ul>	

## 18 – APPLICATION FOR PRIOR NOTIFICATION OF ENLARGEMENT OF A DWELLING HOUSE (CLASS AA) (PART 1)

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed Application Form or written description of the proposed development.</li> <li>• A plan indicating the site and showing the proposed development with an identified scale and north point.</li> <li>• A plan showing the existing and proposed elevations of the dwelling house with an identified scale.</li> <li>• A plan showing the position and dimensions of the proposed windows with an identified scale.</li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	Community Infrastructure Levy form	All applications
<b>Other Documents</b>	<p>The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include:</p> <ul style="list-style-type: none"> <li>• assessments of impacts or risks</li> <li>• statements setting out how impacts or risks are to be mitigated</li> <li>• details of proposed building or other operations</li> </ul>	

## 19 – APPLICATION FOR PRIOR NOTIFICATION OF NEW STOREYS ABOVE DETACHED COMMERCIAL (CLASS AA)

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed Application Form or written description of the proposed development.</li> <li>• A plan indicating the site and showing the proposed development with an identified scale and north point</li> <li>• A plan showing the proposed floor plans of the development with an identified scale, north point, dimensions and proposed use of each room, the position and dimensions of windows, doors and walls</li> <li>• A plan showing the existing and proposed elevations of the building with an identified scale and north point</li> <li>• A written statement identifying the number of new dwelling houses in addition to the number of dwelling houses in the building prior to the development</li> <li>• A list of all the addresses of the flats within the existing block of flats</li> <li>• A Flood Risk Assessment when the site is in FZ 2/3 or 1 AND critical drainage problems are known</li> <li>• Appropriate fee (unless exempt).</li> </ul>					
<b>Local List of Requirements Necessary for Validation</b>	<table border="1"> <thead> <tr> <th data-bbox="437 1016 903 1084">Document</th> <th data-bbox="903 1016 1495 1084">Required</th> </tr> </thead> <tbody> <tr> <td data-bbox="437 1084 903 1240">Community Infrastructure Levy form</td> <td data-bbox="903 1084 1495 1240">All applications</td> </tr> </tbody> </table>	Document	Required	Community Infrastructure Levy form	All applications	
Document	Required					
Community Infrastructure Levy form	All applications					
<b>Other Documents</b>	<p>The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include:</p> <ul style="list-style-type: none"> <li>• assessments of impacts or risks</li> <li>• statements setting out how impacts or risks are to be mitigated</li> <li>• details of proposed building or other operations</li> <li>• If a building is over 18 metres in height then a report from a chartered engineer (or other competent professional) confirming that the external wall construction of the existing building complies with paragraph B4(1) of Schedule 1 to the Building Regulations 2010 (S.I. 2010/2214).</li> </ul>					



## 20 – APPLICATION FOR PRIOR NOTIFICATION OF NEW STOREYS ABOVE TERRACED COMMERCIAL (CLASS AB)

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed Application Form or written description of the proposed development.</li> <li>• A plan indicating the site and showing the proposed development with an identified scale and north point</li> <li>• A plan showing the proposed floor plans of the development with an identified scale, north point, dimensions and proposed use of each room, the position and dimensions of windows, doors and walls</li> <li>• A plan showing the existing and proposed elevations of the building with an identified scale and north point</li> <li>• A written statement identifying the number of new dwelling houses in addition to the number of dwelling houses in the building prior to the development</li> <li>• A list of all the addresses of the flats within the existing block of flats</li> <li>• A Flood Risk Assessment when the site is in FZ 2/3 or 1 AND critical drainage problems are known</li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	Community Infrastructure Levy form	All applications
<b>Other Documents</b>	The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include: <ul style="list-style-type: none"> <li>• assessments of impacts or risks</li> <li>• statements setting out how impacts or risks are to be mitigated</li> <li>• details of proposed building or other operations.</li> </ul>	

## 21 – APPLICATION FOR PRIOR NOTIFICATION OF NEW STOREYS ABOVE TERRACED RESIDENTIAL (CLASS AC)

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed Application Form or written description of the proposed development.</li> <li>• A plan indicating the site and showing the proposed development with an identified scale and north point</li> <li>• A plan showing the proposed floor plans of the development with an identified scale, north point, dimensions and proposed use of each room, the position and dimensions of windows, doors and walls</li> <li>• A plan showing the existing and proposed elevations of the building with an identified scale and north point</li> <li>• A written statement identifying the number of new dwelling houses in addition to the number of dwelling houses in the building prior to the development</li> <li>• A list of all the addresses of the flats within the existing block of flats</li> <li>• A Flood Risk Assessment when the site is in FZ 2/3 or 1 AND critical drainage problems are known</li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	Community Infrastructure Levy form	All applications
<b>Other Documents</b>	The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include: <ul style="list-style-type: none"> <li>• assessments of impacts or risks</li> <li>• statements setting out how impacts or risks are to be mitigated</li> <li>• details of proposed building or other operations.</li> </ul>	

## 22 – APPLICATION FOR PRIOR NOTIFICATION OF NEW STOREYS ABOVE DETACHED RESIDENTIAL (CLASS AD)

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed Application Form or written description of the proposed development.</li> <li>• A plan indicating the site and showing the proposed development with an identified scale and north point</li> <li>• A plan showing the proposed floor plans of the development with an identified scale, north point, dimensions and proposed use of each room, the position and dimensions of windows, doors and walls</li> <li>• A plan showing the existing and proposed elevations of the building with an identified scale and north point</li> <li>• A written statement identifying the number of new dwelling houses in addition to the number of dwelling houses in the building prior to the development</li> <li>• A list of all the addresses of the flats within the existing block of flats</li> <li>• A Flood Risk Assessment when the site is in FZ 2/3 or 1 AND critical drainage problems are known</li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	Community Infrastructure Levy form	All applications
<b>Other Documents</b>	<p>The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include:</p> <ul style="list-style-type: none"> <li>• assessments of impacts or risks</li> <li>• statements setting out how impacts or risks are to be mitigated</li> <li>• details of proposed building or other operations.</li> </ul>	

## 23 – APPLICATION FOR PRIOR APPROVAL OF CONVERSION OF COMMERCIAL, BUSINESS AND SERVICE USES TO RESIDENTIAL (CLASS MA)

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed Application Form or written description of the proposed development.</li> <li>• A plan indicating the site and showing the proposed development</li> <li>• A statement specifying the net increase in dwellinghouses proposed by the development</li> <li>• A floor plan indicating the total floor space in square metres of each dwelling house, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwelling houses.</li> <li>• A Flood Risk Assessment when the site is in FZ 2/3 or 1 AND critical drainage problems are known.</li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	None.	
<b>Other Documents</b>	<p>The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include:</p> <ul style="list-style-type: none"> <li>• assessments of impacts or risks;</li> <li>• statements setting out how impacts or risks are to be mitigated;</li> <li>• details of proposed building or other operations;</li> <li>• where the development involves the loss of services provided by a registered nursery or health centre – a statement detailing the impact on the local provision of the type of services lost;</li> <li>• where the development meets a fire risk condition – the fire safety impacts on the intended occupants of the building.</li> </ul>	

## 24- APPLICATION FOR PRIOR NOTIFICATION OF CONVERSION OF OFFICE TO RESIDENTIAL (CLASS O)

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed Application Form or written description of the proposed development.</li> <li>• A plan indicating the site and showing the proposed development</li> <li>• A statement specifying the net increase in dwellinghouses proposed by the development</li> <li>• A floor plan indicating the total floor space in square metres of each dwelling house, the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwelling houses</li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	None.	
<b>Other Documents</b>	The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include: <ul style="list-style-type: none"> <li>• assessments of impacts or risks</li> <li>• statements setting out how impacts or risks are to be mitigated</li> <li>• details of proposed building or other operations.</li> </ul>	

## 25 – APPLICATION FOR PRIOR NOTIFICATION – PROPOSED DEMOLITION AND NEW BUILD RESIDENTIAL (CLASS ZA)

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>• Completed Application Form or written description of the proposed development.</li> <li>• A plan indicating the site and showing the proposed development with an identified scale and north point</li> <li>• A plan showing the proposed floor plans of the development with an identified scale, north point, dimensions and proposed use of each room, the position and dimensions of windows, doors and walls</li> <li>• A plan showing the existing and proposed elevations of the building with an identified scale and north point</li> <li>• A written statement identifying the number of new dwelling houses in addition to the number of dwelling houses in the building prior to the development</li> <li>• A list of all the addresses of the flats within the existing block of flats</li> <li>• A Flood Risk Assessment when the site is in FZ 2/3 or 1 AND critical drainage problems are known</li> <li>• Appropriate fee (unless exempt).</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	Community Infrastructure Levy form	All applications.
<b>Other Documents</b>	The GDPO states that the LPA may require such information as is reasonably necessary in order to determine the application which may include: <ul style="list-style-type: none"> <li>• assessments of impacts or risks</li> <li>• statements setting out how impacts or risks are to be mitigated</li> <li>• details of proposed building or other operations.</li> </ul>	

## 26 - APPLICATION FOR PRIOR NOTIFICATION – PROPOSED DEMOLITION

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>Completed Application Form or written description of the proposed development.</li> <li>Appropriate fee (unless exempt).</li> <li>A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	A copy of the site notice displayed in accordance with paragraph B.3 of Class B, Part 11 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 (as amended).	All applications. The site notice has to be displayed by the applicant/agent for at least 21 days of the 28 days from the date of validation of the application.
	Structural Survey	All applications.
<b>Other Documents</b>	Plans – Location	
	To assess the impact of demolition it is possible we would require details on the transport impact of removing the waste from the site, the ecology impact of removing the building or the arboricultural impact of removing the building.	

## 27 - APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED DEVELOPMENT IN RESPECT OF PERMITTED DEVELOPMENT BY ELECTRONIC COMMUNICATIONS CODE OPERATORS

<p><b>National List of Minimum Requirements Necessary for Validation</b></p>	<ul style="list-style-type: none"> <li>• Completed Application Form or written description of the proposed development.</li> <li>• Location Plan at 1:1250 or 1:2500 scale showing: <ul style="list-style-type: none"> <li>○ North Point</li> <li>○ Application site outlined in red and any other land in the applicants ownership outlined in blue</li> <li>○ At least two road names</li> </ul> </li> <li>• Appropriate fee (unless exempt).</li> <li>• Evidence that the developer has given notice of the proposed development in accordance with A.3(1) and A.3(2) of Part 16 of Schedule 2 to the General Permitted Development Order 1995 (as amended).</li> <li>• Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(3) of Part 16 of Schedule 2 to the General Permitted Development Order 1995 (as amended).</li> </ul>	
<p><b>Local List of Requirements Necessary for Validation</b></p>	<p><b>Document</b></p>	<p><b>Required</b></p>
	Archaeological Evaluation.	For development that involves below-ground impact within and outside the City Centre Area of Archaeological Interest
	Acoustic report	All applications.
	Alternative sites	All applications.  Should include details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area.
	Health and Radiation Impact Analysis	All applications.
	Map – showing the	All applications.



	relationship of the application site to schools and other telecommunication equipment in the vicinity.	
	Planning Statement	All applications.
	Signed declaration that the equipment and installation fully complies with the ICNIRP requirements	All applications
	Statement of Community Involvement	All applications.
	Supplementary Information Template. As set out in Annex F of the Code of Best Practice on Mobile Phone Network Development	All applications.
	Technical Information including the frequency, modulation characteristics, power output and the height of the proposed antenna.	All applications.
	Technical Information including the frequency, modulation characteristics, power output and the height of the proposed antenna.	All applications.
	Landscape and Visual Impact Assessment.	All applications. The assessment should comply with the requirements of Policy DH2 of the Oxford Local Plan 2036.
<b>Other Documents</b>	N/A	

## 28 - APPLICATION FOR HEDGEROW REMOVAL NOTICE

<b>National List of Minimum Requirements Necessary for Validation</b>	<ul style="list-style-type: none"> <li>Completed Application Form or the form set out in Schedule 4 to the Hedgerow Regulations 1997.</li> <li>A Location Plan which clearly shows the location and length of the hedgerow(s) to be removed (if possible, please provide a plan to a scale of 1:2500. A different scale can be used so long as it shows clearly the location and length of the hedgerow or hedgerows that you wish to remove)</li> <li>Evidence of the date of planting.</li> </ul>	
<b>Local List of Requirements Necessary for Validation</b>	<b>Document</b>	<b>Required</b>
	Arboricultural Impact Assessment	All applications.
	Ecological Assessment	All applications.
	Landscaping Details	All applications.
<b>Other Documents</b>	Photographs	

## APPENDIX 1 - Details of validation requirements

Document	Details	Further information
Other plans and drawings	<p>Other plans and drawings necessary to explain the basis of your application including:</p> <ul style="list-style-type: none"> <li>• Existing and proposed elevations</li> <li>• Existing and proposed floor plans</li> <li>• Existing and proposed site sections, finished floor and site levels</li> <li>• Roof plan</li> </ul> <p>For listed building consents:</p> <ul style="list-style-type: none"> <li>• Schedule of existing and/or proposed doors; fireplaces; windows and other internal features (where they may be affected by the proposals).</li> <li>• Details should include photographs and plans to a suitable scale and detail</li> </ul> <p>For advertisement consents:</p> <ul style="list-style-type: none"> <li>• Advertisement drawing(s) showing advertisement size, siting, materials and colours to be used, height above</li> </ul>	<p>All plans and drawings to 1:50 or 1:100 scale and should indicate: plan number; paper size, and a linear scale bar with at least two measurements on them (i.e. 0m-5m).</p> <p>Further can be found in <a href="#"><u>Oxford City Council – Drawing Standards – Planning application guidance – Plans and Drawings</u></a></p>

	<p>ground, extent of projection and details of the method and colour(s) of illumination [if applicable]</p> <ul style="list-style-type: none"> <li>• Drawings of the proposed signs to a scale of 1:5, 1:10 or 1:20 and including a scale bar are required for all advertisement applications.</li> </ul>	
Further details of proposal	<p>Further details necessary to explain the basis of the application including:</p> <ul style="list-style-type: none"> <li>• Window details/sections at a scale of 1:5 or 1:10 and including a scale bar.</li> <li>• Bin and cycle store plans and elevations to a scale of 1:50 or 1:100.</li> <li>• A specification for air conditioning/extract units and plant equipment.</li> </ul>	<p>All plans and drawings to 1:50 or 1:100 scale and should indicate: plan number; paper size, and a linear scale bar with measurements (i.e. 0m-5m).</p> <p>Further can be found in  <a href="#">Oxford City Council – Drawing Standards – Planning application guidance – Plans and Drawings</a></p>
CIL form	<p>A completed Community Infrastructure Levy form to establish whether the development may be liable to pay the Community Infrastructure Levy (CIL), and to calculate the CIL charge if the development is liable.</p>	<p><a href="#">Planning Portal - Community Infrastructure Levy (CIL)</a>  <a href="#">Oxford City Council – Community Infrastructure Levy (CIL)</a></p>
Flood Risk Assessment	<p>FRAs should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.</p>	<p>Oxford City Council can provide pre application advice on flooding and the information to be supplied with an application. The FRA should address all requirements/issues in accordance with the requirements of Council Policy CS11 National</p>

	<p>Flood Risk Assessments should:</p> <ul style="list-style-type: none"> <li>• Be proportionate to the scale of the development and flood risk at the location and address all requirements/issues in accordance with the requirements of Local Plan Policies RE3 and RE4, National Planning Policy Guidance and National Planning Policy Framework.</li> <li>• Include a topographic survey (to Ordnance Datum) and Flood Data information (from the Environment Agency) if any physical extensions, building works, subdivision of a dwelling, or change of use to a dwelling are proposed onsite.</li> <li>• Include detailed plans that show how the proposal will compensate for any loss of flood plain storage for any physical extension or building works located in the 1 in 100 chance in any year including an allowance for climate change flood extent.</li> <li>• Details of measures to ensure the development is made appropriately</li> </ul>	<p>Planning Policy Guidance and National Planning Policy Framework.</p> <p>The following links provide advice on what is required for different types of development as well as what to include in a FRA:</p> <p><a href="https://www.oxford.gov.uk/downloads/file/3815/planning_application_guidance_-_flooding">https://www.oxford.gov.uk/downloads/file/3815/planning_application_guidance_-_flooding</a></p> <p><a href="https://www.gov.uk/guidance/flood-risk-and-coastal-change#Site-Specific-Flood-Risk-Assessment-checklist-section">https://www.gov.uk/guidance/flood-risk-and-coastal-change#Site-Specific-Flood-Risk-Assessment-checklist-section</a></p> <p><a href="https://www.gov.uk/guidance/flood-risk-assessment-in-flood-zone-1-and-critical-drainage-areas">https://www.gov.uk/guidance/flood-risk-assessment-in-flood-zone-1-and-critical-drainage-areas</a></p> <p><a href="https://www.gov.uk/guidance/flood-risk-assessment-in-flood-zones-2-and-3">https://www.gov.uk/guidance/flood-risk-assessment-in-flood-zones-2-and-3</a></p> <p><a href="https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#minor-extensions-standing-advice">https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#minor-extensions-standing-advice</a></p> <p><a href="https://www.gov.uk/government/publications/flood-resilient-construction-of-new-buildings">https://www.gov.uk/government/publications/flood-resilient-construction-of-new-buildings</a></p> <p><a href="http://www.oxford.gov.uk/floodriskforplanning">www.oxford.gov.uk/floodriskforplanning</a></p>
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	<p>flood resilient and resistant are to be provided and shown on plans.</p> <ul style="list-style-type: none"> <li>• Details are to be accordance with 'Improving the Flood Performance of New Buildings: Flood Resilient Construction' prepared by DEFRA.</li> </ul>	
Parking information	<p>Details of existing and proposed parking for motor vehicles and bicycles will be required in relevant cases or where existing parking would be lost or altered.</p>	<p>For further guidance refer to Local Plan policies M1-M5.</p>
Arboricultural Impact Assessment	<p>Required for any proposals involving development within 15meters of the stem of any tree(s) within the application site or adjacent to it, that have a stem diameter of 150millimetres or more measured at 1.5 metres above ground level; should be in accordance with BS5837:2012 [or superseding version] 'Trees in relation to design, demolition and construction – Recommendations' and should include a plan indicating the position and true crown spread of the tree(s), their Root Protection Areas and an Arboricultural Implications Assessment if appropriate.</p>	<p>For further guidance refer to Local Plan policy G8 and BS5837:2012 [or superseding version] '<i>Trees in relation to design, demolition and construction – Recommendations</i>'. Trees Officers can provide pre-application advice on a case-by-case basis.</p>

Land Contamination assessment	Where contamination is known or suspected or the proposed use would be particularly sensitive, the applicant should provide an appropriate contamination assessment with the application to determine whether the proposed development can proceed.	Please refer to the <u>contamination guidance documents on the website</u> . For further guidance refer to Local Plan policy RE9.
Daylight/Sunlight Assessment	Required in circumstances where there is a potential adverse impact upon the current levels of sunlight or daylight enjoyed by adjoining properties or building(s) within a specific scheme, including associated gardens or amenity space.	For further guidance refer to Local Plan policies H14, RE7 and Appendix 3.7.
Affordable Housing Statement	Required for: <ul style="list-style-type: none"> <li>• Residential developments on sites with capacity of 10 or more dwellings, or which have an area of 0.25 hectares or greater.</li> <li>• Student accommodation that includes 25 or more bedrooms.</li> </ul>	For further guidance refer to policy H2 of the Oxford Local Plan 2036
Biodiversity or Geodiversity Survey and Assessment	An ecological or geodiversity survey and assessment may be required, covering impacts on protected, conservation priority or locally important species and habitats (and geological exposure of conservation interest). For example where: <ul style="list-style-type: none"> <li>• The site contains or is close to a known location for a species, habitat</li> </ul>	Guidance as to the need for a Survey and Assessment is available at: <p><u><a href="https://www.oxford.gov.uk/downloads/file/5730/grs4_-_technical_advice_note_-_biodiversity">https://www.oxford.gov.uk/downloads/file/5730/grs4 - technical advice note - biodiversity</a></u></p> <p><u><a href="https://www.alge.org.uk/publications-and-reports/">https://www.alge.org.uk/publications-and-reports/</a></u></p> <p>For information on species and habitats of concern in Oxford see: <u><a href="https://www.oxfordshire.gov.uk/residents/enviromen">https://www.oxfordshire.gov.uk/residents/enviromen</a></u></p>

	<p>or geological exposure</p> <ul style="list-style-type: none"> <li>• There is a reasonable probability that a species, habitat or geological exposure will be present.</li> <li>• The assessment needs to identify the features of conservation interest, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.</li> </ul>	<p><a href="#">nt-and-planning/countryside/natural-environment/environmental-policy-and-planning/biodiversity-and-planning</a></p>
Energy Statement	<p>Required for developments involving new build residential dwellinghouses, 1000 m2 or more of student accommodation; or 1,000 m2 or more of non-residential floor space</p>	<p>For further guidance refer to Local Plan Policy RE1.</p>
Heritage Statement	<p>Required where there are archaeological, historical, Conservation Area, Listed Building, Scheduled Ancient Monuments and/or other heritage asset issues.</p> <p>The scope and degree of detail necessary in a Heritage Statement will vary according to the scale of the proposal and the nature of likely impacts.</p> <p>Issues covered in a heritage statement should include:</p> <ul style="list-style-type: none"> <li>• The identification of and impact of the proposal on any views of Oxford's historic buildings and skyline and include the assessment of the impact</li> </ul>	<p>Applicants are advised to discuss proposals with either a planning officer or a conservation officer about the content of the statement before any application is made.</p> <p>For further guidance refer to the National Planning Policy Framework, Section 6.0 of the Oxford Local Plan 2036.</p> <p>There is also useful information and help about how to assess the special architectural or historic interest of a place on the council's web site <a href="http://www.oxford.gov.uk/PageRender/decP/OxfordHeritagePlan.htm">http://www.oxford.gov.uk/PageRender/decP/OxfordHeritagePlan.htm</a> and also on the English Heritage web site <a href="http://www.english-heritage.org.uk/professional/advice/">http://www.english-heritage.org.uk/professional/advice/</a></p>



	<p>on the setting of any heritage assets that may be affected.</p> <ul style="list-style-type: none"> <li>• The statement must provide a description of the history of the development of the site and its context (in many circumstances this can be brief, but must be more than simply repeating the details in the list entry in the statutory register of buildings of architectural or historic interest)</li> <li>• Assessment of the heritage significance of the place - what is the special architectural and historic interest Assessment of the impact of the proposals on that significance</li> <li>• Justification for any harmful impacts</li> </ul>	
Landscaping Details	<p>These should refer to landscaping and detailed landscaping proposals, including detailed planting plans and schedules, which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. This should also include proposal for long term maintenance and landscape management. Where loss of habitat is required, the proposals must demonstrate how a measureable net gain in biodiversity will be</p>	<p>For further guidance refer to section 5.0 of the Oxford Local Plan 2036.</p>

	achieved.	
Planning Obligations	Information will be required in support of all applications which generate requirements for planning obligations.	
Statement of Community Involvement	Required for all major applications.	For further guidance refer to: <a href="https://www.oxford.gov.uk/info/20007/communities/816/community_involvement_in_planning">https://www.oxford.gov.uk/info/20007/communities/816/community_involvement_in_planning</a>
Transport Assessment	Required for planning applications which are likely to have significant transport implications.	For further guidance refer to Section 7 of the Oxford Local Plan 2036.
Travel Plan	Required for planning applications which are likely to have significant transport implications.	For further guidance refer to Section 7 of the Oxford Local Plan 2036
Viability Assessment	Required where an applicant wishes to demonstrate that a site is not economically viable at the level of affordable housing required by planning policies. You will be expected to provide, where necessary, information from a professionally qualified source and to demonstrate that the Viability Assessment is based on reasonable and realistic assumptions.	
Waste Management Details	Required to identify the volume and type of material to be removed and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.	

Air Quality Statement	Required for developments that will generate a substantial increase in vehicular movements, and/or significant demolition, construction or earthworks and/or propose to introduce new receptors into an air quality hot spot area	<p>Oxford City Council can provide pre application advice on air quality. Applicants are therefore advised to discuss proposals with the air quality officer about the content of the air quality assessment before any application is made</p> <p>Information on all the air quality requirements and considerations when submitting development applications to Oxford City Council can be found in the city councils air quality planning application guidance, available at:</p> <p><a href="https://www.oxford.gov.uk/downloads/file/5473/air_quality_planning_application_guidance">https://www.oxford.gov.uk/downloads/file/5473/air_quality_planning_application_guidance</a></p>
Crime Reduction Statement	Wherever possible, new developments should seek to address specific local priorities as identified by Neighbourhood Action Groups and the Oxford Safer Communities Partnership.	
Economic Statement	Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.	For further guidance refer to Section 8.0 of the Oxford Local Plan.

Environmental Impact Assessment	Required to accompany a planning application for certain types of development under the terms of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017. An EIA will always be required for all developments described in Schedule 1 of the Regulations, and may be required for those described in Schedule 2 if it is likely to have significant effects on the environment.	
Habitat Regulations Assessment (HRA)	Required when proposals have the potential to impact upon sites of nature conservation value, such as the Oxford Meadows Special Area of Conservation.	
Lighting Assessment	Required where a proposal includes external lighting.	
Open Space Assessment	Required for development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site.	
Planning Statement	A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken	

	prior to submission. However, a separate statement on community involvement may also be appropriate.	
Structural Survey	Required where necessary due to substantial demolition or effect on trees	
Water and sewerage infrastructure	Developers will be required to demonstrate that there is adequate capacity both on and off the site to serve the development and that it would not lead to problems for existing users.	
Landscape and Visual Impact Assessment	Required for development that has an effect on landscape and visual impact and should be informed by BS5837:2012 'Trees in relation to design, demolition and construction – Recommendations', compliant tree survey and Arboricultural Impact Assessment.	
Archaeological Evaluation	Required for development that involves below-ground impact within and outside the City Centre Area of Archaeological Interest.	
Health and Radiation Impact Analysis	Developers can reduce concerns over the health impact of telecommunications development by submitting information on this matter alongside proposals for new equipment. This should be in the form of a Health and Radiation Impact Analysis (HRIA) which provides details on the expected microwave and other radiation from the proposed equipment and how this relates to the EU ICNIRP guidelines.	

Health Impact Assessment	Required for all major applications.	Must comply with the requirements of Appendix 4 of the Oxford Local Plan 2036.
Noise Impact Assessment	Required where developments are close to existing sources of noise or the proposal will generate significant noise levels.	