



## **National and Local Checklist Guidance for Applications for Prior Notification of Agricultural or Forestry Development - Proposed Building**

All applications must be accompanied by two copies unless submitted electronically, together with the appropriate fee. All submitted plans must incorporate a drawing number and title (revised plans submitted must include suffixes and specify the nature of the revision).

This note is for guidance only and the Council welcomes pre-application discussions, particularly for more complicated applications, to help ensure that the right information is submitted.

### **National Requirements**

#### **1. Application Form**

The completed application form should be signed and dated including a clear and concise description of the proposed development. A signature is not required on electronic submissions.

#### **2. Site Location Plan**

This is to enable the Local Planning Authority, consultees and the public to identify the property. The site location plan (ordnance survey based) drawn typically at a scale of 1:1250 or 1:2500 but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line (the red line should include all land necessary to carry out the proposed development, for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line must be drawn around any other land owned by the applicant.

We will accept any location plans downloaded from the Planning Portal website [www.planningportal.gov.uk](http://www.planningportal.gov.uk) and plans can also be obtained from Penrith Library.