

1-APP Requirements for London Borough of Enfield

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Requirements for Application for Consent to display an Advertisement(s)

REF No.	<u>National Requirements</u>		
AD1	Completed application form	3 copies (unless submitted electronically)	
AD2	A plan which identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement, is drawn to an identified scale and showing the direction of North	4 copies to be supplied (unless the application is submitted electronically)	Application site to be outlined in red, other adjoining land in applicant's ownership to be outlined in blue.
AD3	A copy of other plans and drawings or information necessary to describe the subject of the application	4 copies to be supplied (unless the application is submitted electronically)	
AD4	The appropriate fee. See FEE SCHEDULE		Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008
	<u>Enfield Requirements</u>		
	Drawings:		
AD5	Existing and proposed elevations (e.g. at a scale of 1:100) Advertisement drawing(s) showing advertisement: <ul style="list-style-type: none"> • size • materials • colour(s) • height above ground • position in relation to building/shop front • extent of projection • method of illumination • position of any external lighting • cross section to show internal lighting 	4 copies to be supplied (unless the application is submitted electronically)	All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres.

	Statements:		
AD6	Supporting planning statement	4 copies to be supplied (unless the application is submitted electronically)	optional at applicant's discretion
AD7	Details of any lighting scheme, including a light pollution assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
	Other:		
AD8	Photographs/photo montages	4 copies to be supplied (unless the application is submitted electronically)	At applicant's discretion

Requirements for Application for Approval of Details Reserved by a Condition

REF No.	<u>National Requirements</u>		
DP1	Completed application form	3 copies (unless submitted electronically)	
DP2	A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North	4 copies to be supplied (unless the application is submitted electronically)	Application site to be outlined in red, other adjoining land in applicants ownership to be outlined in blue.
DP3	A copy of other plans and drawings or information necessary to describe the subject of the application	4 copies to be supplied (unless the application is submitted electronically)	
	<u>Enfield Requirements</u>		
	Drawings:		
DP4	All plans and drawings to indicate works.	4 copies to be supplied (unless the application is submitted electronically)	All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres.
	Statements:		
DP5	Supporting planning statement	4 copies to be supplied (unless the application is submitted electronically)	optional at applicant's discretion
DP6	Statements pertaining to the relevant conditions to be discharged, such as: <ul style="list-style-type: none"> • landscaping • lighting • methodology • archaeological • drainage / flooding • transportation works • sound insulation • contamination 	4 copies to be supplied (unless the application is submitted electronically)	

	Other:		
DP7	Photographs/photo montages	4 copies to be supplied (unless the application is submitted electronically)	At applicant's discretion

Requirements for Conservation Area Consent Application (demolition in a Conservation Area)

REF NO.	<u>National Requirements</u>		
CAC1	Completed application form	3 copies (unless submitted electronically)	
CAC2	The completed Ownership Certificate – A, B, C or D – Plus a copy of the notice as indicated below	3 copies (unless submitted electronically)	as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
	Notice 1 under GDPO 1995	if completed Ownership Certificate B	
	Notices 1 and 2 under GDPO 1995	if completed Ownership Certificate C	
	Notice 2 under GDPO 1995	if completed Ownership Certificate D	
	Agricultural Holdings Certificate	3 copies (unless submitted electronically)	as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
CAC3	A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North	4 copies to be supplied (unless the application is submitted electronically)	Application site to be outlined in red, other adjoining land in applicants ownership to be outlined in blue.
CAC4	A copy of other plans and drawings or information necessary to describe the subject of the application	4 copies to be supplied (unless the application is submitted	

		electronically)	
	<u>Enfield Requirements</u>		
	Drawings:		
CAC5	<p>Block plan of the site (e.g. at a scale of 1:500)</p> <p>Existing and proposed elevations (e.g. at a scale of 1:100)</p> <p>Existing and proposed floor plans (e.g. at a scale of 1:100)</p> <p>Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:100)</p> <p>Where a new building would be visible on the street scene, an elevation plan showing the existing and the new building and the neighbouring two or three properties on each side. (e.g. at a scale of 1:500).</p> <p>Site survey plan (e.g. at a scale of 1:200 showing existing and proposed features e.g. roads, parking areas, footpaths, landscaping, walls, fences, trees, buildings and other structures.</p>	<p>4 copies to be supplied (unless the application is submitted electronically)</p>	<p>All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres</p>
	Statements:		
CAC6	Conservation Plan or Statement	<p>4 copies to be supplied (unless the application is submitted electronically)</p>	<p>May be incorporated within the Design and Access Statement</p>

	Other:		
CAC7	Photographs/photo montages	4 copies to be supplied (unless the application is submitted electronically)	At applicant's discretion

Planning Application Requirements for Application for Prior Notification of Proposed Demolition

REF No.	<u>National Requirements</u>		
PN_DEM1	Completed application form	3 copies (unless submitted electronically)	
PN_DEM2	A plan indicating the site	4 copies to be supplied (unless the application is submitted electronically)	Application site to be outlined in red, other adjoining land in applicants ownership to be outlined in blue.
PN_DEM3	A copy of other plans and drawings or information necessary to describe the subject of the application	4 copies to be supplied (unless the application is submitted electronically)	
PN_DEM4	A statement that a site notice has been displayed on or near the land on which the building to be demolished is sited		GDPO 1995 Part 31 A.2(iii)
PN_DEM5	The appropriate fee. See FEE SCHEDULE		Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008
	<u>Enfield Requirements</u>		
	Drawings:		
PN_DEM6	Block plan of the site (e.g. at a scale of 1:500) All plans and drawings to indicate building / structure to be demolished	4 copies to be supplied (unless the application is submitted electronically)	All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres
	Statements:		
PN_DEM7	Supporting planning statement	4 copies to be supplied (unless the application is submitted electronically)	
PN_DEM8	Tree survey/Arboricultural statement	4 copies to be supplied (unless	Applications involving works within 5 metres

		the application is submitted electronically)	of a tree
PN_DEM9	Structural survey	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
	Other:		
PN_DEM10	Photographs/photo montages	4 copies to be supplied (unless the application is submitted electronically)	At applicant's discretion

Requirements for Full Planning Permission Application

REF No.	<u>National Requirements</u>		
FP1	Completed application form	3 copies (unless submitted electronically)	
FP2	The completed Ownership Certificate – A, B, C or D – Plus a copy of the notice as indicated below	3 copies (unless submitted electronically)	as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
	Notice 1 under GDPO 1995	if completed Ownership Certificate B	
	Notices 1 and 2 under GDPO 1995	if completed Ownership Certificate C	
	Notice 2 under GDPO 1995	if completed Ownership Certificate D	
	Agricultural Holdings Certificate	3 copies (unless submitted electronically)	as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
FP3	A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North	4 copies to be supplied (unless the application is submitted electronically)	Application site to be outlined in red, other adjoining land in applicants ownership to be outlined in blue.
FP4	A copy of other plans and drawings or information necessary to describe the subject of the application	4 copies to be supplied (unless the application is submitted electronically)	
FP5	Design and access statement	4 copies to be supplied (unless the application is submitted electronically)	
FP6	The appropriate fee. See FEE SCHEDULE		Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008.

	<u>Enfield Requirements</u>		
	Drawings:		
FP7	<p>Block plan of the site (e.g. at a scale of 1:500)</p> <p>Existing and proposed elevations (e.g. at a scale of 1:100)</p> <p>Existing and proposed floor plans (e.g. at a scale of 1:100)</p> <p>Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:100)</p> <p>Proposed extended street scene, where new buildings are to be erected, or where proposed works involve an increase in height. (e.g. at a scale of 1:100)</p> <p>Site survey plan (e.g. at a scale of 1:200 showing existing and proposed features e.g. roads, parking areas, footpaths, landscaping, walls, fences, trees, buildings and other structures.</p>	4 copies to be supplied (unless the application is submitted electronically)	All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres
	Statements:		
FP8	Supporting planning statement	4 copies to be supplied (unless the application is submitted electronically)	optional at applicant's discretion
FP9	Flood risk assessment	4 copies to be supplied (unless the application is	Applications in Environment Agency Flood Risk Zone relating to basements or ground floor extensions

		submitted electronically)	
FP10	Sustainability Assessment	2 copies to be supplied (unless the application is submitted electronically)	As required by the Council
FP11	Conservation Plan or Statement	4 copies to be supplied (unless the application is submitted electronically)	Where an application is within a Conservation Area or works are to a Listed Building
FP12	Tree survey/Arboricultural statement	4 copies to be supplied (unless the application is submitted electronically)	Applications involving building works within 5 metres of a tree
FP13	Transport assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
FP14	Retail assessment plan	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council where new retail floorspace is provided, please seek advice before submitting your application
FP15	Affordable housing statement	4 copies to be supplied (unless the application is submitted electronically)	Required for applications providing 10 or more residential units

FP16	Noise impact assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council in line with the guidance set out in PPG24, please seek advice before submitting your application
FP17	Air quality	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
FP18	Sunlight/daylighting	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
FP19	Details of any lighting scheme, including a light pollution assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
FP20	Ventilation/extraction details	4 copies to be supplied (unless the application is submitted electronically)	Required for applications which include commercial extraction flues
FP21	Sound insulation requirements	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
FP22	Site waste management plan	4 copies to be supplied (unless the application is	As required by the Council, please seek advice before submitting your application

		the application is submitted electronically)	Heating and cooling system statement - in accordance with Policy 4A.6 of the London Plan Renewable Energy - in accordance with Policy 4A.7 of the London Plan (see the renewable energy toolkit at http://www.london.gov.uk/mayor/environment/energy/renew_resources.jsp)
	Other:		
FP26	Photographs/photo montages	4 copies to be supplied (unless the application is submitted electronically)	At applicant's discretion

Requirements for Householder Application

REF NO.	<u>National Requirements</u>		
HOUS1	Completed application form	3 copies (unless submitted electronically)	
HOUS2	The completed Ownership Certificate – A, B, C or D – Plus a copy of the notice as indicated below	3 copies (unless submitted electronically)	as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
	Notice 1 under GDPO 1995	if completed Ownership Certificate B	
	Notices 1 and 2 under GDPO 1995	if completed Ownership Certificate C	
	Notice 2 under GDPO 1995	if completed Ownership Certificate D	
	Agricultural Holdings Certificate	3 copies (unless submitted electronically)	as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
HOUS3	A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North	4 copies to be supplied (unless the application is submitted electronically)	Application site to be outlined in red, other adjoining land in applicants ownership to be outlined in blue.
HOUS4	A copy of other plans and drawings or information necessary to describe the subject of the application	4 copies to be supplied (unless the application is submitted electronically)	
HOUS5	Design and access statement	4 copies to be supplied (unless the application is submitted electronically)	where proposed works fall within one of the following designated areas: <ul style="list-style-type: none"> * National Park * site of special scientific interest * conservation area * site of special scientific interest * conservation area * area of outstanding natural beauty * World Heritage Site * the Broads.

HOUS6	The appropriate fee. See FEE SCHEDULE		Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008 If applying under exemption, either: <ul style="list-style-type: none"> • copy of blue badge • doctors letter explaining disability
	<u>Enfield Requirements</u>		
	Drawings:		
HOUS7	Block plan of the site (e.g. at a scale of 1:500) Existing and proposed elevations (e.g. at a scale of 1:100) Existing and proposed floor plans (e.g. at a scale of 1:100) Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:100) Site survey plan (e.g. at a scale of 1:200 showing existing and proposed features e.g. roads, parking areas, footpaths, landscaping, walls, fences, trees, buildings and other structures.	4 copies to be supplied (unless the application is submitted electronically)	All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres
	Statements:		
HOUS8	Supporting planning statement	4 copies to be supplied (unless the application is submitted electronically)	optional at applicant's discretion
HOUS9	Flood risk assessment	4 copies to be supplied (unless the application is submitted electronically)	Applications in Environment Agency Flood Risk Zone relating to basements or ground floor extensions
HOUS10	Sustainability Assessment - advisory	2 copies to be supplied	

		(unless the application is submitted electronically)	
HOUS11	Conservation Plan or Statement	4 copies to be supplied (unless the application is submitted electronically)	Where an application is within a Conservation Area or works are to a Listed Building
HOUS12	Tree survey/Arboricultural statement	4 copies to be supplied (unless the application is submitted electronically)	Applications involving building works within 5 metres of a tree
	Other:		
HOUS13	Photographs/photo montages		At applicant's discretion

Requirements for :

Application for a Lawful Development Certificate for an Existing use or Operation or Activity including those in breach of a Planning Condition

Application for a Lawful Development Certificate for a Proposed Use or Development

<u>Ref No.</u>	<u>National Requirements</u>		
LDC1	Completed application form	3 copies (unless submitted electronically)	
LDC2	A statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant known to have an interest in the land and whether any such person has been notified of the application	3 copies (unless submitted electronically)	
LDC3	Such evidence verifying the information included in the application as you can provide		
LDC4	A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North	3copies to be supplied (unless the application is submitted electronically)	Application site to be outlined in red, other adjoining land in applicants ownership to be outlined in blue.
LDC5	The appropriate fee. See FEE SCHEDULE		Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008 If applying under exemption, either: <ul style="list-style-type: none"> • copy of blue badge • doctors letter

			explaining disability
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	<u>Enfield Requirements</u>		
	Drawings:		
LDC6	<p>Block plan of the site (e.g. at a scale of 1:500)</p> <p>Existing and proposed elevations (e.g. at a scale of 1:100)</p> <p>Existing and proposed floor plans (e.g. at a scale of 1:100)</p> <p>Site survey plan (e.g. at a scale of 1:200 showing existing and proposed features e.g. roads, parking areas, footpaths, landscaping, walls, fences, trees, buildings and other structures.</p>	3 copies to be supplied (unless the application is submitted electronically)	All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres
	Statements:		
LDC7	Supporting information (existing use application)	3 copies to be supplied (unless the application is submitted electronically)	Two sources of evidence for existing use applications, such as, information obtained from the electoral register, Council Tax records, Utility bills or other official records. Where relevant, sworn affidavits(s) from people with personal knowledge of the existing use may also be provided in addition to two other sources mentioned above.
LDC8	Supporting information (proposed use application)	3 copies to be supplied (unless the application is submitted electronically)	Information describing how the proposed business use would operate, including days and hours of use, proposed number of employees and whether there will be any additional vehicles calling at the premises.
	Other:		

LDC9	Photographs/photo montages	3 copies to be supplied (unless the application is submitted electronically)	At applicant's discretion
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Requirements for Listed Building Consent Application, for alterations, extension or demolition of a Listed Building

REF NO	<u>National Requirements</u>		
LBC1	Completed application form	3 copies (unless submitted electronically)	
LBC2	The completed Ownership Certificate – A, B, C or D – Plus a copy of the notice as indicated below	3 copies (unless submitted electronically)	as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
	Notice 1 under GDPO 1995	if completed Ownership Certificate B	
	Notices 1 and 2 under GDPO 1995	if completed Ownership Certificate C	
	Notice 2 under GDPO 1995	if completed Ownership Certificate D	
	Agricultural Holdings Certificate	3 copies (unless submitted electronically)	as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
LBC3	A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North	4 copies to be supplied (unless the application is submitted electronically)	Application site to be outlined in red, other adjoining land in applicants ownership to be outlined in blue.
LBC4	A copy of other plans and drawings or information necessary to describe the subject of the application	4 copies to be supplied (unless the application is submitted electronically)	
LBC5	Design and access statement	4 copies to be supplied (unless the application is submitted electronically)	
	<u>Enfield Requirements</u>		
	Drawings:		

LBC6	<p>Block plan of the site (e.g. at a scale of 1:500)</p> <p>Existing and proposed elevations (e.g. at a scale of 1:100)</p> <p>Existing and proposed floor plans (e.g. at a scale of 1:100)</p> <p>Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:100)</p> <p>Detailed plans, elevations and sections of areas or special features to be altered or removed (e.g. at a scale of 1:50, marked 'existing')</p> <p>Detailed plans, elevations and sections of new features to be introduced to the building (e.g. at a scale of 1:50, marked 'proposed')</p> <p>Archive drawings.</p> <p>Proposed extended street scene, where new buildings are to be erected, or where proposed works involve an increase in height. (e.g. at a scale of 1:100)</p> <p>Site survey plan (e.g. at a scale of 1:200 showing existing and proposed features e.g. roads, parking areas, footpaths, landscaping, walls, fences, trees, buildings and other structures.</p>	4 copies to be supplied (unless the application is submitted electronically)	All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres
	Statements:		

LBC7	Supporting planning statement	4 copies to be supplied (unless the application is submitted electronically)	optional at applicant's discretion
LBC8	Conservation Plan or Statement	4 copies to be supplied (unless the application is submitted electronically)	May be incorporated within the Design and Access Statement
LBC9	Tree survey/Arboricultural statement	4 copies to be supplied (unless the application is submitted electronically)	Applications involving building works within 5 metres of a tree
LBC10	Statement of community involvement	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
	Other:		
LBC11	Structural Engineering reports		Where significant structural alterations are proposed (may be incorporated within Conservation Plan)
LBC12	Building protection methods		Used to safeguard the building during works (may be incorporated within Conservation Plan)
LBC13	Specifications, repair schedules and methodologies		May be incorporated within Conservation Plan
LBC14	Photographs/photo montages cross referenced to corresponding drawings	4 copies to be supplied (unless the application is submitted electronically)	At applicant's discretion

Requirements for Outline Planning Application with all matters reserved

<u>REF NO</u> <u>National</u> <u>Requirements</u>			
OUT_ALL1	Completed application form	3 copies (unless submitted electronically)	
OUT_ALL2	The completed Ownership Certificate – A, B, C or D – Plus a copy of the notice as indicated below	3 copies (unless submitted electronically)	as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
	Notice 1 under GDPO 1995	if completed Ownership Certificate B	
	Notices 1 and 2 under GDPO 1995	if completed Ownership Certificate C	
	Notice 2 under GDPO 1995	if completed Ownership Certificate D	
	Agricultural Holdings Certificate	3 copies (unless submitted electronically)	as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
OUT_ALL3	A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North	4 copies to be supplied (unless the application is submitted electronically)	Application site to be outlined in red, other adjoining land in applicants ownership to be outlined in blue.
OUT_ALL4	A copy of other plans and drawings or information necessary to describe the subject of the application	4 copies to be supplied (unless the application is submitted electronically)	

OUT_ALL5	Design and access statement	4 copies to be supplied (unless the application is submitted electronically)	
OUT_ALL6	The appropriate fee. See FEE SCHEDULE		Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008.
	<u>Enfield Requirements</u>		
	Drawings:		
OUT_ALL7	Block plan of the site (e.g. at a scale of 1:500) Existing and proposed elevations (e.g. at a scale of 1:100) Existing and proposed floor plans (e.g. at a scale of 1:100) Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:100) Proposed extended street scene, where new buildings are to be erected, or where proposed works involve an increase in height. (e.g. at a scale of 1:100) Site survey plan (e.g. at a scale of 1:200 showing existing and proposed features e.g. roads, parking areas, footpaths, landscaping, walls, fences, trees, buildings	4 copies to be supplied (unless the application is submitted electronically)	All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres

	and other structures.		
	Statements:		
OUT_ALL8	Supporting planning statement	4 copies to be supplied (unless the application is submitted electronically)	Minimum information regarding use, amount of development, indicative layout, scale parameters and indicative access points.
OUT_ALL9	Flood risk assessment	4 copies to be supplied (unless the application is submitted electronically)	Applications in Environment Agency Flood Risk Zone relating to basements or ground floor extensions
OUT_ALL10	Sustainability Assessment	2 copies to be supplied (unless the application is submitted electronically)	As required by the Council
OUT_ALL11	Conservation Plan or Statement	4 copies to be supplied (unless the application is submitted electronically)	Where an application is within a Conservation Area or works are to a Listed Building
OUT_ALL12	Tree survey/Arboricultural statement	4 copies to be supplied (unless the application is submitted electronically)	Applications involving building works within 5 metres of a tree
OUT_ALL13	Transport assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application

OUT_ALL14	Retail assessment plan	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council where new retail floorspace is provided, please seek advice before submitting your application
OUT_ALL15	Affordable housing statement	4 copies to be supplied (unless the application is submitted electronically)	Required for applications providing 10 or more residential units
OUT_ALL16	Noise impact assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council in line with the guidance set out in PPG24, please seek advice before submitting your application
OUT_ALL17	Air quality	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
OUT_ALL18	Sunlight/daylighting	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
OUT_ALL19	Details of any lighting scheme, including a light pollution assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
OUT_ALL20	Ventilation/extraction details	4 copies to be supplied (unless	Required for applications which include commercial extraction flues

		the application is submitted electronically)	
OUT_ALL21	Sound insulation requirements	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
OUT_ALL22	Site waste management plan	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
OUT_ALL23	Land contamination statement	4 copies to be supplied (unless the application is submitted electronically)	Required for contaminated sites, sites previously used for industrial purposes and major developments (10 or more residential units, 1,000 sq metres non-res floorspace) and those on or adjoining public open space
OUT_ALL24	Environmental impact assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
OUT_ALL25	Pre-application consultation statement	4 copies to be supplied (unless the application is submitted electronically)	Proposals for significant development as stated in the Councils Statement of Community Involvement (SCI)
OUT_ALL 27	Affordable Housing assessment (the Three Dragons Toolkit is recommended for this)	4 copies to be supplied (unless the application is submitted electronically)	Applies to applications for 10 dwellings or more, or where application sites have the capacity to provide 10 or more dwellings. We advise that you use the Three Dragons toolkit to provide your assessment.

			http://www.london.gov.uk/thelondonplan/thelondonplan.jsp
OUT_ALL 28	Health Impact Assessment	4 copies to be supplied (unless the application is submitted electronically)	for major development proposals in accordance with the London Plan and Health Issues in Planning - Best Practice Guidance, June 2007 http://www.london.gov.uk/mayor/strategies/sds/docs/bpg-health.pdf
OUT_ALL 29	Sustainable Design and Construction statement	4 copies to be supplied (unless the application is submitted electronically)	for major development proposals in accordance with the London Plan and Sustainable Design and Construction Supplementary Planning Guidance, 2006 http://www.london.gov.uk/mayor/strategies/sds/docs/spg-sustainable-design.pdf
OUT_ALL 30	Energy Assessment	4 copies to be supplied (unless the application is submitted electronically)	in accordance with Policy 4A.4 of the London Plan. Heating and cooling system statement - in accordance with Policy 4A.6 of the London Plan Renewable Energy - in accordance with Policy 4A.7 of the London Plan See the renewable energy toolkit at: http://www.london.gov.uk/mayor/environment/energy/renew_resources.jsp
	Other:		
OUT_ALL26	Photographs/photo montages	4 copies to be supplied (unless the application is submitted electronically)	At applicant's discretion

Requirements for Outline Planning Application with some matters reserved

<u>REF No</u>	<u>National Requirements</u>		
OUT_RMS1	Completed application form	3 copies (unless submitted electronically)	
OUT_RMS2	The completed Ownership Certificate – A, B, C or D – Plus a copy of the notice as indicated below	3 copies (unless submitted electronically)	as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
	Notice 1 under GDPO 1995	if completed Ownership Certificate B	
	Notices 1 and 2 under GDPO 1995	if completed Ownership Certificate C	
	Notice 2 under GDPO 1995	if completed Ownership Certificate D	
	Agricultural Holdings Certificate	3 copies (unless submitted electronically)	as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
OUT_RMS3	A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North	4 copies to be supplied (unless the application is submitted electronically)	Application site to be outlined in red, other adjoining land in applicants ownership to be outlined in blue.
OUT_RMS4	A copy of other plans and drawings or information necessary to describe the subject of the application	4 copies to be supplied (unless the application is submitted electronically)	
OUT_RMS5	Design and access statement	4 copies to be supplied (unless the application is submitted electronically)	
OUT_RMS6	The appropriate fee. See FEE SCHEDULE		Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008.

	<u>Enfield Requirements</u>		
	Drawings:		
OUT_RMS7	<p>Block plan of the site (e.g. at a scale of 1:500)</p> <p>Existing and proposed elevations (e.g. at a scale of 1:100)</p> <p>Existing and proposed floor plans (e.g. at a scale of 1:100)</p> <p>Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:100)</p> <p>Proposed extended street scene, where new buildings are to be erected, or where proposed works involve an increase in height. (e.g. at a scale of 1:100)</p> <p>Site survey plan (e.g. at a scale of 1:200 showing existing and proposed features e.g. roads, parking areas, footpaths, landscaping, walls, fences, trees, buildings and other structures.</p>	4 copies to be supplied (unless the application is submitted electronically)	All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres
	Statements:		
OUT_RMS8	Supporting planning statement	4 copies to be supplied (unless the application is submitted electronically)	Minimum information regarding use, amount of development, indicative layout, scale parameters and indicative access points.
OUT_RMS9	Flood risk assessment	4 copies to be supplied (unless the application is submitted electronically)	Applications in Environment Agency Flood Risk Zone relating to basements or ground floor extensions

OUT_RMS10	Sustainability Assessment	2 copies to be supplied (unless the application is submitted electronically)	As required by the Council
OUT_RMS11	Conservation Plan or Statement	4 copies to be supplied (unless the application is submitted electronically)	Where an application is within a Conservation Area or works are to a Listed Building
OUT_RMS12	Tree survey/Arboricultural statement	4 copies to be supplied (unless the application is submitted electronically)	Applications involving building works within 5 metres of a tree
OUT_RMS13	Transport assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
OUT_RMS14	Retail assessment plan	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council where new retail floorspace is provided, please seek advice before submitting your application
OUT_RMS15	Affordable housing statement	4 copies to be supplied (unless the application is submitted electronically)	Required for applications providing 10 or more residential units
OUT_RMS16	Noise impact assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council in line with the guidance set out in PPG24, please seek advice before submitting your application
OUT_RMS17	Air quality	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
OUT_RMS18	Sunlight/daylighting	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
OUT_RMS19	Details of any lighting scheme, including a light pollution assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application

OUT_RMS20	Ventilation/extraction details	4 copies to be supplied (unless the application is submitted electronically)	Required for applications which include commercial extraction flues
OUT_RMS21	Sound insulation requirements	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
OUT_RMS22	Site waste management plan	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
OUT_RMS23	Land contamination statement	4 copies to be supplied (unless the application is submitted electronically)	Required for contaminated sites, sites previously used for industrial purposes and major developments (10 or more residential units, 1,000 sq metres non-res floorspace) and those on or adjoining public open space
OUT_RMS24	Environmental impact assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
OUT_RMS25	Pre-application consultation statement	4 copies to be supplied (unless the application is submitted electronically)	Proposals for significant development as stated in the Councils Statement of Community Involvement (SCI)
OUT_RMS27	Affordable Housing assessment (the Three Dragons Toolkit is recommended for this)	4 copies to be supplied (unless the application is submitted electronically)	Applies to applications for 10 dwellings or more, or where application sites have the capacity to provide 10 or more dwellings. We advise that you use the Three Dragons toolkit to provide your assessment. http://www.london.gov.uk/thelondonplan/thelondonplan.jsp
OUT_RMS28	Health Impact Assessment	4 copies to be supplied (unless the application is submitted electronically)	for major development proposals in accordance with the London Plan and Health Issues in Planning - Best Practice Guidance, June 2007 http://www.london.gov.uk/mayor/strategies/sds/docs/bpg-health.pdf

OUT_RMS29	Sustainable Design and Construction statement	4 copies to be supplied (unless the application is submitted electronically)	for major development proposals in accordance with the London Plan and Sustainable Design and Construction Supplementary Planning Guidance, 2006 http://www.london.gov.uk/mayor/strategies/sds/docs/spg-sustainable-design.pdf
OUT_RMS30	Energy Assessment	4 copies to be supplied (unless the application is submitted electronically)	in accordance with Policy 4A.4 of the London Plan. Heating and cooling system statement - in accordance with Policy 4A.6 of the London Plan Renewable Energy - in accordance with Policy 4A.7 of the London Plan See the renewable energy toolkit at: http://www.london.gov.uk/mayor/environment/energy/renew_re_sources.jsp
	Other:		
OUT_RMS26	Photographs/photo montages	4 copies to be supplied (unless the application is submitted electronically)	At applicant's discretion

Requirements for application for Prior Notification of Proposed Development in respect of Permitted Development by Telecommunications Code Systems Operators

<u>REF NO.</u>	<u>National Requirements</u>		
PN_TEL1	Completed application form	3 copies (unless submitted electronically)	
PN_TEL2	A statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant known to have an interest in the land and whether any such person has been notified of the application	3 copies (unless submitted electronically)	
PN_TEL3	Evidence that notice of the proposed development has been given to any person (other than the applicant) who is an owner of the land to which the development relates or a tenant by serving a notice on every such person and where the names and addresses are not known by local advertisement		
PN_TEL4	Evidence that where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome the developer shall notify the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator as appropriate before making the application		
PN_TEL5	A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North	3copies to be supplied (unless the application is submitted electronically)	Application site to be outlined in red, other adjoining land in applicants ownership to be outlined in blue.
PN_TEL6	The appropriate fee. See FEE SCHEDULE		Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England)

			Regulations 2008.
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	Enfield Requirements		
	Drawings:		
PN_TEL7	<p>Block plan of the site (e.g. at a scale of 1:500)</p> <p>Proposed elevations and floor plans (e.g. at a scale of 1:100)</p> <p>A map showing the relationship of the application site to schools and other telecommunications equipment in the vicinity.</p>	3 copies to be supplied (unless the application is submitted electronically)	All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres
	Statements:		
PN_TEL8	<p>Supporting Planning Statement including:</p> <ul style="list-style-type: none"> • Area of search • Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna • Technical justification — details about the purpose of the site and why the particular development is required • Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area • An explanation if no alternatives considered • Visual impact assessment where relevant • Acoustic report where relevant • Any other relevant additional information 	4 copies to be supplied (unless the application is submitted electronically or on disk)	
PN_TEL9	ICNIRP statement for telecoms apparatus		
PN_TEL10	Statement of Community Involvement		
	Other:		
PN_TEL11	Photographs/photo montages	3 copies to be supplied (unless the application is	At applicant's discretion

		submitted electronically)	
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Requirements for Removal or Variation of a condition following grant of planning permission

REF NO.	<u>National Requirements</u>		
VAR1	Completed application form	3 copies (unless submitted electronically)	
VAR2	The completed Ownership Certificate – A, B, C or D – Plus a copy of the notice as indicated below	3 copies (unless submitted electronically)	as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
	Notice 1 under GDPO 1995	if completed Ownership Certificate B	if completed Ownership Certificate B
	Notices 1 and 2 under GDPO 1995	if completed Ownership Certificate C	if completed Ownership Certificate C
	Notice 2 under GDPO 1995	if completed Ownership Certificate D	if completed Ownership Certificate D
	Agricultural Holdings Certificate	3 copies (unless submitted electronically)	as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
VAR3	A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North	4 copies to be supplied (unless the application is submitted electronically)	Application site to be outlined in red, other adjoining land in applicants ownership to be outlined in blue.
VAR4	A copy of other plans and drawings or information necessary to describe the subject of the application	4 copies to be supplied (unless the application is submitted electronically)	
VAR1	Design and access statement	4 copies to be supplied (unless the application is submitted electronically)	
VAR5	The appropriate fee. See FEE SCHEDULE		Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008.

	<u>Enfield Requirements</u>		
	Drawings:		
VAR6	Block plan of the site (e.g. at a scale of 1:500) Existing and proposed elevations (e.g. at a scale of 1:100) Existing and proposed floor plans (e.g. at a scale of 1:100) Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:100) Proposed extended street scene, where new buildings are to be erected, or where proposed works involve an increase in height. (e.g. at a scale of 1:100) Site survey plan (e.g. at a scale of 1:200 showing existing and proposed features e.g. roads, parking areas, footpaths, landscaping, walls, fences, trees, buildings and other structures.	4 copies to be supplied (unless the application is submitted electronically)	All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres
	Statements:		
VAR7	Supporting planning statement	4 copies to be supplied (unless the application is submitted electronically)	optional at applicant's discretion
VAR8	Flood risk assessment	4 copies to be supplied (unless the application is submitted electronically)	Applications in Environment Agency Flood Risk Zone relating to basements or ground floor extensions
VAR9	Sustainability Assessment	2 copies to be supplied (unless the application is submitted electronically)	As required by the Council
VAR10	Conservation Plan or Statement	4 copies to be supplied (unless the application is submitted electronically)	Where an application is within a Conservation Area or works are to a Listed Building
VAR11	Tree survey/Arboricultural statement	4 copies to be supplied (unless the application is	Applications involving building works within 5 metres of a tree

		submitted electronically)	
VAR12	Transport assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
VAR13	Retail assessment plan	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council where new retail floorspace is provided, please seek advice before submitting your application
VAR14	Affordable housing statement	4 copies to be supplied (unless the application is submitted electronically)	Required for applications providing 10 or more residential units
VAR15	Noise impact assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council in line with the guidance set out in PPG24, please seek advice before submitting your application
VAR16	Air quality	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
VAR17	Sunlight/daylighting	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
VAR18	Details of any lighting scheme, including a light pollution assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
VAR19	Ventilation/extraction details	4 copies to be supplied (unless the application is submitted electronically)	Required for applications which include commercial extraction flues
VAR20	Sound insulation requirements	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
VAR21	Site waste management plan	4 copies to be supplied	As required by the Council, please seek advice

		(unless the application is submitted electronically)	before submitting your application
VAR22	Land contamination statement	4 copies to be supplied (unless the application is submitted electronically)	Required for contaminated sites, sites previously used for industrial purposes and major developments (10 or more residential units, 1,000 sq metres non-res floorspace) and those on or adjoining public open space
VAR23	Environmental impact assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
VAR24	Pre-application consultation statement	4 copies to be supplied (unless the application is submitted electronically)	Proposals for significant development as stated in the Councils Statement of Community Involvement (SCI)
	Other:		
VAR25	Photographs/photo montages	4 copies to be supplied (unless the application is submitted electronically)	At applicant's discretion

Requirements for Application for Approval of Reserved Matters following Outline Approval

<u>REF NO.</u>	<u>National Requirements</u>		
RMO1	Completed application form	3 copies (unless submitted electronically)	
RMO2	The completed Ownership Certificate – A, B, C or D – Plus a copy of the notice as indicated below	3 copies (unless submitted electronically)	as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
	Notice 1 under GDPO 1995	if completed Ownership Certificate B	if completed Ownership Certificate B
	Notices 1 and 2 under GDPO 1995	if completed Ownership Certificate C	if completed Ownership Certificate C
	Notice 2 under GDPO 1995	if completed Ownership Certificate D	if completed Ownership Certificate D
	Agricultural Holdings Certificate	3 copies (unless submitted electronically)	as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
RMO3	A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North	4 copies to be supplied (unless the application is submitted electronically)	Application site to be outlined in red, other adjoining land in applicants ownership to be outlined in blue.
RMO4	A copy of other plans and drawings or information necessary to describe the subject of the application	4 copies to be supplied (unless the application is submitted electronically)	
RMO5	Design and access statement	4 copies to be supplied (unless the application is submitted electronically)	
RMO6	The appropriate fee. See FEE SCHEDULE		Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008.

	<u>Enfield Requirements</u>		
	Drawings:		
RMO7	<p>Block plan of the site (e.g. at a scale of 1:500)</p> <p>Existing and proposed elevations (e.g. at a scale of 1:100)</p> <p>Existing and proposed floor plans (e.g. at a scale of 1:100)</p> <p>Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:100)</p> <p>Proposed extended street scene, where new buildings are to be erected, or where proposed works involve an increase in height. (e.g. at a scale of 1:100)</p> <p>Site survey plan (e.g. at a scale of 1:200 showing existing and proposed features e.g. roads, parking areas, footpaths, landscaping, walls, fences, trees, buildings and other structures.</p>	4 copies to be supplied (unless the application is submitted electronically)	All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres
	Statements:		
RMO8	Supporting planning statement	4 copies to be supplied (unless the application is submitted electronically)	optional at applicant's discretion
RMO9	Flood risk assessment	4 copies to be	Applications in Environment Agency Flood Risk Zone relating to basements or

		supplied (unless the application is submitted electronically)	ground floor extensions
RMO10	Sustainability Assessment	2 copies to be supplied (unless the application is submitted electronically)	As required by the Council
RMO11	Conservation Plan or Statement	4 copies to be supplied (unless the application is submitted electronically)	Where an application is within a Conservation Area or works are to a Listed Building
RMO12	Tree survey/Arboricultural statement	4 copies to be supplied (unless the application is submitted electronically)	Applications involving building works within 5 metres of a tree
RMO13	Transport assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
RMO14	Retail assessment plan	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council where new retail floorspace is provided, please seek advice before submitting your application
RMO15	Affordable housing statement	4 copies to be supplied (unless the application is submitted)	Required for applications providing 10 or more residential units

		electronically)	
RMO16	Noise impact assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council in line with the guidance set out in PPG24, please seek advice before submitting your application
RMO17	Air quality	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
RMO18	Sunlight/daylighting	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
RMO19	Details of any lighting scheme, including a light pollution assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
RMO20	Ventilation/extraction details	4 copies to be supplied (unless the application is submitted electronically)	Required for applications which include commercial extraction flues
RMO21	Sound insulation requirements	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
RMO22	Site waste management	4 copies to be	As required by the Council, please seek advice before submitting your application

	plan	supplied (unless the application is submitted electronically)	
RMO23	Land contamination statement	4 copies to be supplied (unless the application is submitted electronically)	Required for contaminated sites, sites previously used for industrial purposes and major developments (10 or more residential units, 1,000 sq metres non-res floorspace) and those on or adjoining public open space
RMO24	Environmental impact assessment	4 copies to be supplied (unless the application is submitted electronically)	As required by the Council, please seek advice before submitting your application
RMO25	Pre-application consultation statement	4 copies to be supplied (unless the application is submitted electronically)	Proposals for significant development as stated in the Councils Statement of Community Involvement (SCI)
RMO27	Affordable Housing assessment (the Three Dragons Toolkit is recommended for this)	4 copies to be supplied (unless the application is submitted electronically)	Applies to applications for 10 dwellings or more, or where application sites have the capacity to provide 10 or more dwellings. We advise that you use the Three Dragons toolkit to provide your assessment. http://www.london.gov.uk/thelondonplan/thelondonplan.jsp
RMO28	Health Impact Assessment	4 copies to be supplied (unless the application is submitted electronically)	for major development proposals in accordance with the London Plan and Health Issues in Planning - Best Practice Guidance, June 2007 http://www.london.gov.uk/mayor/strategies/sds/docs/bpg-health.pdf
RMO29	Sustainable Design and Construction statement	4 copies to be supplied (unless the application is submitted electronically)	for major development proposals in accordance with the London Plan and Sustainable Design and Construction Supplementary Planning Guidance, 2006 http://www.london.gov.uk/mayor/strategies/sds/docs/spg-sustainable-design.pdf

RMO30	Energy Assessment	4 copies to be supplied (unless the application is submitted electronically)	<p>in accordance with Policy 4A.4 of the London Plan.</p> <p>Heating and cooling system statement - in accordance with Policy 4A.6 of the London Plan</p> <p>Renewable Energy - in accordance with Policy 4A.7 of the London Plan See the renewable energy toolkit at:http://www.london.gov.uk/mayor/environment/energy/renew_resources.jsp</p>
	Other:		
RMO26	Photographs/photo montages	4 copies to be supplied (unless the application is submitted electronically)	At applicant's discretion

Requirements for Application for Tree Works:

Works to trees subject to a Tree Preservation Order (TPO); and / or Notification of proposed works to Trees in a Conservation Area (TCA)

REF NO.	<u>National Requirements</u>		
TREE1	Completed application form	3 copies (unless submitted electronically)	
TREE2	A plan which identifies the land to which the application relates and the location of the tree(s) which form the subject of this application, drawn to an identified scale and showing the direction of North	3 copies to be supplied (unless the application is submitted electronically)	Application site to be outlined in red, other adjoining land in applicants ownership to be outlined in blue.
	<u>Enfield Requirements</u>		
	Drawings:		
TREE3	Block plan of the site (e.g. at a scale of 1:500)	3 copies to be supplied (unless the application is submitted electronically)	All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres
	Statements:		
TREE4	Tree survey/Arboricultural statement	3 copies to be supplied (unless the application is submitted electronically)	Applications involving building works within 5 metres of a tree
	Other:		
TREE5	Photographs/photo montages	3 copies to be supplied (unless the application is submitted electronically)	At applicant's discretion