

## VALIDATION CHECKLIST

### FULL APPLICATIONS FOR PLANNING PERMISSION (NON-HOUSEHOLDER)

<b>NATIONAL: Compulsory information that is required to validate your application</b>	<b>Included (tick box)</b>
<p><b>Completed standard form</b> – The national requirement is for <b>FOUR</b> copies (including one original) to be supplied unless the application is submitted electronically, however additional copies may be requested for certain applications.</p>	
<p><b>Location Plan</b> - This must be based on an up to date map, identifying the land to which the application relates drawn to an identified scale, preferably 1:1250. The plan should, wherever possible, show at least two named roads and surrounding buildings and indicate the direction of north. The application site must be clearly edged with a red line and include all land necessary to carry out the proposed development. Any other adjacent or adjoining land owned by the applicant should be clearly edged with a blue line.</p> <p>A minimum of <b>SIX copies</b> in total to be supplied unless the application is submitted electronically. <b>However, even where applications are submitted electronically hard copies of plans and supporting documents may be required.</b></p> <p>For major applications please enquire before submission for exact number of copies required.</p>	
<p><b>Other plans and drawings or information</b> necessary to describe the subject of the application including:</p> <ul style="list-style-type: none"> <li>• <b>Site plan</b> at a scale of 1:500 or 1:200, showing the proposed development in relation to the site boundaries and other buildings on the site, with written dimensions including those to the boundaries; buildings, roads and footpaths on land adjoining the site, including access arrangements; all public rights of way crossing or adjoining the site; the position of trees on the site and on adjacent land that could influence or be affected by the development; the extent and type of any hard surfacing; and boundary treatment where this is proposed.</li> <li>• <b>Existing and proposed elevations</b> (e.g. at a scale of 1:50 or 1:100)</li> <li>• <b>Existing and proposed floor plans</b> (e.g. at a scale of 1:100 or 1:200)</li> <li>• <b>Existing and proposed site sections and finished floor and site levels</b> (e.g. at a scale of 1:50 or 1:100)</li> <li>• <b>Roof plans</b> (e.g. at a scale of 1:50 or 1:100)</li> </ul> <p>A minimum of <b>SIX copies</b> in total to be supplied unless the</p>	

<p>application is submitted electronically. <b>However, even where applications are submitted electronically hard copies of plans and supporting documents may be required.</b></p> <p>For major applications please enquire before submission for exact number of copies required.</p>	
<p><b>Completed Ownership Certificate</b> (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995. This must state the ownership of the property.</p> <p>If you are unsure about which Certificate to complete contact the Development Control Service for advice</p> <p>In addition <b>where Ownership Certificates B, C or D have been completed</b>, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article. If in doubt contact the Development Control Service for advice.</p>	
<p><b>Completed Agricultural Holdings Certificate</b> as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.</p> <p>This certificate is required whether or not the site includes an agricultural holding.</p>	
<p><b>Correct Application fee:</b> Where one is necessary. Fee details can be obtained from Development Control Service or the website.</p>	
<p><b>Design and Access Statement:</b> A Design and Access Statement is required unless the application relates to :</p> <ul style="list-style-type: none"> <li>• A material change of use of land or buildings, unless operational development is also involved.</li> <li>• Engineering or mining operations</li> </ul> <p>Guidance on the preparation of Statements is available on the website and also on the website of the Commission for Architecture and the Built Environment (CABE)</p>	
<p><b>Environmental Impact Assessment Regulations:</b> The Town and Country Planning (Environmental Impact Assessment) Regulations (SI1999/293) as amended, set out the circumstances in which an Environment Impact Assessment is required.</p>	

**PLEASE NOTE ALL PLANS AND DRAWINGS SUBMITTED WITH THE APPLICATION SHOULD BE TITLED AND NUMBERED FOR IDENTIFICATION PURPOSES**

<b>LOCAL: Information that <u>MAY</u> be required to validate your application</b> <b>Please enquire before submission for exact number of copies required.</b>	<b>Included (tick box)</b>
<b>Transport Assessment:</b> Should be submitted for any proposal that has the potential to lead to a material increase in travel demand and the volume of road traffic or increased impact because of the type of traffic. Also some major proposals may involve a number of individual elements or uses which involve major generators of travel demand. Simple Transport Statements are needed for proposals with a limited affect on traffic / travel.	
<b>Draft Travel Plan:</b> Proposals that are likely to have significant transport implications are to be supported by a Travel Plan.	
<b>Supporting Planning Statement:</b> This should summarise the proposals and include information on how the proposed development accords with policies in the development plan or other relevant planning policy documents and can be useful if the issues are complex or potentially controversial.	
<b>Air Quality Assessment:</b> Should be provided where the proposal may have an adverse impact on an Air Quality Management Area or involve residential uses within an Air Quality Management Area.	
<b>Noise Impact Assessment:</b> Should be provided for the assessment of the location and design of noise sensitive development and developments that are the sources of noise in relation to one another. This may include details of specific requirements for the development in terms of additional insulation to protect the occupiers from outside noise sources or local neighbouring occupiers from noise emanating from the development itself.	
<b>Nature Conservation/Ecological Assessment:</b> Proposals should show any significant wildlife habitats or features and the location of habitats of any protected species. An ecological survey is required where a development site contains protected species, is an identified site of nature conservation interest, contains natural or semi-natural habitat or is near an SSSI (Site of Special Scientific Interest). This survey should include an assessment of impact.	
<b>Archaeological Assessment:</b> An Archaeological Assessment is to be submitted for proposals on sites known or suspected of containing important archaeological remains.	
<b>Conservation Area Appraisal and Listed Building Appraisal:</b> A statement on the impact of the development, including any demolition, on the character and appearance of a Listed Building and/or a Conservation Area.	
<b>Flood Risk Assessment:</b> A Flood Risk Assessment (FRA) will be required for development and change of use to a use more sensitive to	

<p>flood risk on site of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency. Developments on sites under 1 hectare but involving one or more new dwellings or 100 square metres of new floor space require a statement to say how surface water drainage will be dealt with.</p>	
<p><b>Foul sewage and utilities Assessment:</b> All new buildings need separate connections to foul and storm water systems. A statement is particularly important where infrastructure is limited or absent. It should be noted that surface water is not permitted to be connected to the public foul sewers.</p>	
<p><b>Affordable Housing Statement:</b> A statement is required for development of 15 residential units or more and/or sites in excess of 0.5 hectares. This should provide information concerning both the affordable housing and any market housing. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.</p>	
<p><b>Structural Survey:</b> Surveys are required in support of demolition of listed buildings and the demolition of buildings in Conservation Areas. Conversion of existing buildings (e.g. barns) within the Green Belt requires surveys to demonstrate their structural integrity.</p>	
<p><b>Ventilation/Extraction Statement:</b> Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes for the sale of food and drink for consumption on the premises, for use as a public house, wine-bar or other drinking establishment, for use for the sale of hot food for consumption off the premises and for general business and general industrial use. This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</p>	
<p><b>Tree Survey and Landscape Plan:</b> Applications for sites containing tree cover should include a detailed survey and indicate which trees are to be retained and the means of protecting these trees during construction works. Development of prominent sites, redevelopment schemes, sites in Conservation Areas and proposals near to or involving listed buildings should include landscape detail.</p>	
<p><b>Lighting Assessment/details of lighting scheme:</b> Where the proposal is significant a lighting impact assessment should be provided.</p>	

<p><b>Planning Obligations:</b> when a proposal is likely to require the completion of a legal obligation under Section 106 of the Town and Country Planning Act 1990 or any other Statute superseding this Primary Legislation, before planning permission can be granted the details of the Head of Terms of the agreement should be submitted with the application.</p>	
<p><b>Land Contamination Report:</b> Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination. Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.</p>	
<p><b>Open Space/Recreation Assessment:</b> Application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site and an assessment will be required to accompany applications involving any development that leads to the loss of open space.</p>	
<p><b>Retail Assessment:</b> This should include the need for development, which is of an appropriate scale, there are no sites close the centre for the development, there are no unacceptable impacts on existing centres and locations are accessible.</p>	
<p><b>Regeneration / Economic Assessment:</b> Should include details of any new jobs that may be created or supported: the relative floor space totals for each proposed use; any community benefits; reference to any regeneration strategies that might lie behind or be supported the proposal.</p>	
<p><b>Sustainability Appraisal:</b> Outlining the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications.</p>	
<p><b>Sunlight/daylight assessment:</b> Where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, BRE guidelines on daylight assessments.</p>	
<p><b>Lighting Assessment:</b> Where the proposal includes significant external lighting a lighting assessment should be provided</p>	

<p><b>Design Statement:</b> Including the type, colour, make and name of all materials to be used both internally and externally, including roofing and the surfacing of car parking areas etc.</p>	
<p><b>Public Safety Zone (Heathrow Airport):</b> Details of how the development would alter the numbers of people working or living within this zone, in consultation with British Airports Authority.</p>	
<p><b>Visual Impact Assessment:</b> Where the proposal involves the erection of tall buildings an assessment of how the building will be seen from the surrounding area will be required. Where the proposal involves major development in or next to Green Belt a visual impact assessment will be required.</p>	