

1.OUTLINE APPLICATION VALIDATION REQUIREMENTS

Please see the Full Validation checklist for more detail

This information is always required to validate the application.

Other information may also be required in accordance with the full list.

If any of this is missing the application will be delayed until it is provided.

The case officer may request other information after the application has been registered

NATIONAL REQUIREMENTS		√
N1	Application Form :Answer all questions	
N2	Correct Fee	
N3	Ownership Certificates <ul style="list-style-type: none"> • Certificate A must be completed when the applicant is the sole owner of the site. • Certificate B must be completed when the owner of the site is known to the applicant • Certificate C and D must be completed when some or none of the owners of the site are known 	
N4	Agricultural Holdings Certificate	
N5	Article 6 Notices If you are using certificate B or C you will need to serve an Article 6 notice on the owner. The relevant form for this can be obtained from the Council website	
N6	Location Plan This should: <ul style="list-style-type: none"> • Be up to date and of Ordnance Survey quality • Be At a scale of 1:1250 or 1:2500 • Show a North point. • Show at least two named roads • Show surrounding buildings which are named or numbered. • Clearly identify the application site with a red edge which should include all the land required to carry out the proposed development. • Show any other land in the control or ownership of the applicant which is close to or adjacent to the application site, with a blue line. • Show the exact location of the application site. 	
N7	Site Plan This should: <ul style="list-style-type: none"> • Be at a scale of either 1:500 or 1:200 • Show the direction of North • Show the proposed development in relation to the site boundaries and other existing buildings on site • Include written dimensions including those to the boundaries • Indicate any buildings or other structures to be demolished. It should also include the following unless these would NOT influence or affect the proposed development: <ul style="list-style-type: none"> • All the 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 all trees on the site, and those on adjacent land • The extent and type of any hard surfacing • Any boundary treatments including walls/fencing where these are proposed. 	
N8	Floor Plans (For matters applied for) <u>Required for applications where:</u> <ul style="list-style-type: none"> • New floor space is proposed, • A change in the use of floor space is proposed. • Advertisement Applications to show the position of the proposed advertisement These should: <ul style="list-style-type: none"> • Be drawn to a recognised metric scale, preferably 1:50 or 1:100 • Explain the proposal in detail. • Show details of the existing buildings and those for the proposed development. • Show the development in context with any adjacent buildings (including property numbers where appropriate). 	

N9	<p>Elevations & Roof Plans (For matters applied for) <u>Required for applications where:</u></p> <ul style="list-style-type: none"> • New elevations/roof details are proposed • Existing elevations/roof details are altered <p>These should:</p> <ul style="list-style-type: none"> • Be drawn to a recognised metric scale, preferably 1:50 or 1:100 • Explain the proposal in detail • Show details of the existing buildings and those for the proposed development • Show all sides of the proposal • Clearly show the relationship between any adjoining buildings or any building in close proximity (2 metres) providing details of the positions of any openings on each property. <p>They are also required for Applications for Advertisement Consent to show:</p> <ul style="list-style-type: none"> • The size and position of the proposed advertisement in relation to the associated site and buildings • Height above ground level • Amount of projection • Sections • Materials & Colours • Method of fixing 	
N10	<p>Section Drawings (For matters applied for) <u>Required for applications:</u></p> <ul style="list-style-type: none"> • Where a proposal involves a change in ground levels – drawings should be submitted to show both existing and finished levels. • On sloping sites – full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed buildings. <p>These should:</p> <ul style="list-style-type: none"> • Be drawn to a recognised metric scale preferably at 1:50 or 1:100 • Show a cross section through the proposed building(s) 	
N11	<p>Design & Access Statements</p>	
N12	<p>Environmental Statement Required for development falling within the provisions of: The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999</p> <ul style="list-style-type: none"> • Major Developments over a certain size • Where there would be a significant impact on the local environment 	
LOCAL REQUIREMENTS		
L2	<p>Statement of Community Involvement Required:</p> <ul style="list-style-type: none"> • For Major Applications 	
L3	<p>Supporting Planning Statement Required:</p> <ul style="list-style-type: none"> • For Major applications • For Developments not in accordance with the development plan • When requested at pre app 	
L4	<p>Structural Survey Required:</p> <ul style="list-style-type: none"> • For applications where there is evidence of land instability 	
L5	<p>Tree Survey Required:</p> <ul style="list-style-type: none"> • For all developments affecting trees on or adjacent to the site 	
L6	<p>Ecological Survey (including Bat & Owl Surveys) Required:</p> <ul style="list-style-type: none"> • For SSSI or Sites of Local / National Biological importance • For Biological Heritage Sites • For Wildlife links or corridors as shown on the proposals map • For Development likely to affect the habitat of protected species <ul style="list-style-type: none"> ○ Demolition of older buildings ○ Work affecting roof spaces outside the urban area (Ecological statement acceptable within the urban boundary) ○ Removal of trees and hedgerows ○ Alteration to watercourses 	

L8	Statement of Proposed Heads of Terms for Planning Obligations (Section 106) Required: <ul style="list-style-type: none"> For all applications for new dwellings (Affordable Housing & Public Open Space) For Major Applications when requested at pre-application meetings (Affordable Housing, Public Open space, Highways, Transport) 	
L10	Transport Assessment Required: <ul style="list-style-type: none"> For Major Residential or Commercial Developments When requested at pre-application meetings For Developments affecting or adjacent to a level crossing 	
L13	Retail Assessment/Town Centre Impact Assessment & Sequential Tests for Significant Leisure/Office Developments <u>Retail Impact Assessments required for</u> <ul style="list-style-type: none"> All edge of centre and out of centre retail proposals over 200m2 <u>Sequential Test is required for</u> <ul style="list-style-type: none"> Significant leisure and Office developments 	
L14	Flood Risk Assessments Required: <ul style="list-style-type: none"> For Flood Zones 2 or 3 (appropriate to the scale of development –see environment agency web site) 	
L27	Affordable Housing- Financial Appraisals/Viability Reports Required: <ul style="list-style-type: none"> Where the applicant feels a housing scheme would not be viable if subject to the 20% affordable housing allocation 	
L32	Copies of Applications on CD Required for: <ul style="list-style-type: none"> All hard copy/paper applications Major applications when requested during pre application discussions 	

Applicants are encouraged to submit and pay for planning and other applications electronically using the Government's Planning Portal service on the internet – www.planningportal.gov.uk.

The Council will process applications submitted on paper. These require

- (i) 1 copy of each document, plan and form.
- (ii) 1 copy of all the application documents on CD in PDF format.

If you do not intend to provide all the information required by the Councils local list of validation requirements, you should provide a short written justification as to why it is not appropriate in the particular circumstance.