

3. FULL APPLICATION
NEW BUILDING, EXTENSION OR ENGINEERING
WORKS
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 | | √ |
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| 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 councils 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 <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 | |

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| | where appropriate). | |
| N9 | <p>Elevations & Roof Plans <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 <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 | Design & Access Statements | |
| 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 | | |
| L4 | <p>Structural Survey Required For:</p> <ul style="list-style-type: none"> • Applications involving the conversion of barns or other buildings outside the urban areas. • Applications for Listed Building / Conservation Area Consent where identified as necessary during pre- application discussions • Applications where there is evidence of land instability • Applications for Prior Notification for Demolition will require a Demolition and Method statement | |
| 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"> ○ Barn conversions ○ 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 ○ Wind turbine applications | |

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| 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 | |
| L12 | Parking Arrangements/Cycle Storage & Accessibility Questionnaires <u>Existing & Proposed Parking and Access Arrangements</u> are required for <ul style="list-style-type: none"> New Developments and Change of Use Householder Applications where the proposal will affect existing arrangements <u>Accessibility Questionnaire's</u> are required for <ul style="list-style-type: none"> All major applications | |
| L13 | Retail Assessment/Town Centre Impact Assessment & Sequential Tests for Significant Leisure/Office Developments <u>Retail Impact Assessments</u> required for <ul style="list-style-type: none"> All edge of centre and out of centre retail proposals over 200m2 <u>Sequential Test</u> is required for <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) | |
| L18 | Heritage Statement (Listed Building & Conservation Assessments) Required for: <ul style="list-style-type: none"> Alteration/demolition of a listed Building Alteration /demolition of a building in a Conservation Area Conservation Area Consent for Demolition Works to a Historic Park or Garden Works affecting an area or archaeological interest Works / demolition to a non-designated heritage asset | |
| L24 | Lighting Scheme including a Light Pollution Assessment Required: <ul style="list-style-type: none"> For external floodlighting in the vicinity of residential property, a listed building, conservation area or open countryside For illuminated advertisements For lighting for riding arenas, sports pitches & buildings | |
| L25 | Photographs & Photomontages Required: <ul style="list-style-type: none"> For demolition of an existing building For proposals affecting a Listed Building or Conservation Area If the proposal would affect a heritage asset or its setting When the application is for wind turbines /telecommunication masts When requested at pre-application meetings If the proposal is for a building over 18m in height If the proposal is for a building of any height which is substantially taller than the predominant height of surrounding buildings If the proposal would make a significant impact on the skyline If the proposal would have a significant impact on the townscape or landscape | |
| L26 | Energy Statement Required: <ul style="list-style-type: none"> For Major planning applications (10+ dwellings or 1000m2+) | |
| L27 | Affordable Housing- Financial Appraisals/Viability Reports Required: <ul style="list-style-type: none"> Where the applicant feels the housing scheme would not be viable if subject to the 20% affordable housing allocation | |
| L28 | Crime Avoidance Impact Statement Required: <ul style="list-style-type: none"> For new developments on the site of licensed premises For Major Developments For developments which may increase the risk of crime (eg ATM's) | |
| L29 | Coal Mining Risk Assessment Required For: <ul style="list-style-type: none"> EIA Development | |

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| | <ul style="list-style-type: none"> • Development which would cause ground disturbance within a referral area (with the exception of Householder applications) | |
| L30 | <p>Street Scene Elevations</p> <p>Required for:</p> <ul style="list-style-type: none"> • Major Developments when requested during pre-application discussions • New Buildings in prominent or sensitive locations • New buildings on infill plots | |
| L31 | <p>Sunlight/Daylight Assessment</p> <p>Required for:</p> <ul style="list-style-type: none"> • Developments where there is an obvious potential for adverse impact on existing levels of sunlight/daylight for neighbouring properties | |
| L32 | <p>Copies of Applications on CD</p> <p>Required for:</p> <ul style="list-style-type: none"> • All hard copy/paper applications • Major applications when requested during pre application discussions | |
| L33 | <p>Agricultural Statement</p> <p>Required for:</p> <ul style="list-style-type: none"> • Proposed agricultural developments • Proposed equestrian developments • £400 payment for Lancashire County Council Land Agent advice | |