



HYNDBURN

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5. FULL APPLICATION: CHANGE OF USE (with external 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		√
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. 	

N9	Elevations & Roof Plans <u>Required for applications where:</u> <ul style="list-style-type: none"> • New elevations/roof details are proposed • Existing elevations/roof details are altered 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 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. 	
N11	Design & Access Statements	
N12	Environmental Statement Required for development falling within the provisions of: The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 <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	Structural Survey Required: <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	Tree Survey Required: <ul style="list-style-type: none"> • For all developments affecting trees on or adjacent to the site 	
L6	Ecological Survey (including Bat & Owl Surveys) Required: <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 	
L8	Statement of Proposed Heads of Terms for Planning Obligations (Section 106) Required: <ul style="list-style-type: none"> • For major changes of use (over 1000 sq m gross floors space measured externally) 	
L12	Parking Arrangements/Cycle Storage & Accessibility Questionnaires <u>Existing & Proposed Parking and Access Arrangements are required for</u> <ul style="list-style-type: none"> • New Developments and Change of Use 	
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) 	
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 	
L23	Odour Assessment Required: <ul style="list-style-type: none"> For all Uses in class A3 & A5 (Hot Food Takeaways & Restaurants) Ventilation / Extraction Details are required for: <ul style="list-style-type: none"> All commercial developments which will cause odorous emissions 	
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 	
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.