

Requirements for the validation of:

Major Applications

Part 1: Validation requirements:

Documents that **must** be included with your application:

- **Correct Fee**
- **Application Form, completed, signed** (unless submitted electronically) **and dated**
- **Ownership Certificate:**
 - A** (included in Application Form: the applicant owns the land) **OR**
 - B** (Form Part 2(1): the applicant owns only part of the land or does not own the land but has served certificate of notice on owner) **OR**
 - C** (Form Part 2(2): the applicant does not own the land, is unable to issue certificate but has notified owners) **OR**
 - D** (Form Part 2(2): the applicant does not own the land, is unable to issue certificate and is trying to ascertain the names and details of the owner)
- **Agricultural Holdings Certificate**
- **Site Location Plan (Scale 1:1250 or 1:2500)** with the application site outlined in red and any other land owned by the applicant outlined in blue.
- **Site Layout Plan/Block Plan (Scale 1:100 or 1:200)**
- **Existing and Proposed Elevations (Scale 1:50 or 1:100)**
- **Existing and proposed Floor Plans (Scale 1:50 or 1:100)**
- **Existing and proposed Roof Plans (Scale 1:50 or 1:100)**
- **Existing and Proposed site sections and finished floor and site levels (Scale 1:50 or 1:100)**
- **Community Infrastructure Levy (CIL) form and CIL assumption of liability form (to ensure CIL is calculated correctly)**

Part 2: Local Requirements:

Note: the additional documents required will depend on the nature of the proposal. Applicants should seek pre-application advice on any significant proposal, where officers will advise on the appropriate documents to be submitted in a planning application.

Question 1:

Y N Will your proposal create 1 or more dwellings or 100sqm of floorspace or does the development affect a listed building or conservation area?

If **yes**, please provide a **design and access statement**

Question 2:

Y N Is your proposal within the Environmental Agency Flood zone 2 or 3 and relate to a basement and/or ground floor level?

If **yes**, please provide the **flood risk assessment** (including all sources of surface water and sewer flooding).

Question 3:

Y N Does your proposal involve the construction of a new basement or the lowering, enlargement or external alteration of an existing basement?

If **yes**, a **construction statement for basements** will be required with your application

Question 4:

Y N Does the proposal impact on the light to a neighbouring property?

If **yes**, a **daylight/sunlight assessment** should be provided

Question 5:

Y N Will the building works be within five metres of the crown spread of tree, including street trees and trees on neighbouring property?

If **yes**, a **tree survey** should be provided

Question 6:

Y N Is the site contaminated or near to past or present contamination sources?

If **yes**, a **land contamination assessment** should be provided

Question 7:

Y N Will the proposal result in a substantial increase in pedestrian/vehicle trips to the site?

If **yes**, a **travel plan** should be provided

Question 8:

Y N Will the proposal involve new plant or machinery being installed that has the potential to be audible by neighbouring occupiers?

If **yes**, a **noise assessment** should be provided

Question 9:

Y N Will the proposal increase refuse or recycling capacity or change existing refuse arrangements?

If **yes**, a **refuse and recycling management plan** should be provided

Question 10:

Y N Will neighbours be affected by light pollution by the proposal or are dwellings being created that may have obstructed access to daylight?

If **yes**, an **external/internal lighting assessment** should be provided

Question 11:

Y N Will the proposal need ventilation to remove odour?

If **yes**, an **odour management system** should be provided

Question 12:

Y N Will the proposal affect or be affected by air pollution?

If **yes**, an air **quality assessment** should be provided

Question 13:

Y N Will the proposal involve a change of use or redevelopment that will lose Class B1 or other employment generating used?

If **yes**, a **marketing report and justification statement** should be provided

Question 14:

Y N Is the development within an archaeological priority area or would it affect a heritage asset such as a listed building?

If **yes**, a **heritage statement** should be provided

Question 15:

 Y N

Will the development involve public access into buildings?

If **yes**, an **accessibility statement** should be provided

Question 16:

 Y N

Does the building works involve demolition?

If **yes**:

A **heritage statement including photographs** (if in a conservation area or where justification is required for the loss of a building in a conservation area)

A **demolition management plan** – for any demolition work

Demolition logistics plan – for substantial demolition with annotated plans for demolition showing the extent of demolition in red

Part 3: Major Developments:

Applicants are advised to seek pre-application advice for all major developments.

If your proposal is for a development of 10 or more new dwellings, erection of non-residential buildings or extensions of 1000sqm or more you will also need to include the following:

- **Sustainability statement** incorporating energy assessment

- **Sustainable Drainage Strategy** (can be included as part of the Flood Risk Assessment)

- **Transport statement** (including refuse and recycling requirements and servicing/delivery management)

- **Statement of community involvement**
- **Draft construction plan**
- **Draft logistics plan**

Question 1:

Y	N
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Will the development support the proposed provision of affordable housing?

If **yes**, a **financial viability report** plus the **Financial Viability declaration form** should be provided

*An applicant's financial viability appraisal or toolkit assessment will be made publicly available along with all the other planning application supporting documents. In exceptional circumstances at the request of the applicant specific elements of the appraisal may be treated as confidential and not be made public, but only where the applicant has demonstrated that disclosure would cause harm to public interest to such an extent that the harm outweighs the benefits of disclosure.

Question 2:

Y	N
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Will a planning obligation be required?

If **yes**, a **planning obligations, draft head of terms** should be provided

Question 3:

Y	N
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Will the development impact on open space or natural habitats/protected species?

If **yes**, a **biodiversity survey and report** should be provided

Question 4:

 Y N

Is the development residential or will it require public access?

If **yes**, an **accessibility statement** should be provided