

Requirements for the validation of:

1. **Householder applications (e.g. house extensions)**
2. **Minor planning applications (e.g. change of use)**
3. **Full planning applications (1-9 new dwellings, erection of non-residential buildings below 1000sqm, changes of use of existing buildings involving less than 1000sqm of floorspace)**

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 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 or in a surface water flooding hotspot and relate to a basement and/or ground floor level?

If **yes**, please provide the **flood risk assessment** (including assessment of all potential sources of flooding: tidal, groundwater, 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 Does the proposal involve a change to vehicle movements to/from and around the site?

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

Question 8:

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 9:

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 10:

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 11:

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 12:

Y N Will the proposal need ventilation to remove odour?

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

Question 13:

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

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

Question 14:

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 15:

 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 16:

 Y N

Will the development involve public access into buildings?

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

Question 17:

 Y N

Does the building works involve demolition in a conservation area?

If **yes**:

A **heritage statement including photographs** - where justification is required for the loss of a building in a conservation area

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

Demolition plans – annotated plans for demolition showing the extent of demolition in red