



Validation checklist: Application for planning permission and for relevant demolition in a conservation area

National Requirements Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:	Tick
Application form, fully completed, signed and dated	
Ownership Certificates (A, B, C or D – as applicable) and Agricultural Holdings Certificate (on application form) fully completed. Either Certificate A, B, C or D to be completed as applicable. Where B, C or D have been completed, Notice(s) need to be served as required.	
Correct fee	
Location plan (based on an up to date map) at a scale of 1:1250 showing at least two main roads, surrounding buildings and show the direction of North. The application site must be edged clearly with a red line and a blue line around any other land owned by the applicant.	
Block/site plan at a scale of 1:500 showing the proposed development, including neighbouring properties, site boundaries, any hardstanding and/or car park.	
A copy of any other plans and drawings or information necessary to describe the subject of the application, drawn to identified scale and showing the direction north. See local requirements below for details of plans/documents that may be required for the application proposal.	
<ul style="list-style-type: none"> Existing <u>and</u> proposed elevations at a scale of 1:50 or 1:100 with the proposed works clearly labelled and coloured or shaded. 	
<ul style="list-style-type: none"> Existing <u>and</u> proposed floor plans at a scale of 1:50 or 1:100 with the proposed works clearly labelled and coloured or shaded. 	
Design and Access Statement	
Heritage Asset Statement – See Planning Advice Note	
Environmental Impact Assessment – Where Screen Opinion issued	
The following will also be required if answered yes on the Application Form:	
Biodiversity/Ecological Survey and report	
Flood Risk Assessment	
Tree Survey/Arboricultural Impact Assessment and method appraisal	

Further guidance about the requirements listed above can be found in the Planning Advice Note for Applicants/Agents: Information required when submitting an application.

Local Requirements The following documents may be required depending on the nature and location of the application. Further guidance can be found in the Planning Advice Note for Applicants/Agents: Information required when submitting an application. Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:	Tick
Existing <u>and</u> proposed car parking and access arrangements	
Roof Plans	
Section drawings – to show existing and finished levels	
Street scene elevations - for any new buildings <u>or</u> large extensions fronting the street	
Affordable Housing Statement	
Community Infrastructure Levy (CIL) – Additional Information Requirements Form	
Contaminated Land Assessment	
Energy Assessment	
Photographs of any buildings and/or structures/features/items that would be demolished or removed	
Planning Obligations - completed instruction sheet and proforma	
Viability Data	
Viability Assessment Fee – only required when viability data is being submitted for assessment	

Additional Requirements The following documents may be required depending on the nature and location of the proposal to assess the impact of the development as proposed. Upon Validation if not provided as part of the application the local planning authority will confirm the level of further information to be provided within the 14 day period. Further guidance can be found in the Planning Advice Note for Applicants/Agents: Information required when submitting an application. Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:	Tick
Aerodrome Safeguarding Assessment	

Air Quality Assessment	
Badger and/ or Bat and/ or Barn Owl Survey	
Cycle Store Details	
Drainage/SUDS	
Land Stability Report	
Lighting Assessment	
Minerals Assessment i.e. where prior abstraction is required	
Noise Impact Assessment	
Planning Statement	
Retail Impact Assessment	
Refuse Disposal Details and Bin Stores	
Tourism Viability Report	
Transport Assessment or Transport Statement	
Travel Plan	
Ventilation/Extraction Statement	