

## **PLANNING APPLICATION NATIONAL VALIDATION REQUIREMENTS**

A comprehensive list of the national statutory requirements is provided below. However, the information required will vary depending on the type of application. This should be viewed in conjunction with the Local Validation requirements.

### **1. The completed standard application form**

Ideally this should be submitted electronically, but paper copies will be accepted. Where applications are not submitted electronically, four copies will be required. For complex applications further copies may be requested to assist in the speed with which applications are dealt with. The electronic forms are available from the Planning Portal.

### **2. The correct fee**

Where a fee is necessary it must be provided in accordance with the statutory fee scale applicable at the time of making the application. If the applicant considers that no fee is necessary, the applicant should specify the reasons for this view. If, however, no fee is required because the application is a resubmission of a previous proposal, the planning reference number of the previous application should be provided. A fee calculator is available at the Planning Portal.

### **3. Ownership Certificates**

All applications for planning permission, except for approval of reserved matters, must include the appropriate certificate of ownership. One of the following Certificates A, B, C and D must be completed stating the ownership of the property:-

- a) Certificate A: When applicant is the sole owner;
- b) Certificate B: When person(s) other than the applicant are known to own part or all of the application site; or
- c) Certificates C and D: When not all or none of the owners of the site are known.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

A Part 1 notice must be sent by the applicant to any owners of the application site other than the applicant if Certificate B has been completed. It may also be required if Certificate C has been completed. A copy must be served on each of the individuals identified in the relevant certificate.

### **4. Agricultural Holdings Certificate**

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

### **5. The Location Plan**

All applications must include 4 copies of a location plan (unless submitted electronically) based on an up-to-date map at a scale of 1:1250 or 1:2500. In exceptional circumstances, plans of other scales may also be required. For complex applications additional copies may be required. Plans should where ever possible show at least two named roads and

surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line. This should include all land necessary to carry out the proposed development including, for example, land required for access to the site from a public highway, visibility splays, landscaping, septic tanks, car parking and open areas around buildings. A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site. The plan must be given a plan / drawing reference number.

## **6. Site Plan**

Three copies (unless submitted electronically) of the site plan must be submitted at a scale of 1:500 or 1:200 and must accurately show:

- a) The direction of North;
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to boundaries;
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) All public rights of way crossing or adjoining the site;
- e) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- f) The extent and type of any hard surfacing;
- g) Boundary treatment including walls or fencing where this is proposed; and
- h) A plan / drawing reference number.

## **7. Block Plan of the Site**

Three copies (unless submitted electronically) of a block plan at a scale of 1:100 or 1:200 must be submitted. The block plan should show any site boundaries, the type and height of boundary treatment (e.g. walls, fences etc), and the position of any building or structure on the other side of such boundaries. All plans must be given a plan / drawing reference number.

## **8. Existing and Proposed Floor Plans**

Three copies (unless submitted electronically) of existing and proposed floor plans at a scale of 1:50 or 1:100 must be submitted. Where existing buildings or walls are to be demolished these must be clearly shown. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). All plans must be given a plan / drawing reference number.

## **9. Existing and Proposed Elevations**

Three copies (unless submitted electronically) of all existing and proposed elevations at a scale of 1:50 or 1:100 must be submitted showing clearly the proposed works in relation to what is already there. All elevations of the proposal must be shown and these should indicate where possible the proposed building materials and the style, materials and finish of windows and doors. **The elevations MUST correspond exactly with the plan drawings.** Blank elevations must also be included, if only to show that this is in fact the case.

Where a proposed elevation adjoins an existing building or is in close proximity to one, the drawings must clearly show the relationship between the buildings, and detail the positions of the openings on each building. All plans must be given a plan / drawing reference number.

## **10. Existing and proposed site sections and finished floor and site levels**

Three copies (unless submitted electronically) of such plans drawn at a scale of 1:50 or 1:100 must be submitted, and should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and to neighbouring development. The plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements. All plans must be given a plan / drawing reference number.

## **11. Roof plans**

Three copies (unless submitted electronically) of a roof plan at a scale of 1:50 or 1:100 should be submitted. A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. The details such as the roofing material, vents and their location are typically specified on the roof plan. All plans must be given a plan / drawing reference number.

## **12. Design and Access Statements**

See the Planning Application Local Validation Requirements document for further information.

### **Important Notes**

1. Clearly it will not be possible for the Local Planning Authority to assess the accuracy of all the submitted information until the case officer has made a site visit e.g. with regard to matters such as accurate plotting of trees. However, if after making a site visit such information is found to be lacking or inaccurately presented, the Local Planning Authority may at this point determine that the application is invalid. The application will only be re-validated when the correct information is received, and the relevant statutory time period for determining the application will begin again from day 1. It is therefore essential that the application is accurately submitted in the first place so as to prevent any delays in its assessment.

2. If submitted electronically, all the above will be required except signatures on the planning application form and certificate. Any electronic submission will only require the provision of one electronic copy of all relevant documents. As well as the national statutory requirements for submitting a valid application, the Council has prepared a local list of supporting documentation – Planning Application Local Validation Requirements. These **MUST** be read in conjunction with the above requirements as both must be complied with in order for an application to be considered as valid.