

Validation of County Council Development Planning Applications

**How to make sure that your
Regulation 3 application
includes all the required
information when submitted**

Contents

Section 1 - Introduction	2
Why such information is needed	2
Common reasons why applications are invalid	3
Data Protection and the Internet	3
The Validation Process	3
If further information or a fee is required	4
Online and electronic submissions	4
Where to find more help	5
Section 2 – Information Requirements	6
General Requirements	6
Local Requirements	13
Further Information and Contacts	14
Section 3 – Validation Checklist	15

NOTE: This document corresponds with that produced by the Kent Development Control Officers' Group, but adjusted to relate to County Council development only (Regulation 3 applications). Separate advice is available for minerals and waste development (County Matters applications).³ If you are seeking other types of planning consent, you should check the **Validation Guidance** for Local Requirements on the website of the relevant District Council, since these will vary slightly between planning authorities.

All information contained in this document is correct at the date of publication, but it is likely that some requirements may change over time. Changes will be incorporated each time that the document is revised.

If you require this document in large print, or in some other format, please contact us on (01622) 221070 for assistance.

This Note is in three sections:

Section 1 provides the Introduction

Section 2 identifies the supporting studies, statements and assessments that are commonly required to accompany planning applications. For each type it identifies the relevant national and local guidance and key development plan policies, together with other key documents, some of which contain their own bibliographies that you may find helpful.

Section 3 contains a generic Validation Checklist which may be used in preparing and/or submitting your application.

Section 1 Introduction

This Advice Note generally accords with the County-wide document prepared by the Kent Development Control Officers' Group, which represents all of the development control/management teams in Kent Planning Authorities, but relates specifically to applications for County Council development submitted under Regulation 3 of the Town and Country Planning General Regulations 1992. Separate advice is available for County Matter applications – minerals and waste developments.

The Note seeks to:

- assist you in ensuring that your applications are valid when submitted,
- ensure that all applications can be dealt with effectively and efficiently,
- respond positively to the Best Practice Advice issued by Government, and
- ensure that the County Council can comply with recent changes in Legislation.

This Note therefore explains what type of information will be required for certain types of applications. If the information required is not submitted with the application, then the application may not be valid and may not therefore be progressed to a decision.

Please remember that other consents may also be required (e.g. Building Regulations approval from District Councils).

Why such information is needed

Some information, and a fee, is required by law when an application is submitted. In addition, current national regulations give planning authorities the power to require applicants to provide additional information in the interests of good and efficient decision making¹.

Different types of applications will require different levels of information and supporting documentation to be submitted. The Department of Communities and Local Government has published guidance² recommending that local planning authorities specify the scope of information necessary to enable them to determine different types of applications, as long as it is necessary to assess the application, precise as to what information is needed, proportional to the nature, scale and sensitivity of the proposed development, fit for purpose generally and of assistance in pointing to further information.

Common reasons why applications are invalid

The most common reasons why applications are not valid when received are:

- supporting documents omit information specified in the guidance notes accompanying the planning application form and/or set out in national guidance, the statutory development plan or supplementary planning guidance;
- submitted drawings do not show sufficient details as specified in the guidance notes, or were inconsistent;
- one or more plans are missing;
- the description of the proposed development is wrong
- the necessary Design and Access Statement is missing
- different application addresses appear on the forms and drawings;
- building works encroach onto neighbouring property;
- there are incorrectly signed or unsigned certificates;
- there are insufficient copies of plans and forms submitted;
- there is inconsistency between elevations and floor plans;
- incorrect fees are enclosed or the fee cheque is not signed; and
- information is still inadequate after one or more requests to the applicant for further details.

Data Protection and the Internet

The information you provide on the application form and in the supporting documents will be public information, which may become available on the County Council's and the Kent District Council's websites. In view of this, if you supply personal information belonging to a third party, please ensure that you have their permission to do so.

The Validation Process

The County Planning Authority will only consider applications that are valid, which means that all the information specified by the Council in order to determine the application is provided in full at the start of the process, and to an acceptable quality. **If relevant information or the correct fee is missing, the Council will not be able to start determining the application and the planning process will be delayed.** Poor quality information may also cause delay.

There are different types of applications and some types require more detailed information than others. All information needs to be accurate. Some information can be complex and technical. It is required so that Council officers (not just in Planning), technical consultees and Council Members can assess what the impacts of the development would be on the locality and on neighbours, for example, regarding visual impact, noise or the amount of traffic generated by a proposal. The information also helps the general public to understand your proposals.

It is likely that you will need to appoint an architect, surveyor or specialist consultant to prepare the information for you. This might seem like an additional expense. However, it could save time and money in the long run and mean that permission is granted more quickly.

If further information or a fee is required

We will notify you if the application is incomplete due to missing information or fee as soon as possible, and usually within 5 working days for minor applications and small scale major applications and 10 working days for large scale major applications. We will specify what needs to be provided and give a typical period for the submission of the missing information or fee. If that is not submitted within the given timescale, the application will be returned to you and no further action will be taken on it.

Extra copies of plans may sometimes be requested if the Council needs to consult a wider than usual range of neighbours or expert advisers. **The Council also reserves the right to request any other information considered necessary to make a full planning assessment of your proposal.**

Where an application is not accompanied by information required by this Advice Note, then applicants should provide written justification with the application as to why it is not appropriate in the particular circumstances. In such cases, we will not declare the application invalid unless we can provide reasons to the applicant.

Online and electronic submissions

It is now possible to receive applications electronically via the County Council's website at www.kent.gov.uk, or via the Planning Portal at www.planningportal.gov.uk. In view of the difficulties in handling large scale major applications electronically, you are requested to discuss the desirability of these being submitted in paper form with the County Council's Planning Applications Group. In particular, large scale developments are difficult to appreciate and assess on-screen, and many of our consultees require us to supply paper versions of documents, which delays the processing of the application if we have to print out hard copies of the plans and documents before consultations can be commenced. In light of the above in addition to electronic copies we also request that 4 paper copies of the application be submitted.

Please structure your electronic submission in the following way:

- No individual file is greater than 5MB;
- Large documents are broken down into manageable files, e.g. in chapters and sections;
- It is important that the naming structure explains the document and chapter in plain English;
- All major (metric) dimensions must be specified on drawings. This is necessary for the assessment of drawings. Drawings should also include a scale and calibration scale;
- Drawings should be oriented so that they appear correctly when viewed on screen (ie. with North at the top of the screen).

Where to find more help

Guidance Notes to assist in the completion of planning applications relating to County Council development (or jointly with the County Council) are also available on the County Council's website at: <http://www.kent.gov.uk/publications/environment/app-reg3-developments.htm>

If you require further information, please contact the County Council's Planning Applications Group on (01622) 221070 or planning.applications@kent.gov.uk.

Notes:

¹ National Legislation and Regulations in relation to the registration and validation of applications currently includes:

- *Town and Country Planning (Applications) Regulations 1988*
- *Town and Country Planning (Development Management Procedure) Order 2010*
- *The Town and Country Planning Act 1990*
- *The Planning and Compulsory Purchase Act 2004* and
- *Electronic Communications Order.*

Authorities have powers under Regulation 4 of the *Town and Country Planning (Applications) Regulations 1988* to direct applicants to:

(a) supply any further information, and except in the case of outline applications, plans and drawings necessary to enable them to determine the application, or

(b) provide one of their officers with any evidence in respect of the application as is reasonable for them to call for to verify any particulars of information given to them.

² *Guidance on Information Requirements and Validation* (March 2010).

³ *The Town and Country Planning General Regulations 1992* provide for the submission of applications for development by local authorities to the planning authority of that same Council.

Section 2 Information Requirements

This section of the advice note gives details of the information/documents that may be required, and where further guidance may be available. It is split into two parts. **General requirements** are the same across all planning authorities and will be required for most applications. **Local requirements** apply (in this note) to County Council development applications submitted to the County Council.

Part 1 -GENERAL REQUIREMENTS

CORRECT FEE REQUIRED FOR ALL APPLICATIONS UNLESS SPECIFICALLY EXEMPT

The correct fee for applications for County Council development applications may be calculated either by using the fee calculator incorporated in the on-line Application Form 1APP, or by referring to our Guidance Notes on the County Council's website at www.kent.gov.uk. Cheques should be made out to "Kent County Council" and, in the case of internal payments for Regulation 3 applications, journal transfers should be raised by the applicant Directorate. **Note that the fees for planning applications are revised from time to time and were last revised on 6 April 2008.**

Applications to meet the Disability Discrimination Act, re-submissions of previously withdrawn applications (within 12 months of the original submission), and re-submissions of previously refused applications for the same described development (within 6 months of the refusal) are exempt from fees.

OWNERSHIP CERTIFICATE...REQUIRED FOR ALL FRESH APPLICATIONS

You must complete an Ownership Certificate for all applications, except applications for Reserved Matters following an outline planning permission or submission of details or amendments. Note that these Certificates (A-D) are incorporated into the 1APP Application Form, but you only need to complete one of them.

You should use **Certificate A** if the applicant(s) is the only party which owns the application site (which is what the completed Certificate A confirms).

You should use **Certificate B** if the applicant(s) does not own the application site, or if the applicant owns part of the site and there are others who also own it or have an interest in it (for example shared freeholders, leaseholders). You will need to list the names and addresses of any other parties and confirm the date when you "served notice" (ie. formally told them in writing) that you were making the application. (That is what the completed Certificate B confirms).

You should use **Certificate C** if you know some of the owners but not all the owners. In this case you must also explain what reasonable steps you have taken to identify the other owners. You will need to list the names and addresses of any known other parties and confirm the date when you

served notice that you were making the application. You will also have to place a public notice in a newspaper circulating in area where the land lies, to enable unknown parties to be aware.

You should use **Certificate D** if you do not know any of the owners of the application site. In this case you must also explain what reasonable steps you have taken to identify the owners. You will also have to place a public notice in a newspaper circulating in area where the land lies.

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

AGRICULTURAL HOLDINGS CERTIFICATE REQUIRED FOR MOST FRESH APPLICATIONS

Other than applications for reserved matters, renewal of temporary permissions and the discharge or variation of conditions, an Agricultural Holdings Certificate is required for all planning applications, irrespective of whether there is an agricultural holding. Where there are any agricultural tenant(s), they must be notified prior to the submission of the application. However, if the application site does not include an agricultural holding, then you should complete the statement to that effect on the combined Ownership Certificate which you issue with the application.

PART 1 NOTICE REQUIRED FOR SOME FRESH APPLICATIONS

A notice to the owners of the application site must be served if Certificate B has been completed, and also if Certificate C has been completed where some owners other than the applicant are known. Notices are not required for reserved matters applications, submission of details and amendments or where no other known landowners are affected (Certificates A and D). A copy should be served on each of the individuals identified in the relevant Certificate. It is very helpful if a copy of each Notice served accompanies the submitted application.

Drawings:

SITE LOCATION PLAN REQUIRED FOR ALL APPLICATIONS *(but not details and variations)*

Such plans should use the latest available survey base and 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. Large sites for road schemes, new schools, etc. should similarly have adequate off-site points of reference included.

The application site must be edged clearly with a **RED** line, including all land necessary to carry out the proposed development, eg. land required for access to the site from a public highway, visibility splays, landscaping, car-parking and open areas around buildings, etc.

A **BLUE** line must be drawn around any other land owned by the applicant, which is close to or adjoining the application site, but it is not usually necessary to show KCC owned highway land.

SITE LAYOUT PLAN/BLOCK PLAN REQUIRED FOR ALL APPLICATIONS *(but not details and variations)*

Such Plans should be at a scale of 1:500 or 1:200 for most Regulation 3 applications, should be on (or based on) an up-to-date Ordnance Survey map and should accurately show:

- the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions, including those to the boundaries;
- all the buildings, roads and Public Rights of Way on land adjoining the site, including site access arrangements;
- any Public Rights of Way, or tracks or paths evident on the ground in public use, crossing the development site;
- the species, position and spread of all trees within 12 metres of any proposed building works;
- the extent and type of any hard surfacing;
- boundary treatments, including walls or fencing where proposed;
- the location, number and form of any vehicle or cycle parking;
- the location and shape of any vehicle turning area.

FLOOR PLANS, ROOF PLANS AND ELEVATIONS *REQUIRED FOR BUILT DEVELOPMENT APPLICATIONS (including changes of use of buildings and relevant amendment submissions)*

All sides of existing buildings, as well as the proposed development, must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included, if only to show that this is in fact the case. New buildings should also be shown in context with adjacent buildings (including property numbers/names where applicable). Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the openings on each property. General arrangement drawings should be provided for engineering structures, such as bridges, tunnels, retaining walls, culverts, etc.

Floor/roof plans and elevations are not required for applications not involving buildings (eg. accesses, car parking, hard surfacing, paths/cycle routes, gates/fencing, poles/aerials, canopies, earthworks, drainage lagoons and some renewable energy equipment, plus changes of use where no buildings are affected) Roof plans for flat roofed buildings such as standard mobile classroom units are also not generally required. Note that some proposals may require elevation drawings but not floor plans (eg. wind turbines, solar panels, play equipment, etc. but may be best depicted by use of the supplier's specification details if to scale).

SECTIONS *REQUIRED FOR MOST BUILT DEVELOPMENT APPLICATIONS*

Cross section(s) through the proposed building(s), or site, should be submitted in the following circumstances:

- in all cases where a proposal involves a change in ground levels – illustrative drawings should be submitted to show both existing and finished levels;
- on sloping sites – full information is required concerning alterations to levels, the way in which a proposal would sit within the site and in particular the relative levels between existing and proposed buildings.

The drawings may take the form of contours, spot levels or cross or long sections as appropriate.

DESIGN AND ACCESS STATEMENT *REQUIRED FOR MOST PLANNING APPLICATIONS*

With the exception of applications involving change of use only, and other exemptions listed below, all, Regulation 3 planning applications must be accompanied by a Design and Access Statement. The Statement should explain how a design “process” has been followed. The Statement is required to explain:

- the design principles and concepts that have been applied to 5 specified aspects of the development, comprising the **amount**, **layout** and **scale** of the development, plus its **landscaping** and its **appearance**;
- the steps taken to appraise the context of the development and how the design takes that context into account in terms of the **amount** of development, its **layout**, **scale**, **landscaping** and **appearance**;
- how local development plan policies and documents have been taken into account in the design considerations;
- what consultation has been undertaken on access and design issues, and what account has been taken of the outcomes;
- how specific issues which might affect access to the development have been addressed;
- how prospective users and any construction contractors would be able to gain access to the development from the existing transport network;
- why the main access points to the site and the layout of access routes within the site have been chosen; and
- how features which ensure good and equal access to the development would be maintained.

The **Design and Access Statement** should also show how account has been taken of the principles of sustainable design and construction and opportunities for equal accessibility, together with measures to design out crime and disorder. In particular, the Statement should explain what BREEAM standard is being worked towards in the design of any new public buildings. Both the National Planning Policy Framework (NPPF) and the CABI document cited below seek to create safe and accessible environments and require Design and Access Statements to demonstrate how crime prevention measures have been considered in the design, including early consultation with the Police. If you do not address crime prevention in your Design and Access Statement when applying for any major development, then you must address it as a separate document.

Proposals that affect Listed Buildings, Conservation Areas or other areas with specific designations will need particularly careful analysis and justification in the Statement, to show that full account has been taken of their status. Specific reference should be made to the NPPF and its requirements when applications relate to Listed Buildings or buildings in Conservation Areas. (*For further advice please see **Listed Building Design and Access Statement and Conservation Area Assessment** under **LOCAL REQUIREMENTS***).

Illustrative material in the form of photographs, sketches, coloured drawings, perspectives, street scene montages, or models is often helpful to the understanding of a proposal and enables a full appreciation of the design of proposed buildings in their wider surroundings, not just the immediately adjacent buildings. The level of illustrative material needed for the Design and Access Statement will depend on the scale and type of the development, e.g. new buildings will require far fuller explanation than more minor works such as car parks, fencing and play equipment. In particular, straightforward or small-scale proposals may just need a brief Statement covering the matters set out above, with possibly photographs of the site and its surroundings and plans or drawings in relation to neighbouring development. However, if you have provided a very detailed or lengthy Statement for major development, such as a whole new school, it might be helpful to include a summary.

A Statement is required for MOST planning applications, except applications for:

- changes of use, unless they involve operational development;
- engineering or mining works;
- developments affecting an existing dwelling (or within the curtilage of a dwelling), unless within a specially designated area (i.e. Conservation Area, Area of Outstanding Natural Beauty or Site of Special Scientific Interest);
- extension of an existing building for non-domestic purposes (if less than 100 square metres floorspace) unless within a specially designated area;
- gates, fences or walls (where under 2 metres in height or no higher than those to be replaced) unless relating to a Listed Building;
- buildings on operational land (where less than 100 cubic metres volume and less than 15 metres in height), unless within a specially designated area;
- building alterations not increasing the existing size of the building, unless within a specially designated area;

- plant or machinery (where under 15 metres in height), unless within a specially designated area;
- replacement planning permissions, variation or removal of planning conditions, or submissions of details or non-material amendments.

Government Policy or Guidance:

- *Town and Country Planning (Development Management Procedure) Order 2010*
- *National Planning Policy Framework – DCLG March 2012*
- *Guidance on Changes to the Development Control System - DCLG Circular 01/2006*
- *Manual for Streets: DCLG (2006)*

South East Plan (2009):

- Policies CC1, 4 and 6 and BE1 (*Note that South East Plan likely to be superseded in 2012*)

Supplementary Planning Documents or Guidance:

- *The Kent Design Guide - Kent County Council (2006)*

Other Documents:

- *Design and Access Statements: How to Write, Read and Use Them - CABE (2006)*

ENVIRONMENTAL STATEMENT REQUIRED FOR CERTAIN DEVELOPMENT TYPES AND IN CERTAIN DEFINED ENVIRONMENTALLY SENSITIVE LOCATIONS

An Environmental Statement (ES) will be required for all the categories of development defined in Schedule 1, and for certain categories of development defined in Schedule 2, of the *Town and Country Planning (Environmental Impact Assessment) Regulations 2011*. Most applications for new highway proposals will require scrutiny via the Environmental Impact Assessment process in addition to the planning application process. In such circumstances, the Regulations require the developer to prepare an **Environmental Statement** to enable the County Planning Authority to give proper consideration to the likely environmental effects of the proposed development.

When Needed: All applications for the types of development defined in Schedule 1 of the 2011 Regulations (eg. new roads over 10km in length) or defined in Schedule 2 (eg. urban development projects over 0.5 hectare or road construction projects exceeding 1 hectare) where there are likely to be significant environmental effects, plus developments on sites within the defined Environmentally Sensitive Areas

When Not Needed: Applications for types of development falling outside the scope of the 2011 Regulations, or within Schedule 2 but unlikely to have any significant environmental effects, plus applications for variation or removal of conditions, and submissions of details and non-material amendments

The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement, and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures.

For most major developments, Screening Opinions and Scoping Opinions for Environmental Impact Assessment should ideally have taken place long before an application is submitted, but screening will in any event need to be carried out on receipt of relevant applications by the County Planning Authority before validation of the application can be completed.

Applicants should be aware of two judgements of the European Court of Justice in May 2006. These require that where development consent comprises a multi-stage process, e.g. outline planning applications, EIA can be required before approval of the reserved matters. The Regulations will also apply to conditions attached to full planning permissions which do not permit development until the submission of certain detailed matters and their approval by the planning authority.

Government Policy or Guidance:

- *Town and Country Planning (Environmental Impact Assessment) Regulations 2011*
- *Environmental Impact Assessment – DCLG Circular 2/99*
- *National Planning Policy Framework – DCLG March 2012*

South East Plan (2009):

- Policies CC1, 2, 4 and 4 (Note that South East Plan likely to be superseded in 2012)

Part 2 - LOCAL REQUIREMENTS

Please note that the local requirements that apply in Kent when submitting applications will vary slightly from one Planning Authority to another. Only those likely to apply to County Council (Regulation 3) development applications are included here, and separate requirements apply to County Matter (minerals and waste) applications.

Please see the attached matrix of topic areas, for details of when such additional information is required and pointers to the relevant government policy, guidance and development plan considerations. Whilst it will clearly vary from one application to another depending on the type of application, the nature and scale of the proposed development, and the particular site location and characteristics, the following is a list of the additional topic areas that might be relevant to planning applications County Council development applications:

Minor developments

Biodiversity
Drainage (Surface)
Drainage (Foul)
Flood Risk
Green Belt
Heritage
Landscaping
Lighting
Listed Buildings
Noise
Parking/servicing
Planning Statement
Community Involvement
Structure/stability
Transport/travel
Trees
Ventilation

Major Transport projects

Air Quality
Biodiversity
Contaminated Land
Drainage (Surface)
Economic Statement
Environmental Statement
Flood Risk
Green Belt
Heritage
Landscaping
Landscape/townscape
Lighting
Noise
Open Space/PROWs
Planning Statement
Planning Obligations
Public Art
Community Involvement
Structure/stability
Sustainable design
Transport/travel
Trees
Waste management

Major Building projects

Biodiversity
Drainage (Surface)
Drainage (Foul)
Flood Risk
Green Belt
Heritage
Landscaping
Landscape/townscape
Lighting
Listed Buildings
Noise
Open Space/PROWs
Parking/servicing
Planning Statement
Refuse collection
Renewable energy
Structure/stability
Sunlight/daylight
Sustainable design
Transport/travel
Trees
Utilities
Ventilation
Waste management

SEE MATRIX OF LOCAL INFORMATION REQUIREMENTS IN APPENDIX

FURTHER INFORMATION AND CONTACTS

Most of the references to national and local planning policies and other background documents are available on line. Useful web addresses are set out below.

Department for Communities and Local Government – www.communities.gov.uk

Planning Portal – www.planningportal.gov.uk

For national and regional planning policies and guidance

Kent County Council – www.kent.gov.uk

For Kent Design and other Kent County Council publications (Developer Contributions, Vehicle Parking Standards, etc.) plus planning applications for mineral workings, waste disposal and the County Council's own developments (schools, libraries, care homes, gypsy sites, transport projects, etc.)

Natural England – www.naturalengland.org.uk

For information on nature conservation, biodiversity and landscape. As the Government's advisor on the natural environment, Natural England provides practical advice on nature conservation and nationally important landscapes, focussing on how best to safeguard England's natural wealth for the benefit of everyone. Where development might impact on protected species or ancient woodland, standing advice is available to ensure that all relevant information is submitted with such planning applications (<http://www.naturalengland.org.uk/regions/southeast/ourwork/standingadvice/default.aspx>)

Environment Agency – www.environment-agency.gov.uk

For information on flood risk, drainage, contamination and aquatic ecology.

CONTACT US

Planning Applications Group, Invicta House, County Hall, Maidstone, ME14 1XX, Kent

Tel: (01622) 221070 Fax: (01622) 221072 Email: planning.applications@kent.gov.uk

Section 3 - Validation Checklist

There are several types of planning application possible under the Regulation 3 process for County Council development, as listed below, but it might assist you to use the following **Validation Checklist** for a standard application for planning permission. You do not need to submit a completed checklist with your application but it might speed up the validation of your planning application if you do so, because we would be able to see at a glance what is being provided and what is not and why.

Application for Full Planning Permission

Application for Outline Planning Permission with some OR all matters reserved¹

Application for Approval of Reserved Matters following an outline permission¹

Application for Removal or Variation of a Condition on an existing planning permission

Application for a new planning permission to replace an extant planning permission, in order to extend the time limit for implementation

Submission for Approval of Details reserved by a condition on a planning consent

Submission of a Non-Material Amendment to an existing planning consent

Guidance Notes to assist in the completion of planning applications relating to County Council development (or jointly with the County Council) are also available on the County Council's website at: [Applications for County Council developments](#).

Note:

¹ Note that outline applications cannot be accepted for proposed changes of use.

Validation Checklist

DRAWINGS – Drawings are preferred at A4 or A3, however where that is inappropriate larger drawings are acceptable.

All drawings should include the following information:

- the scale of the drawing (e.g. 1:100, 1:200 – must be a metric scale)
- a scale bar indicating a minimum of 0-10 metres
- the direction of North on layout and location plans
- a title to identify the development and subject of the drawing (eg. 'Proposed Classroom Block, at Hope School, Ecoville – Site Layout')
- a unique drawing number which also indicates any revisions (eg. '123/4 Revision B')
- all revisions described to identify any changes (eg. 'Revision A – Layout changed')
- the date the drawing was drawn or any changes made
- annotation against the drawing to indicate all key external dimensions.

An electronic copy of the application should be submitted but we also request that a minimum of 4 copies (i.e. original plus 3 copies) of all documentation relating to the application be submitted. Please discuss numbers for EIA Development applications.

If not applying electronically, please provide an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb.

Part 1: GENERAL REQUIREMENTS

Documents that must be included with your application: *[Please tick boxes to confirm inclusion]*

- **Correct Application Fee** (as indicated in the Guidance Notes)
- **Application Form** (completed, signed (unless submitted electronically), and dated)
- **Ownership Certificate:** (included in the 1APP Application Form, BUT only sign the one appropriate certificate)
 - **A** (where the applicant owns all of the land in the application site) **OR**
 - **B** (where the applicant does not own the land in the application site, but has served a certificate of notice on the owners of the land) **OR**
 - **C** (where the applicant does not own the land in the application site, and is unable to identify all of the owners but has notified some of the owners) **OR**
 - **D** (where the applicant does not own the land in the application site, and is unable to identify any of the owners or to notify any of the owners)
- **Agricultural Holdings Certificate** (needed for all applications irrespective of relevance to the site)

- **Land Ownership Notice** (if you have completed Certificate B or C)
- **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 1:500 or 1:200)
- **Existing and Proposed Elevations of Buildings** (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)
- **Design and Access Statement** (unless specifically exempted)
- **Environmental Statement** (where applicable)

Part 2: LOCAL REQUIREMENTS

Having read through Section 2's list of local requirements, please indicate whether your proposal requires submission of any of the following, by ticking the box for those that apply and submit the relevant documents with your application:

- Air Quality Assessment
- Biodiversity (Ecological Scoping Survey, Protected Species Survey, Mitigation Strategy and Enhancement Strategy)
- Coal Mining Risk Assessment
- Contaminated Land Investigation
- Drainage Assessment (Foul)
- Drainage Assessment (Surface Water)
- Economic Statement
- Flood Risk Assessment
- Green Belt Statement
- Heritage Statement

- Landscaping Plan/Strategy
- Landscape and Visual Impact Assessment/AONB Statement
- Lighting Assessment/Details of Lighting Scheme
- Listed Building/Conservation Area Assessment
- Noise Impact Assessment
- Open Space Assessment
- Parking/Servicing Statement
- Planning Statement
- Public Art Contribution
- Refuse Disposal Arrangements
- Renewable Energy Assessment
- Statement Of Community Involvement
- Structural/Stability Survey
- Sunlight/Daylight Assessment
- Sustainable Design and Construction Assessment
- Transport Assessment And Travel Plan
- Transport Assessment Outline Statement
- Tree Survey/Arboricultural Assessment
- Utilities Statement
- Ventilation/Extraction Details
- Waste Management Plans

Notes:

Should we need further information to process your application, we will contact you and hold the application as invalid until that further information is submitted. Note that we may still request additional information following validation if it is necessary to enable proper determination of your application.

If you tell us that you do not think that the information listed above is required, and give us your reasons, we will not declare it invalid. However, if insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

Note that failure to submit any of the requirements will result in the application not being registered.

If you require this document in large print, or in some other format, please contact us on (01622) 221070 for assistance.