ASHFIELD DISTRICT COUNCIL

VALIDATION LIST FOR PLANNING APPLICATIONS

FULL AND MAJOR APPLICATIONS GUIDE

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Introduction

This document sets out the information required by Ashfield District Council for the validation of planning submissions. This comprises of National Requirements which are mandatory that are set nationally, and Local requirements which are set by local authorities.

Submission of applications

Applications can be submitted via the Planning Portal (a government run website providing information on planning) at [www.planningportal.co.uk](http://www.planningportal.co.uk). Should you wish to submit hard copies, application forms can be obtained directly from the Planning Portal.

The validation process

The validation of planning applications is essentially an administrative process to check that the correct documents and fee (where applicable) have been submitted.

We will only ask you for information which we consider reasonable and proportionate to the circumstances of your application to provide a balanced package of information that addresses the impacts of the proposal on the economy, community and environment.

We would ask you to bear in mind that we can make an application ‘invalid’ if the submitted application is not in accordance with either the national or local requirements e.g. Where there are clear inaccuracies (for example the plans and elevations are inconsistent) or if an application is missing a Heritage Statement but the proposal could impact on a listed building. The Council may, in certain circumstances, also invalidate an application if a document is submitted but has not covered the very basic information that it needs to, for example if a Design and Access Statement has not considered the sites context or access matters.

If this is the case we will try to help you to remedy the inaccuracies or deficiencies in your application in a timely way. We will normally contact you by email or post in the first instance, so that you can address the inaccuracies or deficiencies.

Where an application is invalid, we will normally declare the application “invalid” and not proceed to process it until the extra information or inconsistencies are addressed. We believe that this is the most efficient way of processing the application overall and will ensure that all of the stakeholders and members of the community who are consulted or interested in the application can find all of the relevant planning information at the same time. This will help avoid abortive dialogue and delay where relevant information is absent or inaccuracies are present. We believe that this also safeguards transparency and the principle of “no surprises” either way through the life of an application.

How to use this guide

If you are submitting a planning application to the Council, please use the contents list to find the relevant list of documents required for validation purposes.

There are checklists for individual types of application to ensure you have submitted the correct documents. These can be submitted with your application to ensure you have the correct documents or for you to advise us if you have reason to believe that you do not need a particular document.

A detailed description of the document types and useful links are in the glossary.

An Application for Planning Permission – Major Applications (development greater than 1000 sq metres or more than 1 hectare and residential units of over 10)

**Please note – although only 1 set of documents is required, we reserve the right to request additional copies to aid consultation**

National Requirements – see glossary for detailed descriptions

* [Application form](#Applicationform) – completed in full
* [Ownership Certificate/notice](#Ownershipcert) – see below for definition of certificates
* [A Site Location Plan](#Sitelocationplan)- outline the site area in red and any other land owned in blue. To scale 1:250 or 1:12500
* Existing and Proposed elevations, floorplans, site sections, finished floor and site levels, proposed layout and roof plans to scale 1:50 or 1:100 with measurements in metric
* Agricultural Holdings [Certificate](#Ownershipcert)
* [Design and Access Statement](#DesignAccessStatement)
* Relevant [fee](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)
* Where [Ownership Certificates B, C or D](#Ownershipcert) have been completed, notice(s) must be given and/or published
* For Listed Building Applications – Plans to show all new doors, windows (including cill and lintel details), shopfronts, paneling, fireplaces, plaster molding and other decorative details. To metric scale of no less than 1:20

Local Requirements– see glossary for detailed descriptions

* All plans/drawings - must have critical dimensions marked on the plan
* [Additional Plans](#AdditionalPlans) – may be required
* [Building for Life](#BuildingForLife) – for all major applications for residential development
* [Affordable Housing Statement](#AffordableHousingStatement) – for applications for 10 or more dwellings
* [Health Impact Statement](#HealthImpactStatement) – for all major developments
* [Utilities](#Utilities) – Ultrafast Broadband for all major residential developments
* [Coal Risk Assessment](#CoalRiskAssessment) – if the site is within a Coal Mining referral area
* [Environmental Impact Assessment](#EnvironmentalImpactAssessment) – for any development that falls within Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2015, and for some projects that are specified under Schedule 2
* [Foul Sewage and Utilities Assessment](#FoulSewageandUtilitiesAssessment)- for all major developments
* [Land Contamination Statement](#LandContamination) – for all new developments on former petrol filling stations, former landfill sites and former industrial sites
* [Lighting Assessment](#LightingAssessment) – for all new commercial, employment and retail developments with a floor space over 1000sq.m gross floor space and applications which include floodlighting or external lighting
* [Noise Impact Assessment](#NoiseImpactAssessment) – for all commercial, employment and retail developments with a floor space over 1000sq.m gross floor space, public houses, restaurants and hot food take aways
* [Landscaping Scheme](#LandscapingScheme) – for all major applications
* [Visual Impact Assessment](#LandscapeVisualImpactAssessment) – for proposals in open countryside or sensitive locations (at the Planning Officers discretion), including areas adjacent to residential properties or close to a Public Right of Way
* [Open Space Assessment](#OpenSpaceAssessment) – for all new residential developments over 10 dwellings
* [Heads of Terms](#HeadsofTerms) – for housing developments over 10 dwellings, all commercial, employment and retail developments with a floor space over 1000sq.m gross floor space and any other application which requires a planning obligation
* [Site Waste Management Plan](#SiteWasteManagementPlan) – for all new housing developments and all major developments
* [Transport Assessment](#TransportAssessment) – required for
* Residential developments over 80 units (this may apply to smaller developments, where the Highway Authority considers traffic flow to be sensitive)
* Class B1 (Light industrial/Office) with a gross floor area exceeding 2500m2
* Class B2 & B8 (General Industrial and Warehousing/Distribution with a gross floor area exceeding 6000m2
* Class A1 (Retail) with a gross floor area exceeding 1000m2
* Class A2 & A3 (Financial & Professional Services/Restaurants/Cafes) with a gross floor area exceeding 2500m2
* Class A4 & A5 Drinking Establishments/Hot Food Takeaways) with a gross area exceeding 600m2
* Other types of development with 50 plus vehicle movements in any hour

* [Flood Risk Assessment](#Floodriskassessment) – for developments within Flood Zones 2 & 3 and for all developments over 1 hectare in Flood Zone 1
* Ventilation/Extraction Statement – for all proposals within Use Class A3, A4 and A5
* [Parking and Access Arrangements](#Parkingaccess) – should be marked on the block plan
* Photographs – may be sufficient for existing elevations with metric measurements clearly marked
* [Arboricultural survey](#Treesurvey)/Arboricultural implications Study – if trees within a conservation area or covered by a Tree Preservation Order will be affected, or if mature trees are present within the development site area
* [Heritage Statement](#Heritagestatement) – if the site is in a conservation area or a listed building
* Demolition Statement – for any structure/outbuilding over 50m3 proposed for demolition
* [Structural Survey](#Structuralsurvey) – required for all barn conversions and major demolition
* [Protected Species Survey/Biodiversity Survey and Report](#ProtectedSpecies) – see the glossary for links to find out whether a survey may be required
* [Renewable Energy and Climate Change](#RenewableEnergy) – see glossary for detailed information
* [Sequential and Exception Testing](#SequentialandExcetionTesting) – For all new commercial uses outside and on the edge of the designated town centres, and on sites not in accordance with the current Development Plan
* [Statement of community involvement](#StatementOfCommunityInvolvement) – may be needed for major development
* [Ventilation/Extraction Statement](#VentilationExtractionStatement) – for the use of premises for purposes within use classes A3 – Restaurants and Cafes, A4 – Drinking Establishments and A5 – Hot food takeaways

**Certificate A** – Sole Ownership and no agricultural tenants - This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

**Certificate B** – Shared Ownership (All other owners/agricultural tenants known) - This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.

**Certificate C** – Shared Ownership (Some other owners/agricultural tenants known) - This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.

**Certificate D** – Shared Ownership (None of the other owners/agricultural tenants known) - This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

An Application for Planning Permission – Full Applications (development less than 1000 sq metres or less than 1 hectare and between 1 and 9 residential units)

**Please note – although only 1 set of documents is required, we reserve the right to request additional copies to aid consultation**

National Requirements – see glossary for detailed descriptions

* [Application form](#Applicationform) – completed in full
* [Ownership Certificate/notice](#Ownershipcert) – see below for definition of certificates
* [A Site Location Plan](#Sitelocationplan)- outline the site area in red and any other land owned in blue. To scale 1:250 or 1:12500
* Existing and Proposed elevations, floorplans, site sections, finished floor and site levels, proposed layout and roof plans to scale 1:50 or 1:100 with measurements in metric
* Agricultural Holdings [Certificate](#Ownershipcert)
* Relevant [fee](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)
* Where [Ownership Certificates B, C or D](#Ownershipcert) have been completed, notice(s) must be given and/or published
* [Design and Access Statement](#DesignAccessStatement) – if within designated areas (eg conservation areas, world heritage sites) where there are 1 or more dwellings proposed or the floor area of the proposal is greater than 100m2

Local Requirements– see glossary for detailed descriptions

* All plans/drawings - must have critical dimensions marked on the plan
* [Additional Plans](#AdditionalPlans) – may be required
* [Coal Risk Assessment](#CoalRiskAssessment) – if the site is within a Coal Mining referral area
* [Environmental Impact Assessment](#EnvironmentalImpactAssessment)
* Land Contamination Statement – for all new developments on former petrol filling stations, former landfill sites and former industrial sites
* [Landscape Visual Impact Assessment](#LandscapeVisualImpactAssessment) – for proposals in open countryside or sensitive locations (at the Planning Officers discretion), including areas adjacent to residential properties or close to a Public Right of Way.
* [Site Waste Management Plan](#SiteWasteManagementPlan) – for all new housing developments and all major developments
* [Transport Assessment](#TransportAssessment) – required for
* Residential developments over 80 units
* Class B1 (Light industrial/Office) with a gross floor area exceeding 2500m2
* Class B2 & B8 (General Industrial and Warehousing/Distribution with a gross floor area exceeding 6000m2
* Class A1 (Retail) with a gross floor area exceeding 1000m2
* Class A2 & A3 (Financial & Professional Services/Restaurants/Cafes) with a gross floor area exceeding 2500m2
* Class A4 & A5 Drinking Establishments/Hot Food Takeaways) with a gross area exceeding 600m2
* Other types of development with 50 plus vehicle movements in any hour
* [Flood Risk Assessment](#Floodriskassessment) – for developments within Flood Zones 2 & 3 and for all developments over 1 hectare in Flood Zone 1
* Ventilation/Extraction Statement – for all proposals within Use Class A3, A4 and A5
* [Parking and Access Arrangements](#Parkingaccess) – should be marked on the block plan
* Photographs – may be sufficient for existing elevations with metric measurements clearly marked
* [Arboricultural survey](#Treesurvey)/Arboricultural Implications Study – if trees within a conservation area or covered by a Tree Preservation Order will be affected. Or if mature trees are present within the development site area
* [Heritage Statement](#Heritagestatement) – if the site is in a conservation area or a listed building
* Demolition Statement – for any structure/outbuilding over 50m3 proposed for demolition
* [Structural Survey](#Structuralsurvey) – required for all barn conversions and major demolition
* Photographs – to support any application
* [Protected Species Survey/Biodiversity Survey and Report](#ProtectedSpecies) – see the glossary for links to find out whether a survey may be required
* [Renewable Energy and Climate Change](#RenewableEnergy) – see glossary for detailed information
* [Sequential and Exception Testing](#SequentialandExcetionTesting) – For all new commercial uses outside and on the edge of the designated town centres, and on sites not in accordance with the current Development Plan
* [Ventilation/Extraction Statement](#VentilationExtractionStatement) – for the use of premises for purposes within use classes A3 – Restaurants and Cafes, A4 – Drinking Establishments and A5 – Hot food takeaways

**Certificate A** – Sole Ownership and no agricultural tenants - This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

**Certificate B** – Shared Ownership (All other owners/agricultural tenants known) - This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.

**Certificate C** – Shared Ownership (Some other owners/agricultural tenants known) - This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.

**Certificate D** – Shared Ownership (None of the other owners/agricultural tenants known) - This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

An Application for Planning Permission – Outline Applications With Some Matters Reserved

**Please note – although only 1 set of documents is required, we reserve the right to request additional copies to aid consultation**

National Requirements – see glossary for detailed descriptions

* [Application form](#Applicationform) – completed in full
* [Ownership Certificate/notice](#Ownershipcert) – see below for definition of certificates
* [A Site Location Plan](#Sitelocationplan)- outline the site area in red and any other land owned in blue. To scale 1:250 or 1:12500
* Agricultural Holdings [Certificate](#Ownershipcert)
* Relevant [fee](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)
* Where [Ownership Certificates B, C or D](#Ownershipcert) have been completed, notice(s) must be given and/or published
* [Design and Access Statement](#DesignAccessStatement) – all major applications and if within designated areas (eg conservation areas, world heritage sites) where there are 1 or more dwellings proposed or the floor area of the proposal is greater than 100m2

Please see validation list for Full Applications for details of what is required to satisfy the matters you wish to include in your application.

**Certificate A** – Sole Ownership and no agricultural tenants - This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

**Certificate B** – Shared Ownership (All other owners/agricultural tenants known) - This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.

**Certificate C** – Shared Ownership (Some other owners/agricultural tenants known) - This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.

**Certificate D** – Shared Ownership (None of the other owners/agricultural tenants known) - This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

An Application for Planning Permission – Outline Applications With All Matters Reserved

**Please note – although only 1 set of documents is required, we reserve the right to request additional copies to aid consultation**

National Requirements – see glossary for detailed descriptions

* [Application form](#Applicationform) – completed in full
* [Ownership Certificate/notice](#Ownershipcert) – see below for definition of certificates
* [A Site Location Plan](#Sitelocationplan)- outline the site area in red and any other land owned in blue. To scale 1:250 or 1:12500
* Relevant [fee](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

**Certificate A** – Sole Ownership and no agricultural tenants - This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

**Certificate B** – Shared Ownership (All other owners/agricultural tenants known) - This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.

**Certificate C** – Shared Ownership (Some other owners/agricultural tenants known) - This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.

**Certificate D** – Shared Ownership (None of the other owners/agricultural tenants known) - This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

Application for Planning Permission for Relevant Demolition of an Unlisted Building in a Conservation Area

**Please note – although only 1 set of documents is required, we reserve the right to request additional copies to aid consultation**

National Requirements – see glossary for detailed descriptions

* [Application form](#Applicationform) – completed in full
* [Ownership Certificate/notice](#Ownershipcert) – see below for definition of certificates
* [A Site Location Plan](#Sitelocationplan)- outline the site area in red and any other land owned in blue. To scale 1:250 or 1:12500
* [Block Plan](#Blockplan)
* Existing and Proposed elevations, floorplans, site sections, finished floor and site levels, proposed layout and roof plans to scale 1:50 or 1:100 with measurements in metric
* [Design and Access Statement](#DesignAccessStatement)
* Relevant fee
* Where [Ownership Certificates B, C or D](#Ownershipcert) have been completed, notice(s) must be given and/or published
* Agricultural Holdings Certificate
* [Demolition Statement](#Demolitionstatement)– for any structure/outbuilding over 50m3 proposed for demolition

Local Requirements– see glossary for detailed descriptions

* All plans/drawings - must have critical dimensions marked on the plan
* [Coal Risk Assessment](#CoalRiskAssessment) – if the site is within a Coal Mining referral area
* [Environmental Impact Assessment](#EnvironmentalImpactAssessment) – for any development that falls within Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2015, and for some projects that are specified under Schedule 2
* [Flood Risk Assessment](#Floodriskassessment) – for developments within Flood Zones 2 & 3 and for all developments over 1 hectare in Flood Zone 1
* [Arboricultural survey/Arboricultural Implications](#Treesurvey) Study – if trees within a conservation area or covered by a Tree Preservation Order will be affected, or if mature trees are present within the development site area
* [Heritage Statement](#Heritagestatement) – if not included as part of the Design and Access Statement
* [Protected Species Survey/Biodiversity Survey and Report –](#ProtectedSpecies) see the glossary for links to find out whether a survey may be required
* [Foul Sewage and Utilities Assessment](#FoulSewageandUtilitiesAssessment)- for all major developments
* [Land Contamination Statement](#LandContamination) – for all new developments on former petrol filling stations, former landfill sites and former industrial sites
* [Structural Survey](#Structuralsurvey) – when demolition is proposed on structural grounds.
* Viability Report – when demolition is proposed due to cost of repair
* Details of any pre-application discussion with the Local Planning Authority and/or Historic England.

Check List – Planning Application – Major Applications

|  |  |  |
| --- | --- | --- |
| **Document** | **Included?** | **Explanation as to why the information is not included** |
| Application form |  |  |
| Ownership Certificate/notice |  |  |
| Site Location Plan |  |  |
| Existing and Proposed elevations |  |  |
| Existing and Proposed Floor Plans |  |  |
| Roof plans |  |  |
| Site Sections |  |  |
| Finished Floor/Site Levels |  |  |
| Proposed Layout |  |  |
| Agricultural Holdings Certificate |  |  |
| Design and Access Statement |  |  |
| Fee |  |  |
| **Please list local requirement documents you have included** |  |  |

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check List –Full Planning Applications

|  |  |  |
| --- | --- | --- |
| **Document** | **Included?** | **Explanation as to why the information is not included** |
| Application form |  |  |
| Ownership Certificate/notice |  |  |
| Site Location Plan |  |  |
| Existing and Proposed elevations |  |  |
| Existing and Proposed Floor Plans |  |  |
| Roof plans |  |  |
| Site Sections |  |  |
| Finished Floor/Site Levels |  |  |
| Proposed Layout |  |  |
| Agricultural Holdings Certificate |  |  |
| Design and Access Statement |  |  |
| Fee |  |  |
| **Please list local requirement documents you have included** |  |  |

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check List – Outline Application with some matters reserved

|  |  |  |
| --- | --- | --- |
| **Document** | **Included?** | **Explanation as to why the information is not included** |
| Application form |  |  |
| Ownership Certificate/notice |  |  |
| Site Location Plan |  |  |
| Agricultural Holdings Certificate |  |  |
| Fee |  |  |
| Design and Access Statement |  |  |
| **Please list other documents you have included** |  |  |

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check List – Outline Application with all matters reserved

|  |  |  |
| --- | --- | --- |
| **Document** | **Included?** | **Explanation as to why the information is not included** |
| Application form |  |  |
| Ownership Certificate/notice |  |  |
| Site Location Plan |  |  |
| Fee |  |  |
| **Please list any other documents you have included** |  |  |

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check List – Planning Permission for Relevant Demolition of an Unlisted Building in a Conservation Area

|  |  |  |
| --- | --- | --- |
| **Document** | **Included?** | **Explanation as to why the information is not included** |
| Application form |  |  |
| Ownership Certificate/notice |  |  |
| Site Location Plan |  |  |
| Block Plan |  |  |
| Existing and Proposed Elevations and Floor Plans |  |  |
| Site Sections, finished floor and site levels, proposed layout and roof plans |  |  |
| Design and Access Statement |  |  |
| Fee |  |  |
| Demolition Statement |  |  |
| Coal Risk Assessment |  |  |
| Environmental Impact Assessment |  |  |
| Flood Risk Assessment |  |  |
| Arboricultural Survey / Arboricultural Implications Study |  |  |
| Heritage Statement – if not included as part of the Design and Access Statement. |  |  |
| Structural Survey |  |  |
| Protected Species/Biodiversity Survey |  |  |
| Foul Sewage and Utilities Assessment |  |  |
| Land Contamination Statement |  |  |
| Viability Report |  |  |

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GLOSSARY

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **When Required** | **Further Information** | **Useful Links** |
| **Relevant Application Form** | All applications for planning permission and associated consents | Forms can be completed and submitted on line/printed via the Planning Portal. | [**http://www.planningportal.co.uk**](http://www.planningportal.co.uk) |
| **Ownership Certificate, Notices and Declaration (the certificate and notice are imbedded within the application form** | All applications for planning permission or listed building consent to enable the LPA  to be clear on who owns the site An ‘owner’ is anyone with a freehold interest or leasehold interest the unexpired term of which is not less than seven years.  An ‘agricultural tenant’ is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates. | Notices must be served in accordance with Article 11, Town and Country Planning (Development Management Procedure) (England) Order 2010. An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate has been completed. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to  £5,000. | [**http://www.legislation.gov.uk/uksi/2010/2184/article/11/made**](http://www.legislation.gov.uk/uksi/2010/2184/article/11/made) |
| **Correct Fee** | All applications where a fee is applicable under the regulations. | Please refer to our fees guide on the Planning Portal | <https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf> |
| **Site Location Plan** | All applications | To a scale of 1:1250 or 1:2500 with the scale annotated  Must be up to date and include the direction of North  Includes the direction of north (a north point)  A red line defining the boundaries of the application site. The red line should be accurately drawn  The red line should include all land needed to implement the development proposed including a link to the highway and visibility spays at the access.  The drawing needs to have at least one named road annotated, this being the public highway the site joins. For larger or more remote sites, it will be necessary to have at least two named roads.  All the surrounding buildings, roads and footpaths on land adjoining the site will need to be shown  A blue line around all other land owned or controlled by the applicant close to or adjoining the application site  This drawing should not show the proposed development. | <https://www.ashfield.gov.uk/planning-building-control/land-environment/local-land-charges/> |
| **Block Plan at a scale of**  **1.200 or 1.500 which includes the direction of north and shows the proposed development in relation to the site boundaries and other existing buildings on site, with written dimensions including those to the boundaries (from the proposed development)** | All applications | This drawing should also include the following where they are relevant to the planning assessment (please discuss with a planning officer)  All buildings, roads and public rights of way on land adjoining the site  All public rights of way crossing or adjoin the site (in green)  The position of all trees and hedgerows on the site and adjacent land  The extent and type of existing and proposed hard surfacing  The type and height of existing and proposed boundary treatment (e.g. walls and fences)  Landscape features with spot heights  The precise position of existing, and where appropriate, proposed vehicular accesses including written dimensions and visibility splays  Spot heights e.g. building heights, are also useful.  Existing and proposed block plans should be submitted to outline the above.  Please note that drawings are placed on the councils websites, therefore the written dimensions are important for members of the public to understand what is being proposed. |  |
| **Heritage Statement** | In accordance with paragraph 128 of the NPPF, Heritage Impact Assessments are required for applications for development or works directly affecting or within the setting of a heritage asset. This includes designated heritage assets (i.e. a Listed Building, a Conservation Area, a Registered Park & Garden or a Scheduled Ancient Monument) and ‘non-designated heritage assets’ (such as local interest buildings, unregistered parks and gardens, unscheduled archaeological remains, etc).  Where an application is a notifiable application to Historic England it is always advisable that a Heritage Impact Assessment is submitted. Notifiable applications include:  Development in the setting of a Grade I or II\* listed building.  Listed Consent Applications for Grade I or II\* listed buildings.  Development in conservation areas where the land in respect of the application is more than 1000 square meters.  Development that is likely to affect the site of a scheduled monument.  Development that affects a Grade I or II\* Registered Park and Garden or Battlefield.  In determining whether a building/site is regarded as a ‘non-designated (local) heritage asset’, applicants are advised to read Ashfield District Council’s criteria for the identification of such assets titled, ‘Criteria for L:ocal Heritage Assets’.  The Council also has an interactive map where heritage assets already identified have been plotted. | Description of the asset and the aspect of it which the proposal will impact upon. The importance and significance of the asset will need to be evaluated, defined and assessed. Where relevant, heritage statements should be supported by photographs, phasing plans, historic photographs or drawings, historic maps and other relevant sources. A structural survey may also be required in support of any demolition works.  The level of information required is proportionate to the significance of the asset and the extant of the works proposed and as the scope of detail necessary will vary according to the particular circumstances of each case applicants are advised to discuss proposals with the Council before any application is made. | [**https://www.ashfield.gov.uk/community-leisure/maps/**](https://www.ashfield.gov.uk/community-leisure/maps/)  [**http://www.ashfield.gov.uk/media/2368/criteria\_for\_local\_heritage\_designation.pdf**](http://www.ashfield.gov.uk/media/2368/criteria_for_local_heritage_designation.pdf) |
| **Design and Access Statement** | A Design and Access Statement must be submitted in support of applications for both outline and full planning permission which is for:  development which is major development  development where any part is in a designated area (Conservation Area and World Heritage List site) consisting of: provision of one or more dwelling houses, or the provision of a building or buildings where the floor space created is 100 square metres or more | A DAS must explain the design principles and concepts that have been applied to the development. It must also demonstrate how the proposed development’s context has influenced the design.  The Statement must explain the applicant’s approach to access and how relevant Local Plan policies have been taken into account, any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development.  Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.  A Design and Access Statement could be structured along the following lines;  The design process and assessment of context - explain the design principles and concepts and how the context has been considered  Amount of development - how much will be built on site number of units/floor space.  Use - what buildings and spaces will be used for Layout - how the buildings, private/public spaces are to be arranged on site and their relationship.  Scale - how big the buildings and spaces will be in terms of their height/ width /length.  Appearance - details of materials/architectural details. Landscaping - treatment of private and public spaces hard and soft landscaping, including who will be responsible for the maintenance of these areas..  Access - access to the development to ensure equal; and convenient access to buildings and spaces and the public transport network, and access for emergency services where relevant.  The Design and Access Statement can also consider the impact on residential amenity (neighbours and future residents) as this is likely to have informed the design and layout of the proposal. The statement can also explain how feedback from any local or regional design reviews has been incorporated into the proposal.  If the area falls in a neighbourhood plan area, the developer needs to consult the plan for design guidance. | [**http://www.legislation.gov.uk/uksi/2013/1238/contents/made**](http://www.legislation.gov.uk/uksi/2013/1238/contents/made) |
| **Flood Risk Assessment** | All development of 1 hectare or more in Flood Zone 1, development in a critical drainage area, all development in Flood Zones 2 and 3 | A report by a suitably qualified person addressing the issue of flood risk to property and people. The report should include:  Identify and assess the risks of all forms of flooding to and from the development  Demonstrate how the flood risks will be managed taking into account climate change  The report should identify opportunities to reduce the probability and consequences of flooding  The FRA should utilise and detail Sustainable Drainage Systems (SuDS)  The FRA should address the requirement for safe access to and from the development in areas at risk of flooding | <https://www.gov.uk/check-flood-risk> |
| **Parking and Access Arrangements** | All Extensions which come forward of the original dwelling, side extensions, boundary walls and garages | Proposed car parking and access arrangements should be shown on the block plan | [**https://www.ashfield.gov.uk/planning-building-control/planning-applications/supplementary-planning-documents/**](https://www.ashfield.gov.uk/planning-building-control/planning-applications/supplementary-planning-documents/) |
| **Arboricultural Survey / Arboricultural Implications Study** | Where proposed works affect trees within a conservation area or trees covered by a Tree Preservation Order, or if mature trees are present within the development site area. | An arboricultural survey must be obtained from an arboricultural specialist showing the distribution of trees on site, and an Arboricultural Implications Study, including plans, to show how trees to be retained on site will be protected during the proposed works. |  |
| **Demolition Statement** | Demolition now constitutes development. Therefore any structure/outbuilding over 50m3 proposed for demolition within the site now forms part of the application and as such, full details will be required to complete the validation process. | A method statement for the demolition should specify the schedule of works to include:  method of site clearance  timescales  materials to be removed  measures to deal with Asbestos if applicable  termination of utilities and supplies  sealing of drains  measures to ensure adjoining or neighbouring properties are not affected |  |
| **Structural Survey** | Required for  Works to Listed Buildings that include demolition  Other proposals within Conservation Areas which may include substantial demolition | A structural survey must be carried out by a structural engineer or a suitably qualified person. The survey should demonstrate that the building is capable of conversion without significant rebuilding/reconstruction. A method statement should detail the works required to carry out the conversion including the engineer’s recommendations.  Where a listed building, heritage asset or building positively contributing to the character of a conservation area is proposed for demolition, a structural survey should be submitted to enable the Council to ascertain the condition of the building and whether it can reasonably be brought back into use without demolition. |  |
| **Additional Plans** | May be required depending on the nature and scale of the development | All plans/drawings - must have critical dimensions marked on the plan  Use – the use or uses proposed and any distinct development zones in the site  Amount of development – the amount for each use  Scale Parameters – Indication of upper and lower limits for height, width and length of each building  Access Points – area or areas where the access point(s) will be situated  Landscape plan |  |
| **Building for Life** | All Major applications for residential development | All residential applications should be designed taking into account the aim of Building for Life. Major applications for residential development should include a Building for Life Assessment, ideally within the Design and Access Statement, structured around the 10 no. dwelling criteria, with plans and supporting information. | [**http://webarchive.nationalarchives.gov.uk/20110107165544/http:/www.buildingforlife.org/**](http://webarchive.nationalarchives.gov.uk/20110107165544/http:/www.buildingforlife.org/) |
| **Affordable Housing Statement** | Applications for 10 or more dwellings | The statement must set out:  The percentage of affordable housing units being proposed and how this relates to the  Hucknall 18.5% requirement  The rest of the District 10% requirement.  The comparative size mix (by number of bedrooms) between affordable and open market units;  The mix of units (tenure) and an explanation of the proposed mix;  Details of any Registered Social Landlords proposed as partners in the development;  A plan showing the location of affordable housing units and their number of bedrooms;  Detailed explanation of any financial contribution when requested.  The statement should also explain whether any management charges would be levied over the affordable units. | [**https://www.ashfield.gov.uk/planning-building-control/planning-applications/supplementary-planning-documents/**](https://www.ashfield.gov.uk/planning-building-control/planning-applications/supplementary-planning-documents/) |
| **Health Impact Statement** | All major applications | A report detailing the positive, negative and neutral health impacts from the development covering the following topic areas and how these have been addressed by the development:  Community Inclusion – including how the proposal will impact on the interaction between different members of the community, particularly vulnerable and hard to reach groups. Does the proposal seek to address the housing needs of the wider community by requiring provision of variation of house type that will meet the needs of older or disabled people?  Healthy Neighbourhoods – including how the proposal may affect access to amenities such as open space, employment and services. Does the proposal promote links between open and natural spaces and areas of residence, employment and commerce? Does the proposal seek to provide a range of play spaces for children and young people? Does the proposal seek to provide new employment opportunities and encourage local employment and training? Does the proposal connect with existing communities where the layout and movement avoids physical barriers and severance and encourages social interaction? Does the proposal consider health inequalities and encourage engagement by underserved communities?  Active Lifestyles – including how the proposal may provide open and natural spaces for exercise such as sport and how it will promote active play and travel. Does the proposal seek to retain and enhance existing and provide new open and natural spaces to support healthy living and physical activity? Does the proposal prioritise and encourage walking(such as through shared spaces) connecting to local walking networks? Does the proposal prioritise and encourage cycling (for example by providing secure parking, showers and cycle lanes) connecting to local and strategic cycle networks? Does the proposal support the retention and creation of food growing areas, allotments and community gardens in order to support a healthy diet and physical activity? Does the proposal seek to restrict the development of hot food takeaways (A5) in specific areas?  Protecting the Environment – including how the proposal, including its construction, could impact upon the environment through matters such as waste production, noise and air pollution and how existing noise sources may impact upon the proposal. Does the proposal promote development that will reduce energy requirements and living costs and ensure that homes are warm and dry in winter and cool in summer? Does the proposal seek to minimize construction impacts such as dust, noise, vibration and odours? Does the proposal seek to minimise air pollution caused by traffic and employment/commercial facilities? Does the proposal seek to minimise noise pollution caused by traffic and employment/commercial facilities?  Safety and wellbeing – including the effect on road safety, congestion, participation in active travel and discouraging crime and anti-social behavior. Does the proposal seek to retain, replace or provide health and social care related infrastructure? Does the proposal address the proposed growth/assess the impact on healthcare services? Does the proposal explore/allow for opportunities for shared community use and co-location of services? Does the proposal support traffic management and calming measures to help reduce and minimise road injuries?  New and Converted Housing Provision – including how the proposal may effect affordability, safety and accessibility, energy efficiency and the standard of accommodation. Does the proposal seek to ensure that open and natural spaces are welcoming, safe and accessible to all? Does the proposal promote accessible buildings and places to enable access to people with mobility problems or a disability? Does the proposal create environments & buildings that make people feel safe, secure and free from crime? Does the proposal seek to incorporate sustainable design and construction techniques? Does the proposal incorporate renewable energy and ensure that buildings and public spaces are designed to respond to winter and summer temperatures ie ventilation, shading and landscaping? Does the proposal maintain or enhance biodiversity? |  |
| **Coal Risk Assessment** | If your site lies within a Coal Mining referral area you may have to carry out a Risk Assessment. | It is important to note that a Coal Mining Report is not sufficient, the assessment must be carried out based on the findings within the report | [**https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments**](https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments) |
| **Environmental Impact Assessment** | Any development that falls within Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2015, and for some projects that are specified under Schedule 2 | An Environmental Impact Assessment assesses the existing and potential environmental impacts arising either directly or indirectly from the proposed development. This must be structured to accord with Schedule 4 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2015 | [**https://www.gov.uk/guidance/environmental-impact-assessment**](https://www.gov.uk/guidance/environmental-impact-assessment) |
| **Foul Sewage and Utilities Assessment** | All major development applications | The statement needs to show how the proposed development will fit into the existing network/infrastructure eg. Health infrastructure, libraries, waste, education and utilities on site. The document should include capacity to accommodate the proposal and details of agreements with future providers. Applicants are also required to show how surface water will be accommodated and if Sustainable Urban Drainage Systems are proposed full details should be provided along with future maintenance arrangements. Please note if proposals go outside of the application site the appropriate notice will need to be served on land owners. |  |
| **Lighting Assessment** | All new commercial, employment and retail developments with a floor space over 1000sq.m gross floor space and applications which include floodlighting or external lighting | A technical specification, layout plan/lighting orientation plan, with beam orientation and a schedule of the equipment in the design. Hours of operation and details of lighting spill (to include a polar luminance diagram based on vertical luminance at the nearest sensitive premises) shall be submitted with the applications |  |
| **Noise Impact Assessment** | Required for proposals that introduce noise sensitive development (residential, offices, hospitals and schools) into areas which have high levels of noise which could have an adverse impact on noise sensitive developments. Also required for proposals that introduce noise generating developments into noise sensitive areas including hot food takeaways, nightclubs, public houses and other major leisure uses (more than 1000sqm) within 100 metres of residential properties and industrial developments abutting residential properties.  For out of town retail, leisure and office development over 2500m2, which are not in accordance with the adopted Development Plan | The noise assessment should be prepared by a suitably qualified acoustician and demonstrate that there is sufficient should insulation (or other mitigation) to avoid any harm form noise. |  |
| **Landscape Scheme** | All major applications | The landscape scheme shall cover all public and private spaces. The landscaping scheme should refer to hard surfaces, boundary treatment and all soft landscaping proposed, including who will be responsible for maintenance of these areas. |  |
| **Landscape Visual Impact Assessment** | Where an application is proposed in open countryside or other sensitive locations (at the officers discretion), including areas adjacent to residential properties or close to a Public Right of Way, then this document is required to assess the impact upon the environment | Landscape and Visual Impact Assessments should be carried out by a suitably qualified landscape architect, in line with the current guidelines for Landscape and Visual Impact Assessment.  Such an assessment is likely to consider the landscape and visual baseline, the impact on landscape character, the impact on visual character by means of consideration of viewpoints, Zones of Visual Influence, and proposed mitigation. |  |
| **Open Space Assessment** | All new residential developments over 10 dwellings | This should include how the proposed development incorporates new public open space or recreational facilities , including play spaces for children, the assessment should also provide the justification for this |  |
| **Site Waste Management Plan** | All major applications | For all major developments – a detailed statement will be required which should include bin storage areas, waste disposal details and recycling scheme. For new housing developments – the layout plan should clearly show where wheelie bins will be stored. Applications for hot food takeaways should include a litter management plan |  |
| **Heads of Terms (S106 Agreements)** | All major applications | A letter agreeing the Heads of Terms, up to date title deeds and solicitors contact details. Early drafting of the section 106 agreement is encouraged unless pre-application advice indicates otherwise | [**http://www.nottinghamshire.gov.uk/planning-and-environment/general-planning/planning-obligations-strategy**](http://www.nottinghamshire.gov.uk/planning-and-environment/general-planning/planning-obligations-strategy) |
| **Transport Assessment** | Residential developments over 80 units (this may apply to smaller developments, where the Highway Authority considers traffic flows to be sensitive.  Class B1 (Light industrial/Office) with a gross floor area exceeding 2500m2  Class B2 & B8 (General Industrial and Warehousing/Distribution with a gross floor area exceeding 6000m2  Class A1 (Retail) with a gross floor area exceeding 1000m2  Class A2 & A3 (Financial & Professional Services/Restaurants/Cafes) with a gross floor area exceeding 2500m2  Class A4 & A5 Drinking Establishments/Hot Food Takeaways) with a gross area exceeding 600m2  Other types of development with 50 plus vehicle movements in any hour | A Transport Assessment would need to consider the impact on the highway network including capacity and safety, modal splits for journeys/trips and mitigation. It should also consider construction traffic impacts including impacts on residents along roads.  Layout considerations  The site layout plan should show the proposal and its interface with the existing public highway. This must be accurate, showing all street furniture/posts/trees at a minimum scale of 1:500.  The plan MUST show all the following, with WRITTEN KEY DIMENSIONS:-  Existing speed/design speed selection for the highway link e.g. Nottinghamshire CC Highway requirements <https://resources.leicestershire.gov.uk/sites/resource/files/field/pdf/2017/1/17/5_Part_3_0.pdf> or Design Manual for Roads and Bridges <http://www.standardsforhighways.co.uk/ha/standards/dmrb/vol6/section2/td4295.pdf>  Junction visibility of street accesses (new & existing). Note, it should also be demonstrated that the required sight line can be achieved in the vertical plane where site gradients rise and fall. The unobstructed visibility area must be existing public highway or owned by the applicant.  Shared/private access visibility.  Forward visibility on bends including bend widening and radii.  All widths of roads, footways/service margins, cycleways and shared paved area.  Any traffic calming that is required to regulate vehicle speeds.  All vehicle turning facilities with supporting vehicle path analysis plots using an 11.5 m long refuse/recycling waggon. This should include any areas intended for servicing.  Any public transport facilities.  Any areas intended for shared bin storage.  Any areas intended for landscaping and future maintenance proposals.  Parking provision and off-street vehicle parking levels including example driveway lengths.  Any highway structures/earthworks.  Any traffic signs, directional signage and road markings.  Any known relaxations/departures from design standards should be clearly identified. | [**https://resources.leicestershire.gov.uk/sites/resource/files/field/pdf/201****7/1/17/5\_Part\_3\_0.pdf**](https://resources.leicestershire.gov.uk/sites/resource/files/field/pdf/2017/1/17/5_Part_3_0.pdf)  [**http://www.standardsforhighways.co.uk/ha/s****tandards/dmrb/vol6/section2/td4295.pdf**](http://www.standardsforhighways.co.uk/ha/standards/dmrb/vol6/section2/td4295.pdf) |
| **Protected Species Survey/Biodiversity Survey and Report** | For developments that fall within the following criteria, a Protected Species Survey may be required  For conversions/demolition of outbuildings in rural areas, edge of town and also in urban areas if close to green space (parks rivers etc)  Developments on or adjacent to a SINC, Sites of Special Scientific Interest (SSSI), Local Nature Reserves (LNR)  Developments when ecological reports have found protected species  Developments on or adjacent to important habitats, such as ancient woodlands  For conversions/demolition of outbuildings in rural areas, edge of town and also in urban areas if close to green space (parks rivers etc) |  | [**http://www.natureonthemap.naturalengland.org.uk/**](http://www.natureonthemap.naturalengland.org.uk/)  [**https://www.gov.uk/government/organisations/natural-england**](https://www.gov.uk/government/organisations/natural-england)  [**http://biodiversityplanningtoolkit.com/**](http://biodiversityplanningtoolkit.com/)  [**http://www.nottinghamshirewildlife.org/**](http://www.nottinghamshirewildlife.org/) |
| **Renewable Energy and Climate Change** | This may be required for a major development | The emerging Local Plan has specified policies relative to energy use, renewable and low carbon generation. You will need to demonstrate how you will address Local Policy. A statement may be required to show the effect of its intended energy performance and whether it exceeds that of current building regulations, and if so how, and if not, why not? |  |
| **Sequential and Exception Testing** | All new commercial uses outside and on the edge of the designated town centres and on sites not in accordance with the correct Development Plan. | Sites with high risks of flooding – the developer must be able to demonstrate that there are no other suitable sites within a lower flood risk area.  Where developments will propose the loss of or a change of use of an existing employment site/building, or a site within a Locally Significant Business Area, the developer must be able to demonstrate that there are no other suitable sites elsewhere. A marketing appraisal will also be required to show how the site has been unsuccessfully marketed for its intended use |  |
| **Statement of Community Involvement** | This may be required for a major development | This would set out how the applicant has engaged with the community prior to the submission of the application. It would set out the consultations undertaken, the feedback received and how this feedback has been addressed |  |
| **Ventilation/Extraction Statement** | All applications, in either district, relating to A3, A4 and A5 uses and any other proposal (except householder development) which will incorporate a ventilation/extraction system. | The statement should include details of the position and design of ventilation and extraction equipment, together with odour abatement techniques (if necessary) and acoustic noise characteristic. . |  |
| **Utilities** | All major developments | The Utilities Assessment should contain details of pre-application discussion or notification to utility providers and foul/suface water drainage bodies (gas, electiricity, telecommunications including Ultrafast Broadband, water supply, waste water disposal and surface water drainage). A copy of the details must be submitted within the assessment, including the location of such services and their associated easements within and adjacent to the application site. It should ensure that service routes have been planned to avoid the potential for damage to landscape or heritage assets (eg. trees and archaeological remains) |  |
| **Land Contamination Assessment** | New developments on former petrol filling stations, former landfill sites and former industrial sites. Development with a vulnerable end user (eg residential development including replacement dwellings). Development if there are known contamination issues associated with the site or the surrounding sites (eg if site or surroundings had a former industrial use). | All applicants are advised to speak to an Environmental Health Officer to discuss the specific requirements as the information to be submitted is site specific |  |