ASHFIELD DISTRICT COUNCIL

VALIDATION LIST FOR PLANNING APPLICATIONS

HOUSEHOLDER 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.

Householder applications for planning permission for works or extension to a dwelling

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 and floorplans to scale 1:50 or 1:100 with measurements in metric
* Roof plans to scale 1:50 or 1:100 with measurements in metric (only required if altering the roof)
* Relevant [fee](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

Local Requirements– see glossary for detailed descriptions

* All plans/drawings - must have critical dimensions marked on the plan
* [Daylight/sunlight Assessment](#Daylightsunlightassessment)

* [Flood Risk Assessment](#Floodriskassessment) – for developments within Flood Zones 2 and 3
* [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/ 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 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 works to Listed Buildings that include demolition and work within Conservation Areas which may include substantial demolition

**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 a larger residential extension up to 8m

National Requirements – see glossary for detailed descriptions

* A completed [application form](#Applicationform) or written description of the proposed development outlining:
	+ How far the enlarged part of the dwelling will extend beyond the original rear elevation of the dwelling
	+ The maximum height of the extension
	+ The height of the eaves
* A plan indicating the site
* The address of any adjoining premises
* The developers contact address
* An email address (if happy to receive electronic communication)
* The appropriate [fee](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

It would be useful if the following is also submitted:

* Plans – Existing and proposed elevations, site sections and finished floor and site levels, existing and proposed floor plans (all should be to metric scale 1:50 or 1:100) All plans/drawings - must have critical dimensions marked on the plan

Check List – Housing applications for planning permission for works or extension to a dwelling

|  |  |  |
| --- | --- | --- |
| **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 |  |  |
| Fee |  |  |
| Daylight/sunlight Assessment |  |  |
| Flood Risk Assessment |  |  |
| Parking and Access Arrangements |  |  |
| Photographs |  |  |
| Arboricultural survey/Arboricultural Implications Study |  |  |
| Demolition Statement |  |  |

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

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

Check List – Housing applications for planning permission for works or extension to a dwelling and 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 |  |  |
| Existing and Proposed elevations |  |  |
| Existing and Proposed Floor Plans |  |  |
| Roof plans |  |  |
| Fee |  |  |
| Daylight/sunlight Assessment |  |  |
| Flood Risk Assessment |  |  |
| Parking and Access Arrangements |  |  |
| Photographs |  |  |
| Arboricultural survey/Arboricultural Implications Study |  |  |
| Heritage Statement |  |  |
| Demolition Statement |  |  |
| Structural Survey |  |  |

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

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

Check List – Housing applications for planning permission for works or extension to a dwelling and Listed Building Consent

|  |  |  |
| --- | --- | --- |
| **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 |  |  |
| Fee |  |  |
| Daylight/sunlight Assessment |  |  |
| Flood Risk Assessment |  |  |
| Parking and Access Arrangements |  |  |
| Photographs |  |  |
| Arboricultural survey/Arboricultural Implications Study |  |  |
| Heritage Statement |  |  |
| Demolition Statement |  |  |
| Structural Survey |  |  |

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

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

Check List – Application for a larger residential extension up to 8m

|  |  |  |
| --- | --- | --- |
| **Document** | **Included?** | **Explanation as to why the information is not included** |
| Application form or description |  |  |
| A plan to indicate the site |  |  |
| Address of all adjoining properties |  |  |
| Developers contact address |  |  |
| Appropriate fee |  |  |
| Any accompanying plans |  |  |

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> |
| 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 LPAto 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. |  |
| 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 annotatedMust be up to date and include the direction of NorthIncludes the direction of north (a north point)A red line defining the boundaries of the application site. The red line should be accurately drawnThe 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 shownA blue line around all other land owned or controlled by the applicant close to or adjoining the application siteThis 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 of1.200 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 siteAll public rights of way crossing or adjoin the site (in green)The position of all trees and hedgerows on the site and adjacent landThe extent and type of existing and proposed hard surfacingThe type and height of existing and proposed boundary treatment (e.g. walls and fences)Landscape features with spot heightsThe precise position of existing, and where appropriate, proposed vehicular accesses including written dimensions and visibility splaysSpot 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/>http://www.ashfield.gov.uk/media/2368/criteria\_for\_local\_heritage\_designation.pdf |
| Daylight/sunlight assessment | Applications where there is potential to result in a significant loss of daylight or sunlight to adjoining properties including associated gardens and amenity space | A report by a suitably qualified person assessing the impact from the development upon adjacent properties in terms of loss of daylight or sunlight including mitigation/design measures to address any impacts |  |
| 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 developmentDemonstrate how the flood risks will be managed taking into account climate changeThe report should identify opportunities to reduce the probability and consequences of floodingThe 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 |  |
| 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 development site area. | A survey must be obtained from an arboricultural specialist showing the distribution of trees on site, and an Arboricultural Implications Stud, including plans, to show how tree to be retained on site will be protected during the 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 clearancetimescalesmaterials to be removedmeasures to deal with Asbestos if applicabletermination of utilities and suppliessealing of drainsmeasures to ensure adjoining or neighbouring properties are not affected |  |
| Structural Survey | Required forWorks to Listed Buildings that include demolitionOther 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. |  |