## Ashfield District Council Validation List

## Validation Requirements for Planning Applications – Miscellaneous Guide

## April 2025

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## Introduction

The Ashfield District Council Validation List has been produced in line with The Town and Country Planning (Development Management Procedure) (England) Order 2015. This document sets out both national and local requirements for the submission of planning applications.

Planning Practice Guidance advises that Local Planning Authorities should publish a list of their information requirements for applications for planning permission. These should be kept to the minimum needed to make decisions and should only request information that is relevant, necessary, and material to the application in question.

## Using this Guide

* + National Validation requirements for planning applications. These are required with all applications.
  + Local requirements for Applications.

Please note that this guide does not specify requirements for ‘Prior Notifications’ under the Town and Country Planning General (Permitted Development) Order 2015 (as amended) These are as prescribed by that legislation.

## 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 upon a heritage asset (including its setting). 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 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.

## Types of Application

The content and detail of the supporting information we require will be proportionate and relevant to the development. For householder developments (e.g. home extensions and outbuildings) the information required is usually minimal and set out in accordance with national requirements. This is unless your application relates to property that is listed building, in a conservation area, covered by a Tree Preservation Order, or within a Flood Zone.

For major schemes it is recommended that the content of technical documents supporting your application be informed by preapplication discussions with the Council and by reference to our planning policies and guidance.

## Submission of Applications

Applications should be submitted through the Planning Portal. Should you wish to submit hard copies, application forms can be obtained directly from the Planning Portal. However, it is advised that the submission is made through the planning portal. If the information required is not submitted with your application, then the application will not be valid, and it will not be assigned to a case officer or start to be progressed towards a decision.

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

### National Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Application Form | All | Application forms and guidance on completing them is available from [www.planningportal.co.uk](http://www.planningportal.co.uk)  Should you be submitting paper copies, these are available at the following link: [www.planningportal.co.uk/paperforms](http://www.planningportal.co.uk/paperforms)  All sections of the form must be completed in full, dated and signed. |
| 2 | Appropriate fee | All - exemptions apply | The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator: <https://www.planningportal.co.uk/app/fee-calculator>  As set out within The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) |
| 3 | Ownership Certificate  (A, B, C or D as applicable)  and Land Agricultural Declaration | All | This forms part of the application form.  **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.  Where Certificates **B, C** or **D** have been completed, notice(s) must be served and/or published. |
| 4 | Site Location Plan | All | A location based up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the map should fit onto A4 or A3 size paper)  Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. Must include the direction of North.  The application site should be edged clearly with a red line. It should include all land necessary to carry out the development proposed including land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. This drawing should not show the proposed development.  A blue line should be drawn around all other land owned by the applicant, close to or adjoining the application site. |
| 5 | Block Plan |  | Block plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show:   * the direction of north * the proposed development in relation to the site boundaries and other existing buildings on the site * written metric dimensions including those to the boundaries   The following maybe required, unless these would **NOT** **influence** or be affected by the proposed development:   * all the buildings, roads and footpaths on the land adjoining the site including access arrangements * all public rights of way crossing and adjoining the site * the position of all trees on the site, and those on adjacent land * the extent and type of any hard surfacing; and * boundary treatment including walls or fencing where this is proposed |
| 6 | Existing Elevations and Floor Plans | All | All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with written critical dimensions (in metric) and a scale bar.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.*  They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished as appropriate. The purpose of each room should be annotated on the plan. |
| 7 | 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:   * Major applications. * Applications for development in a designated area (eg conservation areas) where there are one or more dwellings proposed, or the floor area of the proposal is greater than 100 square meters. * Applications for listed building consent | A Design and Access Statement must:   1. Explain the design principles and concepts that have been applied to the proposed development; and 2. Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account   A developer’s context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a design and access statement should be tailored accordingly.  Design and access statements must also explain the applicant’s approach to access and how relevant local plan policies have been taken into account. They must detail 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 |
| 8 | Demolition Statement | Any application where a structure/outbuilding is over 50m3 is proposed for demolition | A document that outlines the step-by-step procedures and safety measures to be followed during the demolition process. A method statement for demolition should address various aspects, including risk assessment, asbestos removal, accident prevention, and compliance with local regulations. |

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

### Local Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Tree Survey | Any proposal where there are trees at or adjoining the site that could be affected by the proposed development. | You need to provide information about:   * Species, spread, roots and position of trees. * Which tree(s) you are proposing to fell, and which are to be retained. * Which trees will be affected in any way by the proposed development. * The measures that will be used to protect trees during construction. |
| 2 | Heritage Statement | Applications affecting a listed building, conservation area, or locally listed building, including the setting of these heritage assets.  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 Local Heritage Assets’.  The Council also has an interactive map where heritage assets already identified have been plotted | You must provide information about:   * The significance of the heritage asset affected. * The contribution the setting of the heritage asset makes to its significance. * The principles of and justification for the proposed works; and * The impact of the proposal on the significance of the heritage   asset.  The information should explain:   * The sources that you have considered. * The expertise that you have consulted. * The steps that have been taken to avoid or minimise any adverse impacts on the significance/setting of any identified heritage asset(s).   The type and amount of detail required will vary according to the circumstances of each application.  You can provide this information in the design and access statement, where one is required. If you are not required to submit a design and access statement, then you should provide this information in a separate written statement. |
| 3 | Ecology / Protected Species Surveys and Report | Developments that have the potential to affect:   * Species protected under the Wildlife and Countryside Act 1981 (as amended), the Conservation of Habitats and Species Regulations 2010, the Protection of Badgers Act 1992. * Habitats/species of principal importance listed under Section 41 of the Natural Environment and Rural Communities Act 2006 | The survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available.  The survey may be informed by the results of a search for ecological data from the local environmental records centre. The survey must be to an appropriate level of scope and detail and must:   * Record which species are present and identify their numbers (may be approximate). * Map their distribution and use of the area, site, structure, or feature (for example, for feeding, shelter and breeding).   The assessment must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:   * How alternative designs or locations have been considered. * How adverse effects will be avoided wherever possible. * How unavoidable impacts will be mitigated or reduced. * How impacts that cannot be avoided or mitigated will be compensated. * How species numbers are likely to change, if at all, after development for example, whether there will be a net loss or gain. * How features or habitats used by protected species can be enhanced, restored or added to. |
| 4 | Structural Survey | Any applications that involve:   * The change of use or conversation of rural/agricultural buildings. * Any listed building or structure, where works are proposed that involve demolition or would affect the structural integrity of the building or structure. * Other proposals within Conservation Areas which may include substantial demolition. * Application where the felling of a protected tree is proposed due to impact on buildings or structures. | A full structural engineer survey by a suitably qualified professional. This should include each of the following where appropriate:   * General description and age of building/structure. * Condition – structural integrity, foundation, damp proofing, walls, joinery, timbers, roof structure and roof covering. * Assessment of repairs necessary to ensure retention of the building/structure. Assessment of structural and other alterations necessary to implement the proposed works. * Photographs where possible. * A schedule of works necessary to preserve the building. * A schedule of works necessary to carry out the applicant’s proposals (including those necessary to meet building regulation approval). |
| 5 | Viability Report | When demolition is proposed due to the cost of repair. | Further details of what the viability assessment should include is given in the viability section of the planning practice guidance: <https://www.gov.uk/guidance/viability> |
| 6 | Details of any pre-application discussion with the Local Planning Authority and /or Historic England |  |  |

## Application for Outline Planning Permission with All/Some Matters Reserved

### National Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Application Form | All | Application forms and guidance on completing them is available from [www.planningportal.co.uk](http://www.planningportal.co.uk)  Should you be submitting paper copies, these are available at the following link: [www.planningportal.co.uk/paperforms](http://www.planningportal.co.uk/paperforms)  All sections of the form must be completed in full, dated and signed. |
| 2 | Appropriate fee | All – exemptions apply | The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator: <https://1app.planningportal.co.uk/FeeCalculator/Standalone>  As set out within The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) |
| 3 | Ownership Certificate  (A, B, C or D as applicable)  and Land Agricultural Declaration | All | This forms part of the application form.  **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.  Where Certificates **B, C** or **D** have been completed, notice(s) must be served and/or published. |
| 4 | Site Location Plan | All | A location based up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the map should fit onto A4 or A3 size paper)  Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. Must include the direction of North.  The application site should be edged clearly with a red line. It should include all land necessary to carry out the development proposed including land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. This drawing should not show the proposed development.  A blue line should be drawn around all other land owned by the applicant, close to or adjoining the application site. |
| 5 | Block Plan | All | Block plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show:   * the direction of north * the proposed development in relation to the site boundaries and other existing buildings on the site * written metric dimensions including those to the boundaries   The following maybe required, unless these would **NOT** **influence** or be affected by the proposed development:   * all the buildings, roads and footpaths on the land adjoining the site including access arrangements * all public rights of way crossing and adjoining the site * the position of all trees on the site, and those on adjacent land * the extent and type of any hard surfacing; and * boundary treatment including walls or fencing where this is proposed |
| 6 | Existing and Proposed Floor Plans | Applications where approval is sought for appearance, scale or layout | All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with written critical dimensions (in metric) and a scale bar.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.*  They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished as appropriate. The purpose of each room should be annotated on the plan. |
| 7 | Existing and Proposed Elevations | Applications where approval is sought for appearance, scale or layout | All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with critical dimensions (in metric) and a scale bar.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.*  They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished, or changes to external materials as appropriate.  All elevations should be included. |
| 8 | Levels, Existing and Proposed Site Sections and Finished Floor Levels | All applications where there is a significant change in levels across the site or street scene, or where greater details relating the construction of the proposal is required. | Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development.  Such plans should show existing site levels and finished floor levels (with levels relating to fixed datum points off site) and also show the proposals in relation to adjoining buildings with section plans. Levels should also be considered in the formulation of design and access statements. |
| 9 | 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:   * Major applications. * Applications for development in a designated area (eg conservation areas) where there are one or more dwellings proposed, or the floor area of the proposal is greater than 100 square meters. * Applications for listed building consent | A Design and Access Statement must:   1. Explain the design principles and concepts that have been applied to the proposed development; and 2. Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account   A developer’s context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a design and access statement should be tailored accordingly.  Design and access statements must also explain the applicant’s approach to access and how relevant local plan policies have been taken into account. They must detail 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. |
| 10 | Biodiversity DEFRA Metric and Statement | For all development required to meet mandatory biodiversity net gain (BNG) requirements | When submitting a planning application (that requires BNG information) you must provide the following:   * A statement as to whether the applicant believes that planning permission would be subject to the biodiversity gain condition. * The pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date), including the completed metric calculation.   + Where the applicant wishes to use an earlier date, they must detail the proposed earlier date and the reasons for proposing that date. * A statement confirming whether the value of the onsite habitat is lower on the date of application (or the earlier date) because of the carrying on of activities (‘degradation’), as the value will be taken from before degradation. * A description of any irreplaceable habitat (as set out in the regulations) on the land to which the application relates. * A plan showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat. * A statutory biodiversity metric. Please note we can only accept these in excel format (.xls) and it must include the date of the assessment, the details of the assessor and should not include any red boxes, unless the application is in outline, and whether the applicant is requesting permission to purchase statutory biodiversity credits, or if Rule 4 of the metric has been instigated.   Further guidance can be found on <https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides> |
| 11 | Demolition Statement | Any application where a structure/outbuilding is over 50m3 is proposed for demolition | A document that outlines the step-by-step procedures and safety measures to be followed during the demolition process. A method statement for demolition should address various aspects, including risk assessment, asbestos removal, accident prevention, and compliance with local regulations. |

## Application for Outline Planning Permission with All/Some Matters Reserved

### Local Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Additional Plans | All | Additional plans may be required depending on the nature and scale of the development to show the use, amount of development, scale parameters, access points and landscape plan.  All drawings must have all critical dimensions written on in metric. |
| 2 | Details and Plans | For all matters which are to be considered. | See validation requirements outlined in the Ashfield District Council Validation List - Full/Major Applications Guide. |
| 3 | Details of any pre-application discussion with the Local Planning Authority |  |  |

## Application for Advertisement Consent

### National Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Application Form | All | Application forms and guidance on completing them is available from [www.planningportal.co.uk](http://www.planningportal.co.uk)  Should you be submitting paper copies, these are available at the following link: [www.planningportal.co.uk/paperforms](http://www.planningportal.co.uk/paperforms)  All sections of the form must be completed in full, dated and signed. |
| 2 | Appropriate fee | All – exemptions apply | The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator: <https://1app.planningportal.co.uk/FeeCalculator/Standalone>  As set out within The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) |
| 3 | Site Location Plan | All | A location based up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the map should fit onto A4 or A3 size paper)  Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. Must include the direction of North.  The application site should be edged clearly with a red line. It should include all land necessary to carry out the development proposed including land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. This drawing should not show the proposed development.  A blue line should be drawn around all other land owned by the applicant, close to or adjoining the application site. |
| 4 | Block Plan | All | Block plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show:   * the direction of north * the proposed development in relation to the site boundaries and other existing buildings on the site * written metric dimensions including those to the boundaries   The following maybe required, unless these would **NOT** **influence** or be affected by the proposed development:   * all the buildings, roads and footpaths on the land adjoining the site including access arrangements * all public rights of way crossing and adjoining the site * the position of all trees on the site, and those on adjacent land * the extent and type of any hard surfacing; and * boundary treatment including walls or fencing where this is proposed |
| 5 | Existing and Proposed Elevations | All | All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with written critical dimensions (in metric) and a scale bar.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.*  They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished, or changes to external materials as appropriate.  All elevations should be included. |
| 6 | Advertisement Drawings | All Applications | Advertisement Drawings to be drawn at a minimum scale of 1:50 or 1:100. Drawings should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with written critical dimensions (in metric) and a scale bar.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.*  Advertisement Drawings should show:   * the size of the advert, siting, materials, colour, height above ground, extent of projection and details of the method and colour of illumination (if applicable). |

## Application for Advertisement Consent

### Local Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Lighting Impact Assessment | Any proposal which involves the installation of flood lighting or other external lighting and that lighting has the potential to impact on existing light sensitive uses. | You must submit a light impact assessment which provides details of external lighting or floodlighting, including:   * Hours of operations. * Light spillage. * Light levels. * Column heights. * Layout plan with beam orientation. * Equipment design. * Mitigation measures if required to meet current light guidelines. * Details of any timers or automatic switch-off/on. |
| 2 | Photographs | All retrospective applications | Photographs of the signage in situ. |
| 3 | Photomontages | Applications that are within the Town Centre Boundaries | This is required for advertisements within the Town Centre boundaries as defined by the Ashfield Local Plan. |
| 4 | Planning Statement | All | A planning statement justifying the design and location of the advert. |

## Application for Consent for Alterations, Extension or Demolition of a Listed Building (Listed Building Consent)

### National Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Application Form | All | Application forms and guidance on completing them is available from [www.planningportal.co.uk](http://www.planningportal.co.uk)  Should you be submitting paper copies, these are available at the following link: [www.planningportal.co.uk/paperforms](http://www.planningportal.co.uk/paperforms)  All sections of the form must be completed in full, dated and signed. |
| 2 | Appropriate fee | All – exemptions apply | The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator: <https://1app.planningportal.co.uk/FeeCalculator/Standalone>  As set out within The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) |
| 2 | Ownership Certificate  (A, B, C or D as applicable)  and Land Agricultural Declaration | All | This forms part of the application form.  **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.  Where Certificates **B, C** or **D** have been completed, notice(s) must be served and/or published. |
| 3 | Site Location Plan | All | A location based up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the map should fit onto A4 or A3 size paper)  Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. Must include the direction of North.  The application site should be edged clearly with a red line. It should include all land necessary to carry out the development proposed including land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. This drawing should not show the proposed development.  A blue line should be drawn around all other land owned by the applicant, close to or adjoining the application site. |
| 4 | Block Plan | All | Block plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show:   * the direction of north * the proposed development in relation to the site boundaries and other existing buildings on the site * written metric dimensions including those to the boundaries   The following maybe required, unless these would **NOT** **influence** or be affected by the proposed development:   * all the buildings, roads and footpaths on the land adjoining the site including access arrangements * all public rights of way crossing and adjoining the site * the position of all trees on the site, and those on adjacent land * the extent and type of any hard surfacing; and * boundary treatment including walls or fencing where this is proposed |
| 5 | Existing and Proposed Floor Plans | All | All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with critical dimensions (in metric) and a scale bar.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.*  They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished as appropriate. The purpose of each room should be annotated on the plan. |
| 6 | Existing and Proposed Elevations | All | All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with critical dimensions (in metric) and a scale bar.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.*  They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished, or changes to external materials as appropriate.  All elevations should be included. |
| 7 | Levels, Existing and Proposed Site Sections and Finished Floor Levels | All applications where there is a significant change in levels across the site or street scene, or where greater details relating the construction of the proposal is required. | Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development.  Such plans should show existing site levels and finished floor levels (with levels relating to fixed datum points off site) and also show the proposals in relation to adjoining buildings with section plans. Levels should also be considered in the formulation of design and access statements. |
| 8 | Roof Plans | Roof extensions, roof terraces, dormer windows and window and door replacement. | For roof extensions and dormers:   * Submit elevations of the whole property, not just the roof and upper floor(s) * Submit existing and proposed sections through the roof   For roof terraces:   * Show the nearest windows on the immediately adjoining properties on elevations and floor plans * Provide details including proposed materials and measurements of means of enclosure around the terrace and any privacy screens   *Note: All critical dimensions need to be shown in metric. Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width, length of existing and proposed building.* |
| 9 | Material Plans | All | Plans to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative materials to a recognised scale with all critical dimensions shown in metric.  *Note: All critical dimensions need to be shown in metric. Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width, length of existing and proposed building.* |
| 10 | 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:   * Major applications. * Applications for development in a designated area (eg conservation areas) where there are one or more dwellings proposed, or the floor area of the proposal is greater than 100 square meters. * Applications for listed building consent | A Design and Access Statement must:   1. Explain the design principles and concepts that have been applied to the proposed development; and 2. Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account   A developer’s context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a design and access statement should be tailored accordingly.  Design and access statements must also explain the applicant’s approach to access and how relevant local plan policies have been taken into account. They must detail 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. |

## Application for Consent for Alterations, Extension or Demolition of a Listed Building (Listed Building Consent)

### Local Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Heritage Statement | Applications affecting a listed building, conservation area, or locally listed building, including the setting of these heritage assets. 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 Local Heritage Assets’.  The Council also has an interactive map where heritage assets already identified have been plotted. | You must provide information about:   * The significance of the heritage asset affected. * The contribution the setting of the heritage asset makes to its significance. * The principles of and justification for the proposed works; and * The impact of the proposal on the significance of the heritage asset.   The information should explain:   * The sources that you have considered. * The expertise that you have consulted. * The steps that have been taken to avoid or minimise any adverse impacts on the significance/setting of any identified heritage asset(s).   The type and amount of detail required will vary according to the circumstances of each application.  You can provide this information in the design and access statement, where one is required. If you are not required to submit a design and access statement, then you should provide this information in a separate written statement. |
| 2 | Ecology / Protected Species Surveys and Report | Developments that has the potential to affect:   * Species protected under the Wildlife and Countryside Act 1981 (as amended), the Conservation of Habitats and Species Regulations 2010, the Protection of Badgers Act 1992.   Habitats/species of principal importance listed under Section 41 of the Natural Environment and Rural Communities Act 2006. heritage asset’, applicants are advised to read Ashfield District Council’s criteria for the identification of such assets titled, ‘Criteria for Local Heritage Assets’.  The Council also has an interactive map where heritage assets already identified have been plotted | The survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available.  The survey may be informed by the results of a search for ecological data from the local environmental records centre. The survey must be to an appropriate level of scope and detail and must:   * Record which species are present and identify their numbers (may be approximate). * Map their distribution and use of the area, site, structure, or feature (for example, for feeding, shelter and breeding).   The assessment must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:   * How alternative designs or locations have been considered. * How adverse effects will be avoided wherever possible. * How unavoidable impacts will be mitigated or reduced. * How impacts that cannot be avoided or mitigated will be compensated. * How species numbers are likely to change, if at all, after development for example, whether there will be a net loss or gain. * How features or habitats used by protected species can be enhanced, restored or added to. |
| 3 | Structural Survey | Any applications that involve:   * The change of use or conversation of rural/agricultural buildings. * Any listed building or structure, where works are proposed that involve demolition or would affect the structural integrity of the building or structure. * Other proposals within Conservation Areas which may include substantial demolition. * Application where the felling of a protected tree is proposed due to impact on buildings or structures. | A full structural engineer survey by a suitably qualified professional. This should include each of the following where appropriate:   * General description and age of building/structure. * Condition – structural integrity, foundation, damp proofing, walls, joinery, timbers, roof structure and roof covering. * Assessment of repairs necessary to ensure retention of the building/structure. * Assessment of structural and other alterations necessary to implement the proposed works. * Photographs where possible. * A schedule of works necessary to preserve the building. * A schedule of works necessary to carry out the applicant’s proposals (including those necessary to meet building regulation approval). |
| 4 | Photographs | Retrospective applications | Photographs of the works carried out |
| 5 | Details of any pre-application discussion with the Local Planning Authority and/or Historic England |  |  |

## Application for a Lawful Development Certificate for an Existing Use or Operation or Activity Including Those in Breach of a Planning Condition

### National Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Application Form | All | Application forms and guidance on completing them is available from [www.planningportal.co.uk](http://www.planningportal.co.uk)  Should you be submitting paper copies, these are available at the following link: [www.planningportal.co.uk/paperforms](http://www.planningportal.co.uk/paperforms)  All sections of the form must be completed in full, dated and signed. |
| 2 | Appropriate fee | All – exemptions apply | The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator: <https://1app.planningportal.co.uk/FeeCalculator/Standalone>  As set out within The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) |
| 3 | Site Location Plan | All | A location based up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the map should fit onto A4 or A3 size paper)  Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. Must include the direction of North.  The application site should be edged clearly with a red line. It should include all land necessary to carry out the development proposed including land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. This drawing should not show the proposed development.  A blue line should be drawn around all other land owned by the applicant, close to or adjoining the application site. |
| 4 | Block Plan | All | Block plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show:   * the direction of north * the proposed development in relation to the site boundaries and other existing buildings on the site * written metric dimensions including those to the boundaries   The following maybe required, unless these would **NOT** **influence** or be affected by the proposed development:   * all the buildings, roads and footpaths on the land adjoining the site including access arrangements * all public rights of way crossing and adjoining the site * the position of all trees on the site, and those on adjacent land * the extent and type of any hard surfacing; and * boundary treatment including walls or fencing where this is proposed |
| 4 | Existing and Proposed Floor Plans | All | All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with critical dimensions (in metric) and a scale bar.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.*  They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished as appropriate. The purpose of each room should be annotated on the plan. |
| 5 | Existing and Proposed Elevations | All | All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with critical dimensions (in metric) and a scale bar.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.*  They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished, or changes to external materials as appropriate.  All elevations should be included. |
| 6 | Evidence | All | Photographs and other historical evidence, council tax and revenue invoices, letters from adjoining properties, signed legal affidavits and other formal legal documentation showing when the development first came into the use applied. |
| 7 | Planning Statement | All | A planning statement would give a brief background on the proposal, including information that confirms the proposal is in accordance with the Local Plan. It would also cover key features such as when the existing use, operation or activity started, opening times where applicable, parking details, the benefits to the local community. |

## Application for a Lawful Development Certificate for a Proposed Use or Development

### National Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Application Form | All | Application forms and guidance on completing them is available from [www.planningportal.co.uk](http://www.planningportal.co.uk)  Should you be submitting paper copies, these are available at the following link: [www.planningportal.co.uk/paperforms](http://www.planningportal.co.uk/paperforms)  All sections of the form must be completed in full, dated and signed. |
| 2 | Appropriate fee | All – Exemptions Apply | The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator: <https://1app.planningportal.co.uk/FeeCalculator/Standalone>  As set out within The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) |
| 3 | Site Location Plan | All | A location based up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the map should fit onto A4 or A3 size paper)  Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. Must include the direction of North.  The application site should be edged clearly with a red line. It should include all land necessary to carry out the development proposed including land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. This drawing should not show the proposed development.  A blue line should be drawn around all other land owned by the applicant, close to or adjoining the application site. |
| 4 | Block Plan | All | Block plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show:   * the direction of north * the proposed development in relation to the site boundaries and other existing buildings on the site * written metric dimensions including those to the boundaries   The following maybe required, unless these would **NOT** **influence** or be affected by the proposed development:   * all the buildings, roads and footpaths on the land adjoining the site including access arrangements * all public rights of way crossing and adjoining the site * the position of all trees on the site, and those on adjacent land * the extent and type of any hard surfacing; and * boundary treatment including walls or fencing where this is proposed |
| 5 | Existing and Proposed Floor Plans | All | All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with critical dimensions (in metric) and a scale bar.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.*  They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished as appropriate. The purpose of each room should be annotated on the plan. |
| 6 | Existing and Proposed Elevations | All | All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with critical dimensions (in metric) and a scale bar.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.*  They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished, or changes to external materials as appropriate.  All elevations should be included. |
| 7 | Planning Statement | All | A planning statement should give a brief background on the proposal, including information that confirms the proposal is in accordance with the Local Plan. It would also cover key features such as when the existing use, operation or activity started, opening times where applicable, parking details, the benefits to the local community where applicable. |

## Application for Non Material Amendment Following a Grant of Planning Permission

### National Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Application Form | All | Application forms and guidance on completing them is available from [www.planningportal.co.uk](http://www.planningportal.co.uk)  Should you be submitting paper copies, these are available at the following link: [www.planningportal.co.uk/paperforms](http://www.planningportal.co.uk/paperforms)  All sections of the form must be completed in full, dated and signed. |
| 2 | Plans | All | The relevant plans that show the scheme as previously approved and the amendment(s).  All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with critical dimensions (in metric) and a scale bar.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.* |
| 3 | Appropriate fee | All - Exemptions Apply | The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator: <https://1app.planningportal.co.uk/FeeCalculator/Standalone>  As set out within The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended). |

## Application for the Approval of Reserved Matters Following an Outline Approval

### National Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Application Form | All | Application forms and guidance on completing them is available from [www.planningportal.co.uk](http://www.planningportal.co.uk)  Should you be submitting paper copies, these are available at the following link: [www.planningportal.co.uk/paperforms](http://www.planningportal.co.uk/paperforms)  All sections of the form must be completed in full, dated and signed. |
| 2 | Appropriate fee | All – exemptions apply | The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator: <https://1app.planningportal.co.uk/FeeCalculator/Standalone>  As set out within The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) |
|  | Site Location Plan | All | A location based up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the map should fit onto A4 or A3 size paper)  Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. Must include the direction of North.  The application site should be edged clearly with a red line. It should include all land necessary to carry out the development proposed including land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. This drawing should not show the proposed development.  A blue line should be drawn around all other land owned by the applicant, close to or adjoining the application site. |
| 2 | Block Plan | All | Block plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show:   * the direction of north * the proposed development in relation to the site boundaries and other existing buildings on the site * written metric dimensions including those to the boundaries   The following maybe required, unless these would **NOT** **influence** or be affected by the proposed development:   * all the buildings, roads and footpaths on the land adjoining the site including access arrangements * all public rights of way crossing and adjoining the site * the position of all trees on the site, and those on adjacent land * the extent and type of any hard surfacing; and * boundary treatment including walls or fencing where this is proposed |
| 3 | Existing and Proposed Floor Plans | All | All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with critical dimensions (in metric) and a scale bar.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.*  They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished as appropriate. The purpose of each room should be annotated on the plan. |
| 4 | Existing and Proposed Elevations | All | All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with critical dimensions (in metric) and a scale bar.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.*  They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished, or changes to external materials as appropriate.  All elevations should be included. |
| 5 | Levels, Existing and Proposed Site Sections and Finished Floor Levels | All applications where there is a significant change in levels across the site or street scene, or where greater details relating the construction of the proposal is required. | Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development.  Such plans should show existing site levels and finished floor levels (with levels relating to fixed datum points off site) and also show the proposals in relation to adjoining buildings with section plans. Levels should also be considered in the formulation of design and access statements. |
|  | Details and Plans | Information as is necessary to deal with the specific matters reserved from the Outline Planning Permission. | See validation requirements outlined in the Ashfield District Council Validation List - Full/Major Applications Guide. |

## Application for the Approval of Reserved Matters Following an Outline Approval

### Local Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Planning Statement | All applications | A planning statement would give a brief background on the proposal, and how the submitted details relate to the Reserved Matters which are being applied for. |

## Application for Removal or Variation of a Condition Following a Grant of Planning Permission

### National Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Application Form | All | Application forms and guidance on completing them is available from [www.planningportal.co.uk](http://www.planningportal.co.uk)  Should you be submitting paper copies, these are available at the following link: [www.planningportal.co.uk/paperforms](http://www.planningportal.co.uk/paperforms)  All sections of the form must be completed in full, dated and signed. |
| 2 | Appropriate fee | All - exemptions apply | The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator: <https://1app.planningportal.co.uk/FeeCalculator/Standalone>  As set out within The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended). |
| 3 | Ownership Certificate  (A,B,C or D as applicable)  and Land Agricultural Declaration | All | This forms part of the application form.  **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.  Where Certificates **B, C** or **D** have been completed, notice(s) must be served and/or published. |

## Application for Removal or Variation of a Condition Following a Grant of Planning Permission

### Local Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Plans | All | Details to be submitted to support the proposed removal / variation of condition(s) you are seeking permission for.  All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with critical dimensions (in metric) and a scale bar.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.*  They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished as appropriate.  The purpose of each room should be annotated on the plan.  All elevations should be included. |
| 2 | Planning Statement | All | Statement to explain/ justify the proposed removal/variation. |
| 3 | Block Plan | All | Block plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show:   * the direction of north * the proposed development in relation to the site boundaries and other existing buildings on the site * written metric dimensions including those to the boundaries   The following maybe required, unless these would **NOT** **influence** or be affected by the proposed development:   * all the buildings, roads and footpaths on the land adjoining the site including access arrangements * all public rights of way crossing and adjoining the site * the position of all trees on the site, and those on adjacent land * the extent and type of any hard surfacing; and * boundary treatment including walls or fencing where this is proposed. |
| 4 | Additional Information | Where applicable | Any further information as is necessary and relevant to the condition(s) you are seeking to remove/vary. |

## Application for Approval of Details Reserved by a Condition

### National Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Application Form | All | Application forms and guidance on completing them is available from [www.planningportal.co.uk](http://www.planningportal.co.uk)  Should you be submitting paper copies, these are available at the following link: [www.planningportal.co.uk/paperforms](http://www.planningportal.co.uk/paperforms)  All sections of the form must be completed in full, dated and signed. |
| 2 | Appropriate fee | All - exemptions apply | The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator: <https://1app.planningportal.co.uk/FeeCalculator/Standalone>  As set out within The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended). |

## Application for Approval of Details Reserved by a Condition

### Local Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Plans | All | Details to be submitted to support the proposed discharge of condition of condition(s) you are seeking permission for.  All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with critical dimensions (in metric) and a scale bar.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.*  They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished as appropriate.  The purpose of each room should be annotated on the plan.  All elevations should be included. |
| 2 | Samples | Where applicable | A sample of the proposed materials. This can be annotated photographs, or images/weblinks from suppliers which show specifications and technical details. |
| 3 | Additional Information | Where applicable | Any further information as is necessary and relevant to the condition(s) you are seeking to discharge. |

## Application for Hedgerow Removal Notice

### National Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Application Form | All | Application forms and guidance on completing them is available from [www.planningportal.co.uk](http://www.planningportal.co.uk)  Should you be submitting paper copies, these are available at the following link: [www.planningportal.co.uk/paperforms](http://www.planningportal.co.uk/paperforms)  All sections of the form must be completed in full, dated and signed. |
| 2 | Plan | All | To clearly show the location and length of the hedgerow to be removed.  At a defined scale (typically at 1:1250, or 1:2500 depending upon the length of hedgerow(s) to be removed) clearly showing the location and length of hedgerow(s) proposed to be removed.  All plans and drawings must have critical dimensions marked on in a metric scale.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.* |
| 3 | Evidence | All | The reasons as to why the hedgerow(s) is being proposed for removal.  In circumstances where a hedgerow was planted less than 30 years ago, evidence of the planting date of any hedgerow(s) proposed for removal.  Evidence of your ownership / interest in the land. |

## Application for Tree Works: Works to Trees Subject to a Tree Preservation Order or Notification of Proposed Works to Trees in Conservation Areas

### National Validation Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Application Form | All | Application forms and guidance on completing them is available from [www.planningportal.co.uk](http://www.planningportal.co.uk)  Should you be submitting paper copies, these are available at the following link: [www.planningportal.co.uk/paperforms](http://www.planningportal.co.uk/paperforms)  All sections of the form must be completed in full, dated and signed. |
| 2 | A Sketch Plan | All | To clearly show the location of all the trees for which works are proposed. |
| 3 | Specification of Works | All | A full and clear specification of the works to be carried out to which trees, including evidence in support of the works. |
| 4 | Tree Report | When felling is proposed | A report from an independent qualified Arboriculturist. |

## Application for Tree Works: Works to Trees Subject to a Tree Preservation Order or Notification of Proposed Works to Trees in Conservation Areas

### Local Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Photographs | All | To show the trees which the works is being applied for.  Photographs must be edited to illustrate the shape of the tree(s) once the works have been completed. Critical measurements should be marked on the photographs in metric.  *Note: Critical dimensions are height (should include existing eaves and ridge height from existing ground levels), width and length of existing and proposed building.* |
| 2 | Structural Report | Circumstances where it is alleged that Trees are causing structural damage to property. | A statement prepared by a suitably qualified person to evidence that the tree(s) in question is the cause of any structural damage. |

## Certificate of Lawfulness of Proposed Works to a Listed Building

### National Validation Requirements

* Please note: a certificate of Lawfulness Proposed Works to a Listed Building cannot be applied for retrospectively.

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement | Types of Application and when required | Details of what is required |
| 1 | Application Form | All | Application forms and guidance on completing them is available from [www.planningportal.co.uk](http://www.planningportal.co.uk)  Should you be submitting paper copies, these are available at the following link: [www.planningportal.co.uk/paperforms](http://www.planningportal.co.uk/paperforms)  All sections of the form must be completed in full, dated and signed. |
| 2 | Site Location Plan | All | A location based up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the map should fit onto A4 or A3 size paper)  Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. Must include the direction of North.  The application site should be edged clearly with a red line. It should include all land necessary to carry out the development proposed including land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. This drawing should not show the proposed development.  A blue line should be drawn around all other land owned by the applicant, close to or adjoining the application site. |
| 4 | Description of the proposed works | All | A covering statement specify the listed building or buildings, and describe the proposed works to which the application relates.  To include existing and proposed materials and finished, together with details of the part(s) of the building(s) likely to be affected.  This may include a schedule of works and should include photographs of the affected areas. Photographs should be up-to-date and marked with relevant measurements in metric. |
| 5 | Heritage Statement | All | This should explain why the applicant believes the proposed works would not affect the character of the listed building or buildings, having regard to the building or buildings special architectural or historic interest.  The Heritage Statement may also include details about:   * The significance of the heritage asset affected. * The contribution the setting of the heritage asset makes to its significance. * The principles of and justification for the proposed works; and * The impact of the proposal on the significance of the heritage asset. |
| 8 | Interest in the building | All | A statement setting out the applicant’s interest in the listed building or buildings, the name and address of any other person known to the applicant to have an interest in the listed building or buildings and whether any such other person has been notified of the application. |
| 9 | Supporting information | Any application where appropriate | This could include:   * Plans / drawings. * Other evidence to support of the application. |

## Article 4 Direction in a Conservation Area

### Article 4 Direction in a Conservation Area

### Householder Planning Application for planning permission for works or extension to a dwelling.

## APPLICATION VALIDATION CHECKLIST

|  |  |
| --- | --- |
| National Requirements | Tick if included: |
| **No Fee** - provided the development being applied for is only as a result of the removal of permitted rights by the Article 4 Direction. |  |
| **Completed Application Form (1 copy)** |  |
| **Site Location Plan –** a plan which identifies the land to which the application relates drawn to an identified scale (not less than 1:1250) and showing the direction of north (1 copy) edged clearly with a red line, and showing edged blue any other land owned by the applicant. |  |
| **Block Plan** at a scale of 1:500 or 1:200 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments. |  |
| **Ownership/Agricultural Holdings Certificate –** completed section A, B, C or D as applicable and Agricultural Holdings Certificate |  |
| **The following is required depending on development proposed.** |  |
| **Enlargement, improvement or alteration to a principle elevation fronting a highway, waterway or open space or on a side elevation including the following:** |  |
| **Replacement Windows/Doors:** Colour photographs or elevation drawings that clearly show the elevation of the building and the windows/doors to be replaced. The windows/doors should be clearly identified and annotated on the photograph/ drawing. Detail of the proposed new windows/doors in the form of drawings (sections/elevations) or product supplier literature**.** |  |
| **Replacement roof materials:** Colour photographs or elevation drawings that clearly show the elevation(s) of the building including roof to be replaced. The photographs or drawings should be clearly annotated to show the roof affected. Details of the proposed new roofing material, including ridge tiles should be provided in the form of samples or product supplier literature. |  |
| **Erection of porch:** Floor Plans/Elevations necessary to fully describe the development i.e. Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement. Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes. Details of the material(s) should be provided in the form of samples or product supplier literature. |  |
| **Erection, construction, alteration, improvement of gate, wall or fence:** Plans/Elevations necessary to fully describe the development i.e. Existing and proposed plans and elevations (at a scale of 1:50 or 1:100) to show the changes. Details of the material(s) and finish should be provided in the form of samples or product supplier literature. |  |
| **Erection, alteration, removal of chimney:** Plans/Elevations necessary to fully describe the development i.e. Existing and proposed plans and elevations (at a scale of 1:50 or 1:100) to show the changes. Details of the material(s) should be provided in the form of samples or product supplier literature. |  |
| **Removal of a chimney only**. Colour photographs or elevation drawings that clearly show the elevation of the building and the chimney affected. The photographs or drawings should be annotated to clearly identify the chimney. |  |
| **Exterior painting of masonry or render:** Colour photographs or elevation drawings that clearly show the masonry or render to be painted. The photograph or drawings should be annotated to clearly identify the affected area. Details of the proposed paint colour in the form of a colour/paint swatch. |  |
| **Installation, replacement of solar PV or thermal equipment:** Colour photographs or elevation drawings that clearly show the roof or elevation(s) of the building affected by the proposal. The photographs or drawings should be annotated to clearly show where the equipment would be installed. Details of the appearance of the proposed solar or thermal equipment including sizes, dimensions, and method of fixing in the form of product supplier literature. |  |
| **All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.** |  |
| Local Requirements | Tick if included: |
| **Heritage Statement** required if you will be erecting a building or enclosure in the grounds of a Listed Building, in a Conservation Area or is deemed to affect the setting of a Listed Building, scheduled monument or a non-designated heritage asset or you are undertaking excavations in an Archaeological Constraint area. |  |
| **Structural Survey** required if development involves the demolition of a building or structure on structural grounds. |  |