Ashfield District Council Validation List

Validation Requirements for Planning Applications - Householder Guide

April 2025

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

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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 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.

Householder Application for Planning Permission for works or extension to a dwelling, or build within its garden

National Validation Requirements

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| --- | --- | --- | --- |
| 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 the 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 critical dimensions including those to the boundaries.   The following is 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 | 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. |
| 7 | Existing and Proposed Elevations 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, or changes to external materials as appropriate.  All elevations should be included. |
| 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.* |

Householder Application for Planning Permission for works or extension to a dwelling, or build within its garden

Local Validation Requirements

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| No. | Requirement | Types of application and when required | Details of what is required |
| 1 | Parking Plan and Access Arrangements | Where there is an impact on parking or highways/access. | Submit existing and proposed plans to scale showing:   * Number of parking spaces * Details of existing and proposed parking provisions on a plan including details of servicing (access) arrangement, turning areas, and surfacing materials * Location and number of cycle parking including a plan showing location; number of stands, elevations of proposed cycle coves and materials to be used * Location and number of parking spaces for powered two-wheelers |
| 2 | Hard standing | All applications where new hardstanding is proposed. | You must confirm that the proposed materials are permeable or show on your drawings how the rainwater is directed to a lawn or border to drain naturally within the boundaries of the site. |
| 3 | Flood Risk Assessment | All development of 1 hectare or more in Flood Zone 1, development in a critical area, all development in Flood Zones 2 and 3 | Your FRA should include:   * Identify and assess the risks of all forms of flooding to and from the development. * Demonstrate how the flood risks will be managed considering climate change. * The report should identify opportunities to reduce the probability and consequences of flooding. * The report should utilize and detail Sustainable Drainage Systems. * The FRA should address the requirement for safe access to and from the development in areas at risk of flooding. |
| 4 | Tree Survey and/or associated Arboricultural Impact Assessment | Any proposal where there are trees at or adjoining the site that could be affected by the proposed development. | A Tree Survey must be obtained from an arboricultural specialist, showing the distribution of trees on site.  The Arboricultural Impact Assessment should demonstrate how the development will co-exist with associated trees. For example, through any level changes, service installation, hard surfacing, material storage and future shadowing. This should include tree root protection zones clearly marked on a scaled plan.  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. |
| 5 | Heritage Statement | Applications affecting a listed building, conservation area, or locally listed building.  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;   and   * The steps that have been taken to avoid or minimize any adverse impacts on the significance of the building.   The type and amount of detail required should be proportionate to the level of work proposed.  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. |
| 6 | 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. 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). |

Householder Prior Approval Application for a Larger Residential Extension up to 8m

National Requirements

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| No. | Requirement | Details of what is required |
| 1 | A completed application form or written description of the proposed development | * 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 * The address of any adjoining premises * The developers contact address. * An email address (if happy to receive electronic communication) |
| 2 | A plan indicating the site |  |
| 3 | The appropriate fee |  |

Local Requirements

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| No. | Requirement | Details of what is required |
| 1 | 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 |