

Prior approvals and prior notifications Validation Checklist

How to use the Validation Checklist

This validation checklist sets out the information you must submit with your applications for prior approval and prior notifications. We reserve the right to request further information that is reasonably required for the determination of the application.

Prior approval and prior notification applications should be submitted via the [Planning Portal](http://www.planningportal.gov.uk) (www.planningportal.gov.uk) to enable the Council to validate and process applications efficiently. If this is not possible, the original application form and documentation should be posted to our office.



Once the application has been registered, any further supporting information must be emailed to us. If you are unsure of any checklist requirements, advice should be sought from the Council, prior to submitting your application.

Data protection statement: We will only use your personal information gathered for the specific purposes of your application/enquiry. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on our website.

Please note:

- You can request at the point of submission for your details to be made confidential, but your address and agent's details will remain.
- If you are the applicant, your name and application site address will be in the public domain in perpetuity by virtue of them being part of the Decision Notice in the Public Register



Supporting documentation

All supporting documents should be uploaded to the Planning Portal at a maximum file size of 30mb, in separate named documents, as a PDF. All plans and drawings must include the paper size, address of the proposal, metric scale, be appropriately titled, and plans must show the direction of north.


Please ensure the content and detail of your supporting documentation is sufficient to assess and consult on your application. Many applications require further information following validation due to insufficient detail within documents. This can extend the timeframe required to make a decision on your application.


The need for, scale, scope, and level of detail for each assessment should be established as early in the development management process as possible. Technical assessments must be prepared by appropriately qualified persons.


If your proposal/site requires you to submit a document from the 'Local Requirements' list, but you do not believe you need to provide it for your application, please submit a written statement outlining the reasons why the document is not required. Failure to provide a reason why you have not submitted a relevant document may result in your application being invalidated.

National requirements

The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) is the legislation which outlines the development types and the required information that needs to be submitted with prior approval and prior notification applications. As a minimum, you must provide the information set out in the legislation for your application to be validated. We have set out below the application type, and direct link to the corresponding legislation.


|  Application type | Town and Country Planning (General Permitted Development)(England) Order | Covering applications (and links to legislation paragraph) |
|--|---|---|
| Householder Developments | <ul style="list-style-type: none"> Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 1, Class A, AA | <ul style="list-style-type: none"> Larger home extensions (Class A)- application requirements detailed in paragraph A.4(2) of Part 1- (https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/1/crossheading/class-a-enlargement-improvement-or-other-alteration-of-a-dwellinghouse_paragraph-A.4) Enlargement of a dwellinghouse by construction of additional storeys (Class AA)- application requirements detailed in paragraph AA.3(2) of Part 1- (https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/1/crossheading/class-aa-enlargement-of-a-dwellinghouse-by-construction-of-additional-storeys_paragraph-AA.3) |
| Changes of use | <ul style="list-style-type: none"> Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 3, Class G, M, MA, N, O, P, PA, Q, R, S, T | <ul style="list-style-type: none"> Commercial, business and service or betting office or pay day loan shop to mixed use (Class G); Certain uses to dwellinghouses (Class M); Commercial, business and service uses to dwellinghouses (Class MA); Specified sui generis uses to dwellinghouses (Class N); Offices to dwellinghouses (Class O); Storage of distribution centre to dwellinghouses (Class P); Premises in light industrial use to dwellinghouses (Class PA); Agricultural buildings to dwellinghouses (Class Q); Agricultural buildings to a flexible commercial use (Class R); Agricultural buildings to a state-funded school (Class S); Commercial, business and service, hotels etc to state-funded school (Class T); Application requirements for the above detailed in paragraph W of Part 3- https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/3/crossheading/class-v-changes-of-use-permitted-under-a-permission-granted-on-an-application_paragraph-W |
| Temporary buildings and uses | <ul style="list-style-type: none"> Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 4, Class BB, CA, Class E | <ul style="list-style-type: none"> Moveable structures for historic visitor attractions and listed pubs, restaurants etc (Class BB)- application requirements detailed in paragraph BB.3(2) of Part 4- (https://www.legislation.gov.uk/uksi/2015/596/schedule/2/paragraph/BB.3) Provision of a temporary state-funded school on previously vacant commercial land (Class CA)- application requirements detailed in paragraph W, Part 3- (https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/3/crossheading/class-v-changes-of-use-permitted-under-a-permission-granted-on-an-application_paragraph-W) Temporary use of buildings or land for film-making purposes (Class E)- application requirements detailed in |


|  Application type | Town and Country Planning (General Permitted Development)(England) Order | Covering applications (and links to legislation paragraph) |
|--|---|--|
| | | paragraph E.3(2) of Part 4- https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/4/crossheading/class-e-temporary-use-of-buildings-or-land-for-filmmaking-purposes_paragraph-E.3 |
| Agricultural and forestry | <ul style="list-style-type: none"> Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 6, Class A, B, E | <ul style="list-style-type: none"> Agricultural development on units of 5 hectares or more (Class A)- application requirements detailed in paragraph A.1(2) of Part 6- https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/6/crossheading/class-a-agricultural-development-on-units-of-5-hectares-or-more_paragraph-A.2 Agricultural development on units of less than 5 hectares (Class B)- application requirements detailed in paragraph B.5(2) of Part 6- https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/6/crossheading/class-b-agricultural-development-on-units-of-less-than-5-hectares_paragraph-B.5) Forestry developments (Class E)- application requirements detailed in paragraph E.2(1) of Part 6- https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/6/crossheading/class-e-forestry-developments_paragraph-E.2 |
| Non-domestic extensions, alterations etc | <ul style="list-style-type: none"> Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 7, Class C, M | <ul style="list-style-type: none"> Click and collect facilities (Class C)- application requirements detailed in paragraph C.2(1) of Part 7- https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/7/crossheading/class-c-click-and-collect-facilities_paragraph-C.2 Extensions etc for schools, colleges, universities, prisons and hospitals (Class M)- application requirements detailed in paragraph M.2A(2) of Part 7- https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/7/crossheading/class-c-click-and-collect-facilities_paragraph-C.2 |
| Development relating to roads | <ul style="list-style-type: none"> Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 9, Class D | <ul style="list-style-type: none"> Toll road facilities (Class D)- application requirements detailed in paragraph D.2 of Part 9- https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/9/crossheading/class-d-toll-road-facilities_paragraph-D.2 |
| Heritage and demolition | <ul style="list-style-type: none"> Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 11, Class B | <ul style="list-style-type: none"> Demolition of buildings (Class B)- application requirements detailed in paragraph B.2 of Part 11- https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/11/crossheading/class-b-demolition-of-buildings_paragraph-B.2 |
| Renewable energy | <ul style="list-style-type: none"> Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 14, Class J | <ul style="list-style-type: none"> Installation or alterations etc of solar equipment on non-domestic premises (Class J)- application requirements detailed in paragraph J.4(3) of Part 14- https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/14/crossheading/class-j-installation-or-alteration-etc-of-solar-equipment-on-nondomestic-premises_paragraph-J.4 |
| Communications | <ul style="list-style-type: none"> Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 16, Class A | <ul style="list-style-type: none"> Electronic communications code operators (Class A)- application requirements detailed in paragraph A.3 of Part 16- https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/16/crossheading/class-a-electronic-communications-code-operators_paragraph-A.3 |


|  Application type | Town and Country Planning (General Permitted Development)(England) Order | Covering applications (and links to legislation paragraph) |
|--|--|--|
| Miscellaneous Development | <ul style="list-style-type: none"> Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 18, Class A | <ul style="list-style-type: none"> Development under local or private Acts or Orders (Class A)- application requirements detailed in paragraph A.2 of Part 18- (https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/18/crossheading/class-a-development-under-local-or-private-acts-or-order_paragraph-A.1) |
| Development by the Crown or for national security purposes | <ul style="list-style-type: none"> Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 19, Class TA | <ul style="list-style-type: none"> Development by the Crown on a closed defence site (Class TA)- application requirements detailed in paragraph TA.4 of Part 19- (https://www.legislation.gov.uk/uksi/2015/596/schedule/2/paragraph/TA.4) |
| Construction of new dwellinghouses | <ul style="list-style-type: none"> Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 20, Class ZA, A, AA. AB, AC, AD | <ul style="list-style-type: none"> Demolition of buildings and construction of new dwellinghouses in their place (Class ZA) New dwellinghouses on detached blocks of flats (Class A) New dwellinghouses on detached buildings in commercial or mixed use (Class AA) New dwellinghouses on terrace buildings in commercial or mixed use (Class AB) New dwellinghouses on terrace buildings in use as dwellinghouses (Class AC) New dwellinghouses on detached buildings in use as dwellinghouses (Class AD) Application requirements for the above detailed in paragraph B of Part 20- (https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/20/crossheading/class-a-new-dwellinghouses-on-detached-blocks-of-flats_paragraph-B) |

Additional supporting documents

The Council requests the following supporting information with a prior approval or prior notification application. This information should be included in your supporting documents where appropriate and applicable, to enable us to consider and make a decision on your application. If enough information is not provided within your supporting documents, it could cause your application to be refused.

|  Document type | Is it required for my application? | What information is required? |
|---|---|--|
| Elevations – Existing Scale 1:50 or 1:100 | <ul style="list-style-type: none"> • Where development extends floor space. • Where alterations and/or extensions to an existing building(s) are proposed, including changes of use. • When a new dwelling or building is proposed. • Where structures are to be demolished that form part of the proposal. | <ul style="list-style-type: none"> • Every elevation of the building e.g. front, rear and side(s) and state the direction in which each elevation faces e.g. rear (south). • Position and size of all windows and doors • Any buildings, walls or features to be demolished. |
| Elevations – Proposed Scale 1:50 or 1:100 | <ul style="list-style-type: none"> • Where development extends floor space. • Where alterations and/or extensions to an existing building(s) are proposed, including changes of use. • When a new dwelling or building(s) are proposed. • Where any development is proposed below ground level. | <ul style="list-style-type: none"> • Every elevation of the building, for example front, rear and side(s) and state the direction in which each elevation faces, for example rear (south). • Position and size of all windows and doors • Colour and type of finishing materials to be used. • Outline elevations of other buildings that are close to the development. • Where amenity maybe affected, drawings of neighbouring properties must be at scale or it must be made clear that they are not to scale. |
| Floor Plans – Existing and Proposed Scale of 1:50 or 1:100. | <ul style="list-style-type: none"> • Where development extends floor space. • Where alterations and/or extensions to an existing building(s) are proposed, including changes of use. • When new dwelling or building(s) are proposed. • Where the development proposed is below ground level. | <ul style="list-style-type: none"> • Uses of each room. • Position of windows, doors, walls and partitions. • Floor levels of the building(s) being constructed, altered or extended, in relation to the remainder of the building. • Any buildings, walls or features to be demolished. |
| Roof Plans Scale 1:50 or 1:100. | <ul style="list-style-type: none"> • Where any roof is being altered and the change cannot be adequately shown on the elevation plans. • Where roof insulation is to be installed. | <ul style="list-style-type: none"> • Shape and material of the roof. • Location of any materials, roof lights, flues, vents etc. • Roof insulation fitting. |

|  Document type | Is it required for my application? | What information is required? |
|---|---|---|
| Site Plan - Existing and Proposed Scale 1:200 or 1:500 | All applications | <ul style="list-style-type: none"> Up to date map, showing the scale and direction of north. Size, position and use of buildings, in relation to the property boundary. Pedestrian, cyclist and public transport access, as well as vehicular access, for example the position and width of adjacent streets. Trees and hedges within the application site or on adjoining properties, which are within falling distance of the proposed development |
| Site Sections, Finished Floor and Site Levels – Existing and Proposed Scale of 1:50 or 1:100 | <ul style="list-style-type: none"> All applications involving new buildings Where development is on a steep incline/decline. Where any development is proposed below ground level. Where site levels are proposed to be altered | <ul style="list-style-type: none"> Existing and proposed site levels and finished floor levels, related to a defined datum point. |
| Biodiversity Report | <ul style="list-style-type: none"> Where the Biodiversity Self Assessment Form has indicated that there could be impacts on Biodiversity (Habitats or Species). Proposals that could affect any of the following (as identified by completing a copy of the Biodiversity Self-Assessment form): <ul style="list-style-type: none"> Wildlife sites; Habitats; Other natural features; Protected species; or Priority species Proposals that are required to demonstrate a Biodiversity Net Gain (Currently, only required for major applications submitted to West Oxfordshire). <p>Proposals that are required to provide information for the council to carry out a Habitats Regulations Assessments (HRA).</p> | <ul style="list-style-type: none"> Preliminary Ecological Appraisal (PEA) report (only acceptable where no further surveys or only precautionary mitigation measures are required); otherwise. Ecological Impact Assessment report (EclA) <p>Note: individual species reports are unlikely to be accepted – please refer to Biodiversity Guidance for more information. In accordance with best practice guidance, please do not submit your application until you have received all the surveys required to validate your application.</p> <ul style="list-style-type: none"> - Cotswold District Council - West Oxfordshire District Council - Forest of Dean District Council <ul style="list-style-type: none"> Signed Declaration of Adequacy Form will need to be completed alongside reports submitted. <ul style="list-style-type: none"> - Cotswold District Council - West Oxfordshire District Council - Forest of Dean District Council Other information where relevant: <ul style="list-style-type: none"> - Information to inform a Habitats Regulations Assessment (where identified within the Biodiversity Report). |
| Community Infrastructure Levy (CIL) | <ul style="list-style-type: none"> Development may be liable for a charge under CIL if the Council has chosen to set a charge in its area, currently West Oxfordshire District Council and Forest of Dean District Council do not charge CIL. | <p>If your proposal creates floor space of any kind/size, the following form must be submitted to validate the application.</p> <ul style="list-style-type: none"> CIL Form 5 Additional information |

|  Document type | Is it required for my application? | What information is required? |
|---|---|--|
| | <ul style="list-style-type: none"> • New developments that create net additional 'gross internal area' of 100sqm or more, or create new dwellings/annexes, are potentially liable for the levy. • Some developments may be eligible for relief or exemption from CIL e.g. self-build. | |
| Any other plans, information or statements required to address impacts of the proposal | <ul style="list-style-type: none"> • Depending on the application type and nature of the proposal. • Submitting further information at this stage will avoid any delays where further information may be requested during the consideration process. | <p>Each application type outlines the matters which the Council can consider as part of the application process. Where any of the below are a consideration for the application; reports, plans and/or statements may be required to provide further information:</p> <ul style="list-style-type: none"> • Land contamination risks • Flood risk • Heritage assets • Noise impact • Provision for storage and management of domestic waste • Transport or highways • Impacts of air quality • Impacts of use of artificial light • Impacts of glare • Loss of existing use |