

**Forest of Dean District Council**  
**Validation Checklist (2017)**

Welcome to the Forest of Dean District Council Validation Checklist. The document sets out the information necessary to support the different types of application you may wish to submit for determination. The Checklist aims to help you in the preparation of your application and provide the right information from the outset. This helps both the Council and any consultees in assessing the proposal and its impacts.

The Checklist is designed to require information commensurate with the scale of the proposal. If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

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## **1. Introduction**

### **Background**

As part of the drive to provide a quicker, more predictable and efficient planning service, the Government has introduced a new standard electronic application form for applications for planning permission made under the Town and Country Planning system. Alongside this and to support the use of this standard application form, the Government has also introduced information requirements for the validation of planning applications by Local Planning Authorities.

The Town and Country (Development Management Procedure) Order 2015 (the DMPO)) requires the use of a mandatory standard application form and associated information requirements for validation of applications.

This validation checklist was reviewed in 2015 and 2017.

### **Benefits**

The Forest of Dean District Council has adopted this revised guidance to provide applicants with clear advice on what information and details are required as part of an application submission. This guidance has the following benefits for you the applicant:

- It helps you to understand the type and extent of information that will be required when you submit an application.
- It provides greater certainty.
- It enables the Council to have all the information it needs in order to determine the application.
- It minimises the risk that the Council will have to go back to you for more information, which can often increase the amount of time it takes to make a decision.

### **Prior to submitting an application**

If you are thinking about submitting a planning application, particularly for a proposal defined as minor or major (e.g. new residential or commercial development) we also strongly advise you to seek officer guidance and advice before you formally submit an application.

You are also advised to view the Council's planning policies on our website prior to preparing your proposal. It is also important to note that whilst an application may be valid having been submitted in accordance with the checklist requirements it does not mean that further information will not be necessary such as details of external finishes to buildings, specifications of landscaping, access/parking provision, or drainage. These matters may be addressed by condition, which would lead the applicant into making further discharge of conditions applications thus introducing further delay and expense to the project. Accordingly the Council, in addition to the requirements of the checklist, would promote the submission of complete development proposals to avoid the need for further pre-commencement conditions. Such matters may be discussed as part of any pre-application advice.

## **2. Information supporting applications**

The information required to make a valid planning application comprises:

- Mandatory national information requirements specified in the DMPO (see the National List below).
- The standard application form.
- Information to accompany the application as specified by the Local Planning Authority on their Local List of information requirements (see Local list below).

This information will enable us to validate your application and begin its determination.

### **National List**

The National List sets out statutory requirements for applications. These requirements include the completed application form; the correct fee (where one is necessary); ownership certificates; a Design and Access Statement (where one is necessary); the location plan; site/block plan and an environmental statement (where one is necessary).

### **Local List**

The Local List comprises additional information that The Forest of Dean District Council requires to validate an application. The combined use of the National and Local List gives more certainty of the type of information required at the outset and helps to ensure that the information requested is proportionate to the type and scale of application being made.

Where an application is not accompanied by the information specified on the Local List, the applicant should provide a brief written justification with the application as to why it is not appropriate in the particular circumstances. In such cases the Council will not make the application invalid if there is no need for the information.

## **3. National Statutory Requirements**

Applications for full planning permission are required to be accompanied by the following:

### **The Standard Application Form**

Planning applications will need to be presented on a standard application form, which is available electronically from the Council's website or the Planning Portal Website.

The Government encourages applicants to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs. However you can still submit paper versions of the form. In that event, the Council will require two completed sets of the application.

An applicant may be requested to submit more copies when dealing with major applications.

### **The Location Plan**

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. Unless submitted electronically two location plans must be submitted. In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The

properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development, for example land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

### **Site/Block Plan**

One copy plus the original (unless submitted electronically). The block plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a) the direction of North;
- b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;

and the following **unless these would not influence or be affected by the proposed development**

- c) all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) all public rights of way crossing or adjoining the site;
- e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- f) the extent and type of any hard surfacing; and
- g) boundary treatment including walls or fencing where this is proposed.

The Planning Portal provides further information on the requirements for site and block plans [www.planningportal.gov.uk/planning/applications/plans](http://www.planningportal.gov.uk/planning/applications/plans)

### **Ownership Certificates**

All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest, the unexpired term of which is not less than 7 years.

Ownership certificates must also be completed for applications for listed building consent.

## **The Correct Fee (where one is necessary)**

Planning applications incur a fee. The fee is set nationally with the latest legislation being The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and site Visits) (England) Regulations 2012. The Planning Portal includes a fee calculator for applicants.

If you are still not sure of what fee you need to pay please contact us directly.

## **Design and Access Statements**

Design and Access Statement (DAS) must be submitted for some types of planning application, and in some designated areas. The statutory requirements for DAS are set out in Part 3, Article 9 of the DMPO, DAS is statutorily required for:

- Applications for major development as defined in article 2 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.
- Applications for development in a designated area, where the proposed development consists of:
  - a. one or more dwellings: or
  - b. a building or buildings with a floor space of 100 square metres or more.

Definition of “designated area” means a World Heritage Site or a Conservation Area.

A DAS is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a DAS will depend on the scale and complexity of the application, and the length of the statement will vary accordingly.

Planning Practice Guidance: Making an Application

A Design and Access Statement must:

- (a) explain the design principles and concepts that have been applied to the proposed development; and
- (b) 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 development'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.

Applications for listed building consent must also be accompanied by a DAS.

Design and Access Statements accompanying applications for listed building consent must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of:

- (a) the special architectural or historic importance of the building;

- (b) the particular physical features of the building that justify its designation as a listed building; and
- (c) the building's setting.

Unless the proposed works only affect the interior of the building, Design and Access Statements accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with. They must explain the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must also explain how the applicant's approach to access takes account of matters (a)-(c) above.

Design and Access Statements accompanying applications for listed building consent must provide information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works. Statements must also explain how any specific issues which might affect access to the building have been addressed.

### **Outline Planning Applications**

The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out the scope of information to be submitted with an outline application. Even if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, applications should always include information on:

**Use** – the use or uses proposed for the development and any distinct development zones within the site identified.

**Amount of development** – the amount of development proposed for each use.

**Indicative access points** – an area or areas in which the access point or points to the site will be situated.

### **4. Locally Adopted Application Requirements**

The Council may also request additional information prior to the validation of the application depending on the nature and type of application or the nature of the character of the area within which the application site is situated. Applicants may wish to seek advice on the need for such additional information at the pre-submission stage and to study relevant policies within the Local Plan, and National Planning Guidance to see what kind of information may be required. Further information on Government guidance can be found on the Planning Portal.

If you are unsure about any of the requirements or whether they apply to your application please contact the Council's Planning Department on 01594 810000.

**It should be noted that the Council is able to request further information during the determination process and an application could still be deemed valid and then refused on the grounds of inadequate information, if the documentation submitted was subsequently found to be inadequate.**

Below is a list of all local requirements in alphabetical order together with a brief description of what information will need to be submitted. Some or all of these are included in the list of requirements for specific applications.



	Information required	Detailed Guidance
1	Affordable Housing Statement	<p>The information submitted with the application shall include details of the number of residential units, the mix of units and the proposed tenure. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. If a proposal does not provide enough affordable units to comply with adopted policy then a full justification should be provided that includes a financial appraisal if appropriate.</p> <p>Applicants are also encouraged to discuss proposals with the Council's Planning and Strategic Housing Officers.</p>
2	Agricultural/Forestry Dwelling	<p>Where an application is made for a dwelling in association with agricultural/forestry need, it will be required to demonstrate a functional and financial justification. Whilst it is acknowledged PPS7 has been rescinded, the LPA will expect the justification to be in accordance with the guidance contained within the PPS7.</p>
3	Air Quality Assessment	<p>Application proposals that impact upon air quality should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary. Further advice is available in PPG: Air <a href="#">Quality</a>. Air quality is an important issue in a number of locations in the district for up to date information consult the Council's air quality web pages <a href="http://www.fdean.gov.uk/ngcontent.cfm?a_id=6303&amp;tt=graphic">http://www.fdean.gov.uk/ngcontent.cfm?a_id=6303&amp;tt=graphic</a></p>
4	Environmental Impact Assessment	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 require a developer to prepare an Environmental Statement for certain types of projects. The Regulations provide a checklist of matters to be considered for inclusion in the Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures.</p> <p>Applicants may seek a 'Screening Opinion' from the Council to ascertain whether or not an Environmental Statement is required. Applicants are encouraged to do this for large-scale developments or those within or close to sensitive areas (for example, an Area of Outstanding Natural Beauty and the Severn Estuary) at the pre-submission stage in order to avoid delay later in the application process.</p> <p>Further advice is given in PPG: Environmental Impact <a href="#">Assessment</a>.</p>
5	Flood Risk Assessment/Drainage Strategy	<p>A Flood risk assessment (FRA) is required for planning applications for development of 1 hectare or greater in Flood Zone 1.</p> <ul style="list-style-type: none"> <li>- All proposals for Development in Flood Zones 2 and 3.</li> <li>- Where drainage problems have been identified or mapped (such as in a Strategic FRA).</li> </ul> <p>Information on Flood Zones may be found on the Environment Agency's web site <a href="http://www.environment-agency.gov.uk/">www.environment-agency.gov.uk/</a></p> <p>The Council has undertaken a Strategic Flood Risk Assessment (SFRA) which is available through the Local Development Framework (planning policy) web page <a href="http://www.fdean.gov.uk/ngcontent.cfm?a_id=6477&amp;tt=graphic">http://www.fdean.gov.uk/ngcontent.cfm?a_id=6477&amp;tt=graphic</a></p> <p>FRAs should assess the risks of fluvial, surface water and other sources</p>

		<p>of flooding. Sustainable Urban Drainage Systems (SUDS) should be included in development wherever possible to reduce surface water run-off. (This also helps protect water quality and add amenity value to development).</p> <p>Evidence of <b>both</b> Sequential and Exception tests should be included in a FRA.</p> <p>Sequential Test: Development in Flood Zone 1 automatically passes the Sequential Test. In Flood Zones 2 and 3 the purposes of a sequential test is to demonstrate that there are no alternative sites for the development proposal in locations outside Flood Zones 2 and 3.</p> <p>Exception Test When applying the Exception Test for planning applications the developer is expected to demonstrate evidence that will allow the LPA to decide whether the application delivers wider sustainability benefits that outweigh the flood risk implications of developing a site.</p> <p>Detailed advice regarding FRA and the requirements of the Sequential and Exception tests can be found in PPG: Flood Risk and Coastal <a href="#">Change</a>.</p>
6	Foul Sewerage Assessment	<p>Applications made in areas where there is no mains sewerage/sewage, disposal must be accompanied by a statement that demonstrates that the proposed sewerage system is appropriate. Please note that a private sewage treatment plant generally needs consent to discharge from the Environment Agency. In locations where septic tanks are proposed percolation tests may be required to demonstrate that the development can function satisfactory.</p> <p>A foul sewerage assessment is required for all developments considered to be “Major” development namely all applications for 10 or more dwellings, and for commercial development of over 1000 square metres or 1 hectare in area.</p>
7	Historic Environment Statement	<ol style="list-style-type: none"> <li>1. A Historic Environment Statement is not required for Listed Building applications as the Design and Access statement already requires the same information. Accordingly a separate Historic Environment statement is required for Planning applications where heritage assets are affected.</li> <li>2. Heritage assets include: <ul style="list-style-type: none"> <li>• Designated assets: Scheduled Monuments, Listed Buildings, Buildings in Conservation Areas; Registered Parks and Gardens; Registered Battlefields.</li> <li>• Undesignated assets: unlisted historic buildings and structures; undesignated archaeological sites.</li> <li>• Heritage assets that are identified during the preparation of development proposals e.g. through desk-based assessment or field evaluation (see below).</li> </ul> </li> </ol> <p>The scope of the Historic Environment Statement required will be proportionate to the importance of the heritage asset(s) and no more than is sufficient to understand the potential impact of the proposals</p>

		<p>on the significance of the heritage asset(s) affected. As a minimum the Historic Environment Record should be consulted (see below).</p> <p>Where the application site includes, or has the potential to include, heritage assets with archaeological interest (for example, scheduled monuments and undesignated archaeological sites) the applicant may be required to submit a desk-based assessment as part of their Historic Environment Statement, and/or to undertake and submit a report on a field evaluation.</p> <p>3. Applicants are strongly advised to seek guidance on the extent of the information required from:</p> <ul style="list-style-type: none"> <li>• Archaeology Service, Gloucestershire County Council for archaeological advice, and information from the Historic Environment Record.</li> <li>• <a href="mailto:archaeology.planning.advice@gloucestershire.gov.uk">archaeology.planning.advice@gloucestershire.gov.uk</a>. To follow Historic Environment Record contact 01452 425705, <a href="mailto:archaeology.smr@gloucestershire.gov.uk">archaeology.smr@gloucestershire.gov.uk</a></li> <li>• For advice on Listed Buildings and Conservation Areas contact the District Council 01594 810000.</li> </ul> <p>4. Further information can be found PPG: Conserving and enhancing the historic <a href="#">environment</a> and Historic <a href="#">England</a>.</p> <p>5. Historic Environment Statements will always be required for development affecting designated assets and heritage assets recorded in the Historic Environment Record and for development over 2ha in extent. Guidance should be sought in respect of other developments from the contacts listed above.</p>
8.	Impact Assessment	<p>An Impact Assessment is required for all planning applications involving retail or leisure developments where the proposal is greater than 2,500 square metres gross floor space where not located in a designated town centre. We may also require the submission of an Impact assessment for planning applications below this threshold where it is considered the proposal is likely to have a significant impact on designated centres.</p> <p>The local planning authority may also require an Impact Assessment where the planning application is located in a designated town centre and it would substantially increase the attractiveness of that centre to the extent where it could have an adverse impact on other centres.</p> <p>Policy advice can be found in PPG: Ensuring the vitality of town <a href="#">centres</a>.</p>
9	Land Contamination Assessment	<p>Some sites (especially those that have been previously developed) have the potential to be contaminated and therefore pose a risk to current or future site occupiers, buildings on the site and to the environment. A contaminated land assessment may therefore be required. The level of information required, as part of a land contamination assessment will vary depending on the known and/or suspected levels of contamination.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• where contamination is suspected a preliminary study will be required, involving an examination of available information, a walkover survey and assessment of the risks to human health and the environment. The need for further investigation may then be determined;</li> </ul>

		<ul style="list-style-type: none"> <li>• where contamination is known to exist, in addition to a desktop study, a site investigation survey will be required incorporating a site-specific human health and environmental risk assessment with a written remediation scheme to manage identified risks;</li> <li>• if the proposed development is situated within 250 metres of a former landfill site there will be a requirement for specific consideration of issues with ground gas.</li> </ul> <p>For further information please refer to PPG: Land affected by <a href="#">contamination</a>.</p>
10	Landscape Assessment and Appraisal	<p>All new development is required to be compatible with the character of the surrounding landscape. Comprehensive guidance on landscape appraisal utilising the district's Landscape Character Assessment is provided in the Landscape Supplementary Planning Document (2007) produced by the Council. This SPD is available on the Council's website <a href="http://www.fdean.gov.uk/nqcontent.cfm?a_id=6475">http://www.fdean.gov.uk/nqcontent.cfm?a_id=6475</a>, and provides specific advice on how landscape issues should be considered as an integral part of the design and development process. It includes practical suggestions.</p> <p>Depending on the nature, scale, location and form of development a detailed landscape assessment may be required, on other occasions it may be able to be covered under 'Landscape Assessment' in the DAS.</p>
11	Landscaping Schemes	<p>Most development proposals will require landscaping to ensure that they conserve and enhance the key characteristics of their surroundings with respect to the natural and historic landscape, wildlife and natural features. It is therefore important that landscaping relates to the landscape appraisal undertaken. Landscaping should form part of the design concept for the site, and not as a separate process or afterthought, after the buildings have been designed. Where required the Design and Access Statement should refer to landscaping in providing a design concept which can be used as the starting point for a more detailed landscaping scheme. Existing trees and other vegetation should be retained where possible in new developments and protected during construction of the development. Landscaping schemes should include:</p> <ul style="list-style-type: none"> <li>• Planting plans; written specifications (including cultivation and other operations associated with tree, plant or grass establishment); schedule of plants, noting species, plant size and proposed numbers/planting densities where appropriate.</li> <li>• Show existing vegetation to be retained together with measures for its protection during the course of construction.</li> <li>• Indicate existing vegetation that will be removed.</li> <li>• Means of enclosure; hard surfacing materials; structures and ancillary objects (refuse bins, lighting columns etc.).</li> <li>• Contain a management statement where appropriate.</li> </ul> <p>The Council has produced a number of leaflets providing further advice on the information that is required, and examples of best practice. These are available from the Council's website. <a href="http://www.fdean.gov.uk/nqcontent.cfm?a_id=6495">http://www.fdean.gov.uk/nqcontent.cfm?a_id=6495</a></p>
12	Lighting Assessment	<p>Proposals which would involve external lighting which may have an impact on the surrounding area such as floodlights shall be accompanied by an assessment of their impact including intensity of light and spread of beam.</p>
13	Nature Conservation/ Ecological Assessment (including protected	<p>The Planning Authority has a duty to consider the conservation of biodiversity when determining a planning application. This is in accordance with relevant policies within the National Planning Policy</p>

	species)	<p>Framework, Local Plans and the Government Circular 'Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System'.</p> <p>In addition statutory requirements under legislation including the Wildlife and Countryside Act 1981 (as amended), the Habitats Regulations 2010 (as amended), the Badgers Act 1992, plus the general biodiversity duty placed on Local Authorities within Section 40 and 41 of the Natural Environment and Rural Communities Act 2006 must be taken into account.</p> <p>The Planning Authority has set out in Annex A proposal assessment forms and assessment requirements, in regards of ecology for different application types. The requirements are presented so as to assist the applicant to not only answer the questions on the main 1APP form, but also supply the relevant biodiversity information that will allow the Planning Authority to validate the application.</p> <p>Government guidance seeks new development to enhance the environment for wildlife. In order to avoid the need for a condition you are encouraged to provide details of incorporated permanent features of biodiversity enhancement.</p> <p><b>Major Development</b></p> <p>For all major development ( as defined by XX) proposals a Preliminary Ecological Appraisal (PEA) in accordance with guidance as set out by the Chartered Institute of Ecology and Environmental Management (CIEEM) '<i>Guidelines for Preliminary Ecological Appraisal (July 2012 or as amended)</i>' will be required for the application to be validated. Subject to the findings of the PEA further information on ecological matters may be required prior to the application being validated.</p> <p><a href="http://www.cieem.net/guidance-on-preliminary-ecological-appraisal-gpea-">http://www.cieem.net/guidance-on-preliminary-ecological-appraisal-gpea-</a></p>
14	Noise Impact Assessment	<p>Application proposals that raise issues of disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. Further guidance is provided in PPG: <a href="#">Noise</a>.</p>
15	Parking and Access Arrangements	<p>You may be required to provide details of existing and proposed cycle/car parking provision and pedestrian/cycle and car access arrangements. These details must be shown on a site layout plan and full details may be required for secure cycle parking. Further advice is provided in the CLG/DfT Guidance "<a href="#">Manual for Streets</a>".</p> <p>All development involving creation of estate roads should be supported by scale plans to at least a 1:500 scale of the proposed estate roads (with all dimensions annotated including footway and cycleway widths, carriageway widths, junction radii, junction visibility and forward visibility) and a swept path analysis of a large refuse vehicle.</p> <p>All development comprising creation or modification of onsite parking areas should be supported by a layout plan at 1:500 scale of the proposed development, including parking and manoeuvring areas.</p> <p>All development involving creation or modification of a site access should be supported by a site access plan at 1:500 scale with all dimensions annotated including footways widths, carriageways widths, junction radii, junction visibility and forward visibility. The County Council have also produced Standing Advice to assist developers and the LPA.</p>

16	Plans (Additional)	<p>Depending on the nature, scale and context of the development you will be required to submit some or all of the following plans. All plans should be drawn to an identified standard metric scale and should be named in a logical manner and given titles that reflect their content.</p> <p>Please note that where it is clear that information would not be relevant to the determination of the application, you are not required to submit it. For example, it should not be necessary to provide detailed information on elevations of existing buildings on the site if these will not be altered by the development proposal, or detailed information on site boundary treatments if these are entirely unaffected by the development.</p> <p><b>Existing and proposed elevations</b> (e.g. at a scale of 1:50 or 1:100)  These should normally be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposed. These should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.</p> <p>Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.</p> <p><b>Existing and proposed floor plans</b> (e.g. at a scale of 1:50 or 1:100).  These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail clearly distinguishing all new building work. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development.</p> <p><b>Existing and proposed site sections and finished floor and site levels</b> (e.g. at a scale of 1:50 or 1:100).  For all new build residential or commercial developments, excluding extensions to existing buildings finished floor levels and site levels will be required. In addition, where a change in ground levels is proposed, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.</p> <p><b>Street scenes:</b> Street scenes at a scale of not less than 1:200.  These must show the development in the context of relevant neighbouring properties (both existing and proposed) sufficient to assess the impact of the proposal upon the appearance of the area.</p> <p><b>Detailed drawings of key architectural details:</b>  Plans to a scale of not less than 1:20 will be required to show all new doors, windows, glazed screens, rooflights, eaves over hangs, shop-fronts etc. and other key architectural details for sensitive buildings and locations.</p>
17	Planning Obligations – Draft Head(s) of Terms	<p>Planning obligations (“Section 106 Agreements or Unilateral Undertakings”) are private agreements negotiated between the Council and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.</p> <p>A statement of the proposed Heads of Terms will be required to be</p>



		<p>submitted with the application where a planning obligation is required or offered.</p> <p>Further advice is available in PPG: Planning <a href="#">Obligations</a>. Templates for use in the submission of planning obligations is provided on the Council's web site  <a href="http://www.fdean.gov.uk/nqcontent.cfm?a_id=7163&amp;tt=graphic">http://www.fdean.gov.uk/nqcontent.cfm?a_id=7163&amp;tt=graphic</a></p>
18	Sequential Assessment	<p>In accordance with the NPPF and PPG ensuring the vitality of town centres a sequential assessment is required for any planning application involving main town centre uses (retail, leisure and entertainment facilities, offices, and arts, culture and tourism development) where it is not located in a <a href="#">designated</a> centre (district or local).</p>
19	Statement of Community Involvement	<p>Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out by government or in the local planning authority's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.</p> <p>Further guidance on Statements of Community Involvement is available on the Council's web site  <a href="http://www.fdean.gov.uk/nqcontent.cfm?a_id=6469&amp;tt=graphic">http://www.fdean.gov.uk/nqcontent.cfm?a_id=6469&amp;tt=graphic</a></p>
20	Structural Survey/ Method Statement	<p>A structural survey of a property may be required, for example, when considering listed building applications or the demolition of unlisted buildings that make a positive contribution to a Conservation Area. The same applies to the proposed conversion of agricultural and other rural buildings.</p> <p>A method statement must also be submitted for applications for conversion of buildings in locations identified in the Local Plan as being within open countryside. The method statement will be supported by a structural survey (carried out by a suitably competent person) demonstrating that the building(s) are capable of conversion without major or complete reconstruction. The method statement must detail the how the conversion works will be carried out and must incorporate the structural engineer's recommendations.</p>
21	Telecommunication Supporting Statement	<p>A Telecommunications Supporting Statement is required for telecommunications development and shall normally include the following:</p> <ul style="list-style-type: none"> <li>• A signed declaration that the equipment and installation fully complies with the ICNIRP requirements.</li> <li>• Confirmation as to whether the Council's masts register and/or the site database has been checked for suitable sites.</li> <li>• Site type (micro or macro).</li> <li>• Details of all consultations carried out and copies of all written comments.</li> <li>• Details of any consultations carried out with a particular school or further education college if relevant.</li> <li>• Area of search.</li> <li>• A map showing the relationship of the application site to schools and other.</li> <li>• Telecommunication equipment in the vicinity.</li> <li>• A statement explaining the reasons for the choice of the design.</li> <li>• Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna.</li> <li>• Technical justification – details about the purpose of the site and</li> </ul>

		<p>why the particular development is required.</p> <ul style="list-style-type: none"> <li>• Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area.</li> <li>• An explanation if no alternatives considered.</li> <li>• Visual impact assessment where relevant.</li> <li>• Acoustic report.</li> </ul>
22	Transport Assessment	<p>PPG: Travel plans, transport assessments and statements in decision-taking <a href="#">advises</a> that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.</p> <p>For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.</p> <p>Information will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.</p>
23	Travel Plan	<p>A travel plan should be submitted alongside planning applications, which are likely to have significant transport implications. A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.</p> <p>The travel plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan coordinator, the management arrangements for the plan e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.</p> <p>Further advice is available in PPG: Travel plans, transport assessments and statements in decision-<a href="#">taking</a>. Before applying for planning permission, developers should make early contact with the Planning Authority, who, in consultation with the Local Highway Authority, can tell them whether a Travel Plan will be required.</p>
24	Tree Survey/ Arboricultural Implications	<p>An arboricultural statement must be submitted showing how the tree constraints on and adjacent to the site have been correctly incorporated into the design and how these trees are to be retained without damage during construction and future occupancy.</p> <p>The statement must be produced in line with the guidelines set out within BS5837: 2012 and shall include:</p> <p>Tree survey drawing and schedule - The survey shall provide clear data regarding the species, size, age, condition and useful life expectancy of trees. It shall also categorise trees, groups of trees or woodlands in terms of their quality and value within their existing context and not within</p>



		<p>the context of the proposals.</p> <p>Arboricultural Constraints Plan (ACP) – An aid to layout design that shows tree Root Protection Areas (RPA) as well as representing the effect that the mature height and spread of retained trees will have on the development. The ACP shall incorporate the tree survey information as well as illustrate both the above ground (shade patterns) and below ground RPA constraints posed by the trees in relation to the proposed development.</p> <p>When an Arboricultural Impact Assessment is required this should:</p> <p>set out the impact of the development on trees and hedgerows.</p> <p>When an Arboricultural Method Statement (AMS) is required this should:</p> <p>set out the information regarding the measures to be taken to protect the trees shown to be retained on the submitted drawings. It also details the methodology for the implementation of any aspect of the proposal that has the potential to result in loss or damage to a tree.</p> <p>When a Tree Protection Plan is required this should:</p> <p>be a scaled drawing produced by an arboriculturalist showing the finalised layout proposals, tree retention and tree and landscape protection measures detailed within the arboricultural method.</p>
25	Ventilation/Extraction Statement	<p>Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises).</p> <p>This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</p>
26	Waste Minimisation Statement	<p>Gloucestershire County Council adopted a SPD on Waste Minimisation in Development Projects. It is a material consideration when planning authorities in Gloucestershire determine planning applications.</p> <p>Waste should be managed in accordance with the ‘waste hierarchy’ (prevent, reduce, reuse, recycle and dispose) unless it can be demonstrated that an alternative approach is more environmentally sound. “Waste minimisation” means not producing waste in the first place. It also means reducing the quantity of waste that requires processing and/or disposal. The aspiration of the SPD is to divert 100% of construction/demolition waste from landfill. Any persons undertaking building works (including refurbishments) need to consider the principles of waste minimisation.</p> <p>The principles of waste minimisation are:</p> <ul style="list-style-type: none"> <li>• To design proposals sustainably;</li> <li>• To reduce the amount of waste generated from development;</li> <li>• To conserve natural resources through re-using waste arising</li> </ul>

		<p>from construction;</p> <ul style="list-style-type: none"> <li>• To re-use waste materials on-site to reduce transportation;</li> <li>• To use recycled materials where possible;</li> <li>• To reduce waste generation during the operational lifetime of the development, and;</li> <li>• Facilitate recycling where waste does arise.</li> </ul> <p>For major applications - proposals for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more - a statement has to be submitted demonstrating that the above principles are addressed. The SPD can be viewed on Gloucestershire County Council's website at <a href="http://www.gloucestershire.gov.uk/mineralsandwaste">www.gloucestershire.gov.uk/mineralsandwaste</a></p>
27	Any other plan/s, information or statement/s as may be reasonably required	Subject to there being a substantive reason or substantive reasons and depending on particular circumstances, this Authority may request further details which may not be specified above. In this instance, this Authority will request such information in writing and provide a reason for the request. The checklists will also be periodically reviewed following changes to legislation. Substantial changes will result in further consultation, but this is considered unnecessary for minor changes to requirements such as small revisions to local and national policy requirements (which will have been subject to consultation anyway), or alterations to policy numbers or SPD.
28	Coal Mining Risk Assessments	In areas where coal mining activities have taken place applications must be supported by an assessment as to the risk to the development caused by previous mining activities. Further details on which areas are affected can be found <a href="http://www.coal.gov.uk/services/planning/">http://www.coal.gov.uk/services/planning/</a>

## 5. Requirements by type of application

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<b>Application Type 1</b>	<b>Householder application for planning permission for works or extension to a dwelling</b>
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All householder applications for planning permission for works or extension to a dwelling must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Section 3 (National Planning Application Requirements) and Section 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	Completed form (plus one copy to be supplied unless the application is submitted electronically).	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the application relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
3	A copy of other plans and drawings or information necessary to describe the subject of the application (plus one copy to be supplied unless the application is submitted electronically) including: <ul style="list-style-type: none"> <li>Block plan of the site (e.g. at a scale of 1:500 or 1:200) showing any site boundaries.</li> </ul>	<input type="checkbox"/>
4	The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) Order 2015.	<input type="checkbox"/>
5	The appropriate fee.	<input type="checkbox"/>
6	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) Order 2015 must be given and/or published in accordance with this Article.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
5	<a href="#">Flood Risk Assessment/Drainage Strategy</a>  If the application site is located within a flood risk zone 2 or 3 then a flood risk assessment will be required. However, all that is required are details of the existing and proposed floor levels for a householder application.	<input type="checkbox"/>
7	<a href="#">Historic Environment Statement</a>  This is required for any proposal affecting the historic environment. This includes “heritage assets” such as Listed Buildings, buildings in	<input type="checkbox"/>

	Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and sites where there may be archaeological remains.	
13	<p><a href="#">Nature Conservation/Ecological Assessment (including protected species)</a></p> <p>If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.</p>	<input type="checkbox"/>
15	<p><a href="#">Parking and Access Arrangements</a></p> <p>For all applications that would affect existing parking/access arrangements a site plan at a scale of 1:500 showing existing and proposed parking and access arrangements is required.</p>	<input type="checkbox"/>
16	<p><a href="#">Plans (Additional)</a></p> <p>A copy of other plans and drawings or information necessary to describe the subject of the application (2 sets to be supplied unless the application is submitted electronically) including:</p> <ul style="list-style-type: none"> <li>• Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>• Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> </ul>	<input type="checkbox"/>
24	<p><a href="#">Tree Survey/Arboricultural Implications</a></p> <p>For householder applications, any proposals involving development within the root protection area as calculated in accordance with Appendix 2 of any tree(s) should indicate the species, position, canopy spread and stem diameter of the tree(s) on the application plans and explain the implications for the tree(s) of the development proposed. Further information regarding trees in accordance with section 4 of this document may be required during the determination period.</p>	<input type="checkbox"/>

<b>Application Type 2</b>	<b>Householder application for planning permission for works or extension to a dwelling and Listed Building Consent</b>
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All householder applications for planning permission for works or extension to a dwelling and Listed Building Consent must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	Completed form (2 sets to be supplied unless the application is submitted electronically).	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the application relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
3	A copy of other plans and drawings or information necessary to describe the subject of the application (2 sets to be supplied unless the application is submitted electronically) including: <ul style="list-style-type: none"> <li>Block plan of the site (e.g. at a scale of 1:500 or 1:200) showing any site boundaries</li> </ul>	<input type="checkbox"/>
4	The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) Order 2015 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.	<input type="checkbox"/>
5	Design and Access Statement.	<input type="checkbox"/>
6	The appropriate fee.	<input type="checkbox"/>
7	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) Order 2010 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/ or published in accordance with this Article and this Regulation.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
5	<a href="#">Flood Risk Assessment/Drainage Strategy</a>  If the application site is located within a flood risk zone 2 or 3 then a	<input type="checkbox"/>

	flood risk assessment will be required. However, all that is required are details of the existing and proposed floor levels for a householder application.	
13	<a href="#">Nature Conservation/Ecological Assessment (including protected species)</a>  If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.	<input type="checkbox"/>
15	<a href="#">Parking and Access Arrangements</a>  For all applications that would affect existing parking/access arrangements a site plan at a scale of 1:500 showing existing and proposed parking and access arrangements is required.	<input type="checkbox"/>
16	<a href="#">Plans (Additional)</a>  A copy of other plans and drawings or information necessary to describe the subject of the application (2 sets to be supplied unless the application is submitted electronically) including: <ul style="list-style-type: none"> <li>▪ Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>▪ Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> </ul>	<input type="checkbox"/>
24	<a href="#">Tree Survey/Arboricultural Implications</a>  For householder applications, any proposals involving development within the root protection area as calculated in accordance with Appendix 2 of any tree(s) should indicate the species, position, canopy spread and stem diameter of the tree(s) on the application plans and explain the implications for the tree(s) of the development proposed. Further information regarding trees in accordance with section 4 of this document may be required during the determination period.	<input type="checkbox"/>



<b>Application Type</b> <b>3</b>	<b>Application for Planning Permission</b>
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All applications for planning permission must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	Completed form (2 sets to be supplied unless the application is submitted electronically).	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the application relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
3	A copy of other plans and drawings or information necessary to describe the subject of the application (2 sets to be supplied unless the application is submitted electronically) including: <ul style="list-style-type: none"> <li>▪ Block plan of the site (e.g. at a scale of 1:500 or 1:200) showing any site boundaries</li> </ul>	<input type="checkbox"/>
4	The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) Order 2015.	<input type="checkbox"/>
5	Design and Access Statement, if required.	<input type="checkbox"/>
6	The appropriate fee.	<input type="checkbox"/>
7	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) Order 2015 must be given and/or published in accordance with this Article.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
1	<a href="#">Affordable Housing</a> Statement  This is required if the proposal includes an element of affordable housing, includes 5 residential units or more in a village or 10 or more units in a town or if the proposal is required to provide affordable housing in accordance with policies contained within the Local Plan.	<input type="checkbox"/>
2	<a href="#">Agricultural/ Forestry Dwelling Justification</a>  For any proposal involving an agricultural/forestry dwelling.	<input type="checkbox"/>
3	<a href="#">Air Quality Assessment</a>	

	For any proposal that would impact on air quality.	
4	<a href="#">Environmental Impact Assessment</a>  Required for any proposal that is a 'Schedule 1' or some proposals that are 'Schedule 2' development as defined in the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011.	<input type="checkbox"/>
5	<a href="#">Flood Risk Assessment/Drainage Strategy</a>  Required for any application located within a flood risk zone 2 or 3 and/or for any development proposals of 1 hectare or greater in Flood Zone 1.	<input type="checkbox"/>
6	<a href="#">Foul sewerage assessment</a>  For any proposal for new dwellings where no foul mains drainage is available or for commercial development over 1000 square metres.	<input type="checkbox"/>
8	<a href="#">Impact Assessment</a>  An Impact Assessment is required for all planning applications involving retail or leisure developments where the proposal is greater than 2,500 square metres gross floor space where not located in a designated town centre. We may also require the submission of an Impact Assessment for planning applications below this threshold where it is considered the proposal is likely to have a significant impact on designated centres.  The local planning authority may also require an Impact Assessment where the planning application is located within a designated centre and it would substantially increase the attractiveness of that centre to the extent where it could have an adverse impact on other centres.	<input type="checkbox"/>
7	<a href="#">Historic Environment Statement</a>  This is required for any proposal affecting the historic environment. This includes "heritage assets" such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and sites where there may be archaeological remains.	<input type="checkbox"/>
9	<a href="#">Land Contamination Assessment</a>  Where the proposal involves the redevelopment of land previously occupied by an industrial use or where contamination is known or suspected to be present.	<input type="checkbox"/>
10	<a href="#">Landscape Assessment and Appraisal</a>  For all new commercial and residential built development. Comprehensive guidance on landscape appraisal utilising the districts Landscape Character Assessment is provided in the Landscape Supplementary Planning Document (2007) produced by the council. This SPD is available on the council's website <a href="http://www.fdean.gov.uk/nqcontent.cfm?a_id=6475">http://www.fdean.gov.uk/nqcontent.cfm?a_id=6475</a>	<input type="checkbox"/>
11	<a href="#">Landscape Scheme</a>  For all new commercial and residential built development.	<input type="checkbox"/>
12	<a href="#">Lighting Assessment</a>	<input type="checkbox"/>

	For all applications involving the erection of floodlights or similar.	
13	<a href="#">Nature Conservation/Ecological Assessment (including protected species)</a>  If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.	<input type="checkbox"/>
14	<a href="#">Noise Impact Assessment</a>  For any application for residential development that is close to an existing commercial or industrial use or adjoining a trunk road and for any application for commercial/ industrial development that is close to an existing residential use.	<input type="checkbox"/>
15	<a href="#">Parking and Access Arrangements</a>  For all applications.	<input type="checkbox"/>
16	<a href="#">Plans (Additional)</a>  A copy of other plans and drawings or information necessary to describe the subject of the application (2 sets to be supplied unless the application is submitted electronically) including: <ul style="list-style-type: none"> <li>Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> <li>Street scenes to demonstrate how the development relates to adjoining buildings</li> <li>Existing and Proposed site sections and finished floor and site sections.</li> </ul>	<input type="checkbox"/>
17	<a href="#">Planning obligations – Draft Head(s) of Terms</a>  For any proposal that requires the completion of a legal agreement or where one is being offered.	<input type="checkbox"/>
18	<a href="#">Sequential Test</a>  In accordance with the NPPF and PPG Ensuring the vitality of town centres a sequential assessment is required for any planning application involving main town centre uses (retail, leisure and entertainment facilities, offices, and arts, culture and tourism development) where it is not located in a <a href="#">designated</a> centre (district or local).	<input type="checkbox"/>
19	<a href="#">Statement of Community Involvement</a>  For any proposal involving the erection of more than 50 houses or a building with a floor area of more than 3000sqm.	<input type="checkbox"/>
20	<a href="#">Structural Survey/Method Statement</a>  Where the proposal involves the conversion of a building in open countryside as defined in the local plan or the demolition/partial demolition of a Listed Building or a positive building in a Conservation Area.	<input type="checkbox"/>
21	<a href="#">Telecommunications Supporting Statement</a>  Is required for any proposal involving the erection of a telecommunications mast or antennae.	<input type="checkbox"/>

22	<a href="#">Transport Assessment</a>  <i>PPG Travel plans, transport assessments and statements in decision-taking <a href="#">advises</a> that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.</i>	<input type="checkbox"/>
23	<a href="#">Travel Plan</a>  A travel plan should be submitted alongside planning applications, which are likely to have significant transport implications. A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.	<input type="checkbox"/>
24	<a href="#">Tree Survey/Arboricultural Implications</a>  This should be provided for all applications where trees are a consideration or are likely to be affected by the development (including hardstanding and service runs). At the very minimum (for minimum disturbance to trees) you should indicate the species, position, canopy spread and root protection area (calculated in accordance with Appendix 2) of the tree(s) on the application plans and the implications for the tree(s) of the development proposed. Where there is the potential for more significant impacts on trees, a full tree survey in accordance with section 4 of this document will be required. An Arboricultural Impact Assessment, Method Statement and Tree Protection Plan in accordance with section 4 of this document may be required during the determination period. For trees protected by a Tree Preservation Order this information is expected prior to validation.	<input type="checkbox"/>
25	<a href="#">Ventilation/Extraction statement</a>  Required for all applications for restaurants, hot food takeaways and other premises that will be selling/ serving hot food. Also required for the erection of or change of use to non-residential premises.	<input type="checkbox"/>
26	<a href="#">Waste Minimisation Statement</a>  Is required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more.	<input type="checkbox"/>
28	<a href="#">Coal Mining Risk Assessment</a>  In areas where coal mining activities have taken place applications must be supported by an assessment as to the risk to the development caused by previous mining activities.	<input type="checkbox"/>

<b>Application Type 4</b>	<b>Application for outline planning permission with some matters reserved</b>
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All applications for outline planning permission with some matters reserved must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	Completed form (2 sets to be supplied unless the application is submitted electronically).	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the application relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
3	<p>A copy of other plans and drawings or information necessary to describe the subject of the application (2 sets to be supplied unless the application is submitted electronically) including:</p> <p><b>Block plan of the site</b> (e.g. at a scale of 1:500 or 1:200) showing any site boundaries.</p> <p><b>Use</b> – the use or uses proposed for the development and any distinct development zones within the site identified.</p> <p><b>Amount of development</b> – the amount of development proposed for each use.</p> <p><b>Indicative access points</b> – an area or areas in which the access point or points to the site will be situated.</p>	<input type="checkbox"/>
4	The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) Order 2010.	<input type="checkbox"/>
5	Design and Access Statement, if required.	<input type="checkbox"/>
6	The appropriate fee.	<input type="checkbox"/>
7	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications. of the DMPO.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
1	<a href="#">Affordable Housing</a> Statement	<input type="checkbox"/>

	This is required if the proposal includes an element of affordable housing, includes 5 residential units or more in a village or 10 or more units in a town or if the proposal is required to provide affordable housing in accordance with policies contained within the Local Plan.	
2	<a href="#">Agricultural/Forestry Dwelling Justification</a>  For any proposal involving an agricultural/forestry dwelling.	<input type="checkbox"/>
3	<a href="#">Air Quality Assessment</a>  For any proposal that would impact on air quality.	<input type="checkbox"/>
4	<a href="#">Environmental Impact Assessment</a>  Required for any proposal that is a 'Schedule 1' or 'Schedule 2' development as defined in the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999.	<input type="checkbox"/>
5	<a href="#">Flood Risk Assessment/Drainage Strategy</a>  Required for any application located within a flood risk zone 2 or 3 and/or for any development proposals of 1 hectare or greater in Flood Zone 1.	<input type="checkbox"/>
6	<a href="#">Foul sewerage assessment</a>  For any proposal for new dwellings where no foul mains drainage is available or for commercial development over 1000 square metres.	<input type="checkbox"/>
8	<a href="#">Impact Assessment</a>  An Impact Assessment is required for all planning applications involving retail or leisure developments where the proposal is greater than 2,500 square metres gross floor space where not located in a designated town centre. We may also require the submission of an Impact Assessment for planning applications below this threshold where it is considered the proposal is likely to have a significant impact on designated centres.  The local planning authority may also require an Impact Assessment where the planning application is located within a designated centre and it would substantially increase the attractiveness of that centre to the extent where it could have an adverse impact on other centres.	<input type="checkbox"/>
7	<a href="#">Historic Environment Statement</a>  This is required for any proposal affecting the historic environment. This includes "heritage assets" such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and sites where there may be archaeological remains.	
9	<a href="#">Land Contamination Assessment</a>  Where the proposal involves the redevelopment of land previously occupied by an industrial use or where contamination is known or suspected to be present.	<input type="checkbox"/>
10	<a href="#">Landscape Assessment and Appraisal</a>  For all new commercial and residential built development. Comprehensive guidance on landscape appraisal utilising the districts Landscape Character Assessment is provided in the Landscape Supplementary Planning Document (2007) produced by the Council.	<input type="checkbox"/>

	This SPD is available on the Council's website <a href="http://www.fdean.gov.uk/nqcontent.cfm?a_id=6475">http://www.fdean.gov.uk/nqcontent.cfm?a_id=6475</a>	
11	<a href="#">Landscape Scheme</a>  For all new commercial and residential built development.	<input type="checkbox"/>
12	<a href="#">Lighting Assessment</a>  For all applications involving the erection of floodlights or similar.	<input type="checkbox"/>
13	<a href="#">Nature Conservation/Ecological Assessment (including protected species)</a>  If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.	<input type="checkbox"/>
14	<a href="#">Noise Impact Assessment</a>  For any application for residential development that is close to an existing commercial or industrial use or adjoining a trunk road and for any application for commercial/ industrial development that is close to an existing residential use.	<input type="checkbox"/>
15	<a href="#">Parking and Access Arrangements</a>  For all applications.	<input type="checkbox"/>
16	<a href="#">Plans (Additional)</a>  These will be requested where necessary and will depend upon the nature of the proposal. – These would normally include street scenes to demonstrate how the development relates to adjoining buildings.	<input type="checkbox"/>
17	<a href="#">Planning obligations – Draft Head(s) of Terms</a>  For any proposal that requires the completion of a legal agreement or where one is being offered.	<input type="checkbox"/>
18	<a href="#">Sequential Test</a>  In accordance with the NPPF and PPG Ensuring the vitality of town centres a sequential assessment is required for any planning application involving main town centre uses (retail, leisure and entertainment facilities, offices, and arts, culture and tourism development) where it is not located in a <a href="#">designated</a> centre (district or local).	<input type="checkbox"/>
19	<a href="#">Statement of Community Involvement</a>  For any proposal involving the erection of more than 50 houses or a building with a floor area of more than 3000sqm.	<input type="checkbox"/>
20	<a href="#">Structural Survey/Method Statement</a>  Where the proposal involves the conversion of a building in open countryside as defined in the local plan or the demolition/partial demolition of a Listed Building or positive building in a Conservation Area.	<input type="checkbox"/>
21	<a href="#">Telecommunications Supporting Statement</a>  Is required for any proposal involving the erection of a telecommunications mast or antennae.	<input type="checkbox"/>
22	<a href="#">Transport Assessment</a>	<input type="checkbox"/>



	<i>PPG Travel plans, transport assessments and statements in decision-taking</i> <a href="#">advises</a> that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.	
23	<a href="#">Travel Plan</a>  A travel plan should be submitted alongside planning applications, which are likely to have significant transport implications. A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.	<input type="checkbox"/>
24	<a href="#">Tree Survey/Arboricultural Implications</a>  This should be provided for all applications where trees are a consideration or are likely to be affected by the development (including hardstanding and service runs). At the very minimum (for minimum disturbance to trees) you should indicate the species, position, canopy spread and root protection area (calculated in accordance with Appendix 2) of the tree(s) on the application plans and the implications for the tree(s) of the development proposed. Where there is the potential for more significant impacts on trees, a full tree survey in accordance with section 4 of this document will be required. An Arboricultural Impact Assessment, Method Statement and Tree Protection Plan in accordance with section 4 of this document may be required during the determination period. For trees protected by a Tree Preservation Order this information is expected prior to validation.	<input type="checkbox"/>
25	<a href="#">Ventilation/Extraction statement</a>  Required for all applications for restaurants, hot food takeaways and other premises that will be selling/serving hot food. Also required for the erection of or change of use to non-residential premises.	<input type="checkbox"/>
26	<a href="#">Waste Minimisation Statement</a>  Is required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more.	<input type="checkbox"/>
28	<a href="#">Coal Mining Risk Assessment</a>  In areas where coal mining activities have taken place applications must be supported by an assessment as to the risk to the development caused by previous mining activities.	<input type="checkbox"/>



<b>Application Type 5</b>	<b>Application for outline planning permission with all matters reserved</b>
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All applications for outline planning permission with all matters reserved must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	Completed form (2 sets to be supplied unless the application is submitted electronically).	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the application relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
3	<p>A copy of other plans and drawings or information necessary to describe the subject of the application (2 sets to be supplied unless the application is submitted electronically) including:</p> <p><b>Block plan of the site</b> (e.g. at a scale of 1:500 or 1:200) showing any site boundaries</p> <p><b>Use</b> – the use or uses proposed for the development and any distinct development zones within the site identified.</p> <p><b>Amount of development</b> – the amount of development proposed for each use.</p> <p><b>Indicative access points</b> – an area or areas in which the access point or points to the site will be situated.</p>	<input type="checkbox"/>
4	The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) Order 2015.	<input type="checkbox"/>
5	Design and Access Statement, if required.	<input type="checkbox"/>
6	The appropriate fee.	<input type="checkbox"/>
7	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the DMPO 2015.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
1	<p><a href="#">Affordable Housing</a> Statement</p> <p>This is required if the proposal includes an element of affordable housing, includes 5 residential units or more in a village or 10 or more units in a</p>	<input type="checkbox"/>

	town or if the proposal is required to provide affordable housing in accordance with policies contained within the Local Plan.	
2	<a href="#">Agricultural/Forestry Dwelling Justification</a>  For any proposal involving an agricultural/forestry dwelling.	<input type="checkbox"/>
3	<a href="#">Air Quality Assessment</a>  For any proposal that would impact on air quality.	<input type="checkbox"/>
4	<a href="#">Environmental Impact Assessment</a>  Required for any proposal that is a 'Schedule 1' or 'Schedule 2' development as defined in the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999.	<input type="checkbox"/>
5	<a href="#">Flood Risk Assessment/Drainage Strategy</a>  Required for any application located within a flood risk zone 2 or 3 and/or for any development proposals of 1 hectare or greater in Flood Zone 1.	<input type="checkbox"/>
6	<a href="#">Foul sewerage assessment</a>  For any proposal for new dwellings where no foul mains drainage is available or for commercial development over 1000 square metres.	<input type="checkbox"/>
8	<a href="#">Impact Assessment</a>  An Impact Assessment is required for all planning applications involving retail or leisure developments where the proposal is greater than 2,500 square metres gross floor space where not located in a designated town centre. We may also require the submission of an Impact Assessment for planning applications below this threshold where it is considered the proposal is likely to have a significant impact on designated centres.  The local planning authority may also require an Impact Assessment where the planning application is located within a designated centre and it would substantially increase the attractiveness of that centre to the extent where it could have an adverse impact on other centres.	<input type="checkbox"/>
7	<a href="#">Historic Environment Statement</a>  This is required for any proposal affecting the historic environment. This includes "heritage assets" such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and sites where there may be archaeological remains.	<input type="checkbox"/>
9	<a href="#">Land Contamination Assessment</a>  Where the proposal involves the redevelopment of land previously occupied by an industrial use or where contamination is known or suspected to be present.	<input type="checkbox"/>
10	<a href="#">Landscape Assessment and Appraisal</a>  For all new commercial and residential built development. Comprehensive guidance on landscape appraisal utilising the districts Landscape Character Assessment is provided in the Landscape Supplementary Planning Document (2007) produced by the Council. This SPD is available on the Council's website <a href="http://www.fdean.gov.uk/ngcontent.cfm?a_id=6475">http://www.fdean.gov.uk/ngcontent.cfm?a_id=6475</a>	<input type="checkbox"/>
11	<a href="#">Landscape Scheme</a>	<input type="checkbox"/>

	For all new commercial and residential built development.	
12	<a href="#">Lighting Assessment</a>  For all applications involving the erection of floodlights or similar.	<input type="checkbox"/>
13	<a href="#">Nature Conservation/Ecological Assessment (including protected species)</a>  If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.	<input type="checkbox"/>
14	<a href="#">Noise Impact Assessment</a>  For any application for residential development that is close to an existing commercial or industrial use or adjoining a trunk road and for any application for commercial/industrial development that is close to an existing residential use.	<input type="checkbox"/>
15	<a href="#">Parking and Access Arrangements</a>  For all applications.	<input type="checkbox"/>
16	<a href="#">Plans (Additional)</a>  These will be requested where necessary and will depend upon the nature of the proposal. These would normally include street scenes to demonstrate how the development relates to adjoining buildings.	<input type="checkbox"/>
17	<a href="#">Planning obligations – Draft Head(s) of Terms</a>  For any proposal that requires the completion of a legal agreement or where one is being offered.	<input type="checkbox"/>
18	<a href="#">Sequential Test</a>  In accordance with the NPPF and PPG Ensuring the vitality of town centres a sequential assessment is required for any planning application involving main town centre uses (retail, leisure and entertainment facilities, offices, and arts, culture and tourism development) where it is not located in a <a href="#">designated</a> centre (district or local).	<input type="checkbox"/>
19	<a href="#">Statement of Community Involvement</a>  For any proposal involving the erection of more than 50 houses or a building with a floor area of more than 3000sqm.	<input type="checkbox"/>
20	<a href="#">Structural Survey/Method Statement</a>  Where the proposal involves the conversion of a building in open countryside as defined in the local plan or the demolition/partial demolition of a Listed Building.	<input type="checkbox"/>
21	<a href="#">Telecommunications Supporting Statement</a>  Is required for any proposal involving the erection of a telecommunications mast or antennae.	<input type="checkbox"/>
22	<a href="#">Transport Assessment</a>  <i>PPG Travel plans, transport assessments and statements in decision-taking <a href="#">advises</a> that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the</i>	<input type="checkbox"/>

	transport implications of the proposal.	
23	<a href="#">Travel Plan</a>  A travel plan should be submitted alongside planning applications, which are likely to have significant transport implications. A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.	<input type="checkbox"/>
24	<a href="#">Tree Survey/Arboricultural Implications</a>  This should be provided for all applications where trees are a consideration or are likely to be affected by the development (including hardstanding and service runs). At the very minimum (for minimum disturbance to trees) you should indicate the species, position, canopy spread and root protection area (calculated in accordance with Appendix 2) of the tree(s) on the application plans and the implications for the tree(s) of the development proposed. Where there is the potential for more significant impacts on trees, a full tree survey in accordance with section 4 of this document will be required. An Arboricultural Impact Assessment, Method Statement and Tree Protection Plan in accordance with section 4 of this document may be required during the determination period. For trees protected by a Tree Preservation Order this information is expected prior to validation.	<input type="checkbox"/>
25	<a href="#">Ventilation/Extraction statement</a>  Required for all applications for restaurants, hot food takeaways and other premises that will be selling/serving hot food. Also required for the erection of or change of use to non-residential premises.	<input type="checkbox"/>
26	<a href="#">Waste Minimisation Statement</a>  Is required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more.	<input type="checkbox"/>
28	<a href="#">Coal Mining Risk Assessment</a>  In areas where coal mining activities have taken place applications must be supported by an assessment as to the risk to the development caused by previous mining activities.	<input type="checkbox"/>

<b>Application Type 6</b>	<b>Application for planning permission and Listed Building Consent</b>
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All applications for planning permission and Listed Building Consent must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	Completed form (2 sets to be supplied unless the application is submitted electronically).	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the application relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
3	A copy of other plans and drawings or information necessary to describe the subject of the application (2 sets to be supplied unless the application is submitted electronically) including: <ul style="list-style-type: none"> <li>Block plan of the site (e.g. at a scale of 1:500 or 1:200) showing any site boundaries.</li> </ul>	<input type="checkbox"/>
4	The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the DMPO of the Town and Country Planning (Development Management Procedure) Order 2015.	<input type="checkbox"/>
5	Design and Access Statement.	<input type="checkbox"/>
6	The appropriate fee.	<input type="checkbox"/>
7	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) Order 2015 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
1	<a href="#">Affordable Housing</a> Statement  This is required if the proposal includes an element of affordable housing, includes 5 residential units or more in a village or 10 or more units in a town or if the proposal is required to provide affordable housing in accordance with policies contained within the Local Plan.	<input type="checkbox"/>

2	<a href="#">Agricultural/Forestry Dwelling Justification</a> For any proposal involving an agricultural/forestry dwelling.	<input type="checkbox"/>
3	<a href="#">Air Quality Assessment</a> For any proposal that would impact on air quality	<input type="checkbox"/>
4	<a href="#">Environmental Impact Assessment</a> Required for any proposal that is a 'Schedule 1' or 'Schedule 2' development as defined in the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999.	<input type="checkbox"/>
5	<a href="#">Flood Risk Assessment/Drainage Strategy</a> Required for any application located within a flood risk zone 2 or 3 and/or for any development proposals of 1 hectare or greater in Flood Zone 1.	<input type="checkbox"/>
6	<a href="#">Foul sewerage assessment</a> For any proposal for new dwellings where no foul mains drainage is available or for commercial development over 1000 square metres.	<input type="checkbox"/>
8	<a href="#">Impact Assessment</a>  An Impact Assessment is required for all planning applications involving retail or leisure developments where the proposal is greater than 2,500 square metres gross floor space where not located in a designated town centre. We may also require the submission of an Impact Assessment for planning applications below this threshold where it is considered the proposal is likely to have a significant impact on designated centres.  The local planning authority may also require an Impact Assessment where the planning application is located within a designated centre and it would substantially increase the attractiveness of that centre to the extent where it could have an adverse impact on other centres.	<input type="checkbox"/>
9	<a href="#">Land Contamination Assessment</a> Where the proposal involves the redevelopment of land previously occupied by an industrial use or where contamination is known or suspected to be present.	<input type="checkbox"/>
10	<a href="#">Landscape Assessment and Appraisal</a> For all new commercial and residential built development. Comprehensive guidance on landscape appraisal utilising the districts Landscape Character Assessment is provided in the Landscape Supplementary Planning Document (2007) produced by the Council. This SPD is available on the Council's website <a href="http://www.fdean.gov.uk/nqcontent.cfm?a_id=6475">http://www.fdean.gov.uk/nqcontent.cfm?a_id=6475</a>	<input type="checkbox"/>
11	<a href="#">Landscape Scheme</a> For all new commercial and residential built development.	<input type="checkbox"/>
12	<a href="#">Lighting Assessment</a> For all applications involving the erection of floodlights or similar.	<input type="checkbox"/>
13	<a href="#">Nature Conservation/Ecological Assessment (including protected species)</a> If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and	<input type="checkbox"/>

	assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.	
14	<a href="#">Noise Impact Assessment</a>  For any application for residential development that is close to an existing commercial or industrial use or adjoining a trunk road and for any application for commercial/industrial development that is close to an existing residential use.	<input type="checkbox"/>
16	<a href="#">Open Space assessment</a>  For any application that affects open space as defined in PPG17 or the Local Plan.	<input type="checkbox"/>
15	<a href="#">Parking and Access Arrangements</a>  For all applications.	<input type="checkbox"/>
16	<a href="#">Plans (Additional)</a>  A copy of other plans and drawings or information necessary to describe the subject of the application (2 sets to be supplied unless the application is submitted electronically) including: <ul style="list-style-type: none"> <li>▪ Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>▪ Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> <li>▪ Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)</li> <li>▪ Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details</li> <li>▪ Roof plans (e.g. at a scale of 1:50 or 1:100).</li> <li>▪ Street scenes to demonstrate how the development relates to adjoining buildings.</li> </ul>	<input type="checkbox"/>
17	<a href="#">Planning obligations – Draft Head(s) of Terms</a>  For any proposal that requires the completion of a legal agreement or where one is being offered.	<input type="checkbox"/>
18	<a href="#">Sequential Test</a>  In accordance with the NPPF and PPG Ensuring the vitality of town centres a sequential assessment is required for any planning application involving main town centre uses (retail, leisure and entertainment facilities, offices, and arts, culture and tourism development) where it is not located in a <a href="#">designated</a> centre (district or local).	<input type="checkbox"/>
19	<a href="#">Statement of Community Involvement</a>  For any proposal involving the erection of more than 50 houses or a building with a floor area of more than 3000sqm.	<input type="checkbox"/>
20	<a href="#">Structural Survey/Method Statement</a>  Where the proposal involves the conversion of a building in open countryside as defined in the local plan or the demolition/partial demolition of a Listed Building or positive building in a Conservation Area.	<input type="checkbox"/>
21	<a href="#">Telecommunications Supporting Statement</a>	<input type="checkbox"/>



	Is required for any proposal involving the erection of a telecommunications mast or antennae.	
22	<a href="#">Transport Assessment</a>  PPG Travel plans, transport assessments and statements in decision-taking <a href="#">advises</a> that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.	<input type="checkbox"/>
23	<a href="#">Travel Plan</a>  A travel plan should be submitted alongside planning applications, which are likely to have significant transport implications. A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.	<input type="checkbox"/>
24	<a href="#">Tree Survey/Arboricultural Implications</a>  This should be provided for all applications where trees are a consideration or are likely to be affected by the development (including hardstanding and service runs). At the very minimum (for minimum disturbance to trees) you should indicate the species, position, canopy spread and root protection area (calculated in accordance with Appendix 2) of the tree(s) on the application plans and the implications for the tree(s) of the development proposed. Where there is the potential for more significant impacts on trees, a full tree survey in accordance with section 4 of this document will be required. An Arboricultural Impact Assessment, Method Statement and Tree Protection Plan in accordance with section 4 of this document may be required during the determination period. For trees protected by a Tree Preservation Order this information is expected prior to validation.	<input type="checkbox"/>
25	<a href="#">Ventilation/Extraction statement</a>  Required for all applications for restaurants, hot food takeaways and other premises that will be selling/ serving hot food. Also required for the erection of or change of use to non-residential premises.	<input type="checkbox"/>
26	<a href="#">Waste Minimisation Statement</a>  Is required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more.	<input type="checkbox"/>
28	<a href="#">Coal Mining Risk Assessment</a>  In areas where coal mining activities have taken place applications must be supported by an assessment as to the risk to the development caused by previous mining activities.	<input type="checkbox"/>



<b>Application Type 7</b>	<b>Application for planning permission and Advertisement consent</b>
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All applications for planning permission and Advertisement consent must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	Completed form (2 sets to be supplied unless the application is submitted electronically).	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the application relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
3	A copy of other plans and drawings or information necessary to describe the subject of the application (2 sets to be supplied unless the application is submitted electronically) including: <ul style="list-style-type: none"> <li>Block plan of the site (e.g. at a scale of 1:500 or 1:200) showing any site boundaries.</li> </ul>	<input type="checkbox"/>
4	The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) Order 2015.	<input type="checkbox"/>
5	Design and Access Statement, if required.	<input type="checkbox"/>
6	The appropriate fee.	<input type="checkbox"/>
7	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) Order 2015 must be given and/or published in accordance with this Article.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
1	<a href="#">Affordable Housing</a> Statement  This is required if the proposal includes an element of affordable housing, includes 5 residential units or more in a village or 10 or more units in a town or if the proposal is required to provide affordable housing in accordance with policies contained within the Local Plan.	<input type="checkbox"/>
2	<a href="#">Agricultural/Forestry Dwelling Justification</a>  For any proposal involving an agricultural/forestry dwelling.	<input type="checkbox"/>
3	<a href="#">Air Quality Assessment</a>	<input type="checkbox"/>

	For any proposal that would impact on air quality.	
4	<a href="#">Environmental Impact Assessment</a>  Required for any proposal that is a 'Schedule 1' or 'Schedule 2' development as defined in the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999.	<input type="checkbox"/>
5	<a href="#">Flood Risk Assessment/Drainage Strategy</a>  Required for any application located within a flood risk zone 2 or 3 and/ or for any development proposals of 1 hectare or greater in Flood Zone 1.	<input type="checkbox"/>
6	<a href="#">Foul sewerage assessment</a>  For any proposal for new dwellings where no foul mains drainage is available or for commercial development over 1000 square metres.	<input type="checkbox"/>
8	<a href="#">Impact Assessment</a>  An Impact Assessment is required for all planning applications involving retail or leisure developments where the proposal is greater than 2,500 square metres gross floor space where not located in a designated town centre. We may also require the submission of an Impact Assessment for planning applications below this threshold where it is considered the proposal is likely to have a significant impact on designated centres.  The local planning authority may also require an Impact Assessment where the planning application is located within a designated centre and it would substantially increase the attractiveness of that centre to the extent where it could have an adverse impact on other centres.	<input type="checkbox"/>
7	<a href="#">Historic Environment Statement</a>  This is required for any proposal affecting the historic environment. This includes "heritage assets" such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and sites where there may be archaeological remains.	<input type="checkbox"/>
9	<a href="#">Land Contamination Assessment</a>  Where the proposal involves the redevelopment of land previously occupied by an industrial use or where contamination is known or suspected to be present.	<input type="checkbox"/>
10	<a href="#">Landscape Assessment and Appraisal</a>  For all new commercial and residential built development. Comprehensive guidance on landscape appraisal utilising the districts Landscape Character Assessment is provided in the Landscape Supplementary Planning Document (2007) produced by the Council. This SPD is available on the Council's website <a href="http://www.fdean.gov.uk/ngcontent.cfm?a_id=6475">http://www.fdean.gov.uk/ngcontent.cfm?a_id=6475</a>	<input type="checkbox"/>
11	<a href="#">Landscape Scheme</a>  For all new commercial and residential built development.	<input type="checkbox"/>
12	<a href="#">Lighting Assessment</a>  For all applications involving the display of illuminated signs or erection of floodlights or similar.	<input type="checkbox"/>
13	<a href="#">Nature Conservation/Ecological Assessment (including protected species)</a>  If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and	<input type="checkbox"/>

	assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.	
14	<a href="#">Noise Impact Assessment</a>  For any application for residential development that is close to an existing commercial or industrial use or adjoining a trunk road and for any application for commercial/industrial development that is close to an existing residential use.	<input type="checkbox"/>
15	<a href="#">Parking and Access Arrangements</a>  For all applications.	<input type="checkbox"/>
16	<a href="#">Plans (Additional)</a>  A copy of other plans and drawings or information necessary to describe the subject of the application (2 sets to be supplied unless the application is submitted electronically) including: <ul style="list-style-type: none"> <li>Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> <li>Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)</li> <li>Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable]).</li> </ul>	<input type="checkbox"/>
17	<a href="#">Planning obligations – Draft Head(s) of Terms</a>  For any proposal that requires the completion of a legal agreement or where one is being offered.	<input type="checkbox"/>
18	<a href="#">Sequential Test</a>  In accordance with the NPPF and PPG Ensuring the vitality of town centres a sequential assessment is required for any planning application involving main town centre uses (retail, leisure and entertainment facilities, offices, and arts, culture and tourism development) where it is not located in a <a href="#">designated</a> centre (district or local).	<input type="checkbox"/>
19	<a href="#">Statement of Community Involvement</a>  For any proposal involving the erection of more than 50 houses or a building with a floor area of more than 3000sqm.	<input type="checkbox"/>
20	<a href="#">Structural Survey/Method Statement</a>  Where the proposal involves the conversion of a building in open countryside as defined in the local plan.	<input type="checkbox"/>
21	<a href="#">Telecommunications Supporting Statement</a>  Is required for any proposal involving the erection of a telecommunications mast or antennae.	
22	<a href="#">Transport Assessment</a>  <i>PPG Travel plans, transport assessments and statements in decision-taking <a href="#">advises</a> that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.</i> <i>PPG Travel plans, transport assessments and statements in decision-</i>	<input type="checkbox"/>

	<i>taking <a href="#">advises</a></i> that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.	
23	<a href="#">Travel Plan</a>  A travel plan should be submitted alongside planning applications, which are likely to have significant transport implications. A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.	<input type="checkbox"/>
24	<a href="#">Tree Survey/Arboricultural Implications</a>  This should be provided for all applications where trees are a consideration or are likely to be affected by the development (including hardstanding and service runs). At the very minimum (for minimum disturbance to trees) you should indicate the species, position, canopy spread and root protection area (calculated in accordance with Appendix 2) of the tree(s) on the application plans and the implications for the tree(s) of the development proposed. Where there is the potential for more significant impacts on trees, a full tree survey in accordance with section 4 of this document will be required. An Arboricultural Impact Assessment, Method Statement and Tree Protection Plan in accordance with section 4 of this document may be required during the determination period. For trees protected by a Tree Preservation Order this information is expected prior to validation.	<input type="checkbox"/>
25	<a href="#">Ventilation/Extraction statement</a>  Required for all applications for restaurants, hot food takeaways and other premises that will be selling/ serving hot food. Also required for the erection of or change of use to non-residential premises.	<input type="checkbox"/>
26	<a href="#">Waste Minimisation Statement</a>  Is required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more.	<input type="checkbox"/>
28	<a href="#">Coal Mining Risk Assessment</a>  In areas where coal mining activities have taken place applications must be supported by an assessment as to the risk to the development caused by previous mining activities.	<input type="checkbox"/>

<b>Application Type 8</b>	<b>Application for Listed Building consent for alterations, extension or demolition of a listed building</b>
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All applications for Listed Building consent for alterations, extension or demolition of a listed building must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	Completed form (2 sets to be supplied unless the application is submitted electronically).	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the application relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
3	A copy of other plans and drawings or information necessary to describe the subject of the application (2 sets to be supplied unless the application is submitted electronically) including: <ul style="list-style-type: none"> <li>Block plan of the site (e.g. at a scale of 1:500 or 1:200) showing any site boundaries.</li> </ul>	<input type="checkbox"/>
4	The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.	<input type="checkbox"/>
5	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation.	<input type="checkbox"/>
6	Design and Access Statement.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
13	<a href="#">Nature Conservation/Ecological Assessment (including protected species)</a>  If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.	<input type="checkbox"/>
16	<a href="#">Plans (Additional)</a>  A copy of other plans and drawings or information necessary to describe	<input type="checkbox"/>

	<p>the subject of the application (2 sets to be supplied unless the application is submitted electronically) including:</p> <ul style="list-style-type: none"> <li>▪ Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>▪ Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> <li>▪ Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)</li> <li>▪ Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details</li> <li>▪ Roof plans (e.g. at a scale of 1:50 or 1:100) where a change to / or addition to the roof is proposed.</li> </ul>	
20	<p><a href="#">Structural Survey</a></p> <p>For all applications involving demolition or partial demolition.</p>	<input type="checkbox"/>

<b>Application Type 9</b>	<b>Application for Advertisement Consent</b>
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All applications for advertisement Consent must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	Completed form (2 sets to be supplied unless the application is submitted electronically).	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the advertisement relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
3	The appropriate fee.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	<input type="checkbox"/>
12	<a href="#">Lighting Assessment</a>  Required if illuminated advertisements are proposed. Proposals may need to consider impacts on biodiversity, principally bat and bird species.	<input type="checkbox"/>
16	<a href="#">Plans (Additional)</a>  A copy of other plans and drawings or information necessary to describe the subject of the application (2 sets to be supplied unless the application is submitted electronically) including: <ul style="list-style-type: none"> <li>Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable]).</li> </ul>	<input type="checkbox"/>



<b>Application Type 10</b>	<b>Application for Listed Building consent for alterations, extension or demolition of a listed building and advertisement consent</b>
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All applications for Listed Building consent for alterations, extension or demolition of a listed building and advertisement consent must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	Completed form (2 copies to be supplied unless the application is submitted electronically).	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the advertisement relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
3	A copy of other plans and drawings or information necessary to describe the subject of the application (2 copies to be supplied unless the application is submitted electronically) including: <ul style="list-style-type: none"> <li>Block plan of the site (e.g. at a scale of 1:500 or 1:200) showing any site boundaries</li> </ul>	<input type="checkbox"/>
4	The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.	<input type="checkbox"/>
5	Design and access statement.	<input type="checkbox"/>
6	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
12	<a href="#">Lighting Assessment</a>  Where illuminated advertisements are proposed.	<input type="checkbox"/>
13	<a href="#">Nature Conservation/Ecological Assessment (including protected species)</a>  If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when	<input type="checkbox"/>



	a survey and assessment may not be required are also explained in this table.	
16	<p><a href="#">Plans (Additional)</a></p> <p>A copy of other plans and drawings or information necessary to describe the subject of the application (2 sets to be supplied unless the application is submitted electronically) including:</p> <ul style="list-style-type: none"> <li>• Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>• Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> <li>• Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)</li> <li>• Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details</li> <li>• Roof plans (e.g. at a scale of 1:50 or 1:100) where a change to/or addition the roof is proposed and;</li> <li>• Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable]).</li> </ul>	<input type="checkbox"/>
20	<p><a href="#">Structural Survey</a></p> <p>For all applications involving demolition or partial demolition.</p>	<input type="checkbox"/>

<b>Application Type 11</b>	<b>Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition</b>
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All applications for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Section 3 (National Planning Application Requirements) and Section 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	Completed form (2 sets to be supplied unless the application is submitted electronically).	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the application relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
3	Such evidence verifying the information included in the application as can be provided.	<input type="checkbox"/>
4	Such other information as is considered relevant to the application.	
5	The appropriate fee.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
27	<p><u><a href="#">Any other plan/s, information or statement/s as may be reasonably required. This should include the following:-</a></u></p> <p><b>Existing floor plans (e.g. at a scale of 1:50 or 1:100)</b> This is required for all applications that involve the use or retention of a building, extension or other structure.</p> <p><b>Existing elevational plans (e.g. at a scale of 1:50 or 1:100)</b> This is required for all applications that involve the retention of a building, extension or other structure.</p> <p><b>Existing site survey plan</b> This required for all applications and should show the extent of the use, operation or activity clearly marked.</p>	<input type="checkbox"/>

<b>Application Type 12</b>	<b>Application for a Lawful Development Certificate for a proposed use or development</b>
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All applications for a Lawful Development Certificate for a proposed use of development must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	Completed form (2 sets to be supplied unless the application is submitted electronically).	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the application relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
3	Such evidence verifying the information included in the application as can be provided.	<input type="checkbox"/>
4	Such other information as is considered to be relevant to the application.	
5	The appropriate fee.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	<input type="checkbox"/>
27	<p><a href="#"><u>Any other plan/s, information or statement/s as may be reasonably required. This should include the following:-</u></a></p> <p><b>3 Copies of Existing and Proposed Plans</b> The following plans are required for any application that involves the erection of a building, extension or other structure:-</p> <ul style="list-style-type: none"> <li>• Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>• Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> <li>• Existing and proposed site plan (e.g. at a scale of 1:500 or 1:200)</li> </ul> <p><b>3 Copies of Existing and Proposed Site Plan</b> Are required for any application involving a proposed use of land and should show clearly the existing use and the extent of the proposed use.</p>	<input type="checkbox"/>

<b>Application Type 13</b>	<b>Application for prior notification of proposed agricultural development – proposed building</b>
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All applications for prior notification of proposed agricultural development – proposed building must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	A Completed Form or written description of the proposed development and the materials to be used.	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the application relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
3	The appropriate fee.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
7	<a href="#">Historic Environment Statement</a>  This is required for any proposal affecting the historic environment. This includes “heritage assets” such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and sites where there may be archaeological remains.	<input type="checkbox"/>
13	<a href="#">Nature Conservation/Ecological Assessment (including protected species)</a>  If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.	<input type="checkbox"/>
27	<a href="#">Any other plan/s, information or statement/s as may be reasonably required. This should include the following:-</a>  <ul style="list-style-type: none"> <li>Existing and proposed site plan (e.g. at a scale of 1:500 or 1:200)</li> <li>Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)</li> <li>Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> </ul>	<input type="checkbox"/>

<b>Application Type 14</b>	<b>Application for prior notification of proposed agricultural development – proposed road</b>
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All applications for prior notification of proposed agricultural development – proposed road must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
Part I 1	A Completed Form or written description of the proposed development and the materials to be used.	<input type="checkbox"/>
Part I 2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the application relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
Part I 12	The appropriate fee.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
7	<u><a href="#">Historic Environment Statement</a></u>  This is required for any proposal affecting the historic environment. This includes “heritage assets” such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and sites where there may be archaeological remains.	<input type="checkbox"/>
13	<u><a href="#">Nature Conservation/Ecological Assessment (including protected species)</a></u>  If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.	<input type="checkbox"/>
27	<u><a href="#">Any other plan/s, information or statement/s as may be reasonably required. This should include the following:-</a></u>  A block plan showing the full extent of the proposed road.	<input type="checkbox"/>

<b>Application Type 15</b>	<b>Application for prior notification of proposed agricultural development – proposed excavation of waste material from the farm</b>
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All applications for prior notification of proposed agricultural development – proposed excavation of waste material from the farm must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	A Completed Form or written description of the proposed development and the materials to be used.	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the application relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
3	The appropriate fee.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
7	<a href="#">Historic Environment Statement</a>  This is required for any proposal affecting the historic environment. This includes “heritage assets” such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and sites where there may be archaeological remains.	<input type="checkbox"/>
13	<a href="#">Nature Conservation/Ecological Assessment (including protected species)</a>  If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.	<input type="checkbox"/>

<b>Application Type 16</b>	<b>Application for prior notification of proposed agricultural development – proposed fish tank</b>
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All applications for prior notification of proposed agricultural development – proposed fish tank must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	A Completed Form or written description of the proposed development and the materials to be used.	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the application relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
3	The appropriate fee.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
7	<u><a href="#">Historic Environment Statement</a></u>  This is required for any proposal affecting the historic environment. This includes “heritage assets” such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and sites where there may be archaeological remains.	<input type="checkbox"/>
13	<u><a href="#">Nature Conservation/Ecological Assessment (including protected species)</a></u>  If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.	<input type="checkbox"/>
27	<u><a href="#">Any other plan/s, information or statement/s as may be reasonably required. This should include the following:-</a></u>  A scaled block plan showing the location and size of the proposed fish tank.	<input type="checkbox"/>



<b>Application Type 17</b>	<b>Application for prior notification of proposed development in respect of permitted development by electronic communications code operators</b>
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All applications for prior notification of proposed development in respect of permitted development by electronic communications code operators must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	A completed form or written description of the proposed development.	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the application relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line	<input type="checkbox"/>
3	The appropriate fee.	<input type="checkbox"/>
4	Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 16 of Schedule 2 to the General Permitted Development Order 2015.	
5	Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 16 of Schedule 2 to the General Permitted Development Order 2015.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	<input type="checkbox"/>
7	<a href="#">Historic Environment Statement</a>  This is required for any proposal affecting the historic environment. This includes “heritage assets” such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and sites where there may be archaeological remains.	<input type="checkbox"/>
13	<a href="#">Nature Conservation/Ecological Assessment (including protected species)</a>  If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also	<input type="checkbox"/>



	explained in this table.	
21	<a href="#">Telecommunications Supporting Statement</a>  Is required for any proposal involving the erection of a telecommunications mast or antennae.	<input type="checkbox"/>

<b>Application Type 18</b>	<b>Application for prior notification not agricultural or electronic communications</b>
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All applications for prior notification must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	A Completed Form or written description of the proposed development	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies the land to which the application relates (plus one copy to be supplied unless the application is submitted electronically). The application site must be edged with a red line and all other land owned by the applicant edged in a blue line.	<input type="checkbox"/>
3	The appropriate fee.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
7	<a href="#">Historic Environment Statement</a>  This is required for any proposal affecting the historic environment. This includes “heritage assets” such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and sites where there may be archaeological remains.	<input type="checkbox"/>
13	<a href="#">Nature Conservation/Ecological Assessment (including protected species)</a>  If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.	<input type="checkbox"/>
27	<a href="#">Any other plan/s, information or statement/s as may be reasonably required. This should include the following:-</a>  <ul style="list-style-type: none"> <li>Existing and proposed site plan (e.g. at a scale of 1:500 or 1:200)</li> <li>Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)</li> <li>Existing and proposed floor plans (e.g. at a scale of 1:50 or</li> </ul>	<input type="checkbox"/>

	<p>1:100)</p> <ul style="list-style-type: none"><li>• Information to demonstrate that the criteria for assessment as defined in the GPDO 2015 have been addressed</li></ul>	
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<b>Application Type</b> <b>19</b>	<b>Application for Hedgerow Removal Notice</b>
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All applications for Hedgerow Removal Notice must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	A Completed Form or the form set out in Schedule 4 to the Hedgerow Regulations 1997.	<input type="checkbox"/>
2	A plan at a scale of 1:1250 or 1:2500, showing the direction of North, which identifies in red the length of hedgerow to which the application relates (plus one copy to be supplied unless the application is submitted electronically).	<input type="checkbox"/>
3	Evidence of the date of planting.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
7	<a href="#">Historic Environment Statement</a>  This is required for any proposal affecting the historic environment. This includes “heritage assets” such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and sites where there may be archaeological remains.	<input type="checkbox"/>
13	<a href="#">Nature Conservation/Ecological Assessment (including protected species)</a>  If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.	<input type="checkbox"/>
24	<a href="#">Tree Survey/Arboricultural Implications</a>  This should be provided for all applications where trees are a consideration or are likely to be affected by the development (including hardstanding and service runs). At the very minimum (for minimum disturbance to trees) you should indicate the species, position, canopy spread and root protection area (calculated in accordance with Appendix 2) of the tree(s) on the application plans and the implications for the tree(s) of the development proposed. Where there is the potential for more significant impacts on trees, a	<input type="checkbox"/>

	<p>full tree survey in accordance with section 4 of this document will be required. An Arboricultural Impact Assessment, Method Statement and Tree Protection Plan in accordance with section 4 of this document may be required during the determination period. For trees protected by a Tree Preservation Order this information is expected prior to validation.</p>	
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<b>Application Type 20</b>	<b>Application for prior notification – proposed demolition</b>
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All applications for prior notification – proposed demolition must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	A completed Form or written description of proposed development.	<input type="checkbox"/>
2	A statement that the applicant has displayed a site notice.	<input type="checkbox"/>
3	The appropriate fee.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
7	<a href="#">Historic Environment Statement</a>  This is required for any proposal affecting the historic environment. This includes “heritage assets” such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and sites where there may be archaeological remains.	<input type="checkbox"/>
13	<a href="#">Nature Conservation/Ecological Assessment (including protected species)</a>  If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.	<input type="checkbox"/>
24	<a href="#">Tree Survey/Arboricultural Implications</a>  This should be provided for all applications where trees are a consideration or are likely to be affected by the development (including hardstanding and service runs). At the very minimum (for minimum disturbance to trees) you should indicate the species, position, canopy spread and root protection area (calculated in accordance with Appendix 2) of the tree(s) on the application plans and the implications for the tree(s) of the development proposed. Where there is the potential for more significant impacts on trees, a full tree survey in accordance with section 4 of this document will be required. An Arboricultural Impact Assessment, Method Statement and Tree Protection Plan in accordance with section 4 of this document may be required during the determination period. For trees	<input type="checkbox"/>

	protected by a Tree Preservation Order this information is expected prior to validation.	
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<b>Application Type 21</b>	<b>Application for Approval of Reserved Matters following outline approval</b>
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All applications for Approval of reserved Matter following outline approval must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	Completed form or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made.	<input type="checkbox"/>
2	Such particulars as are necessary to deal with the matters reserved in the outline planning permission.	<input type="checkbox"/>
3	A copy of other plans and drawings or information necessary to describe the subject of the application (2 sets to be supplied unless the application is submitted electronically) including:  - Block plan of the site (e.g. at a scale of 1:500 or 1:200) showing any site boundaries	<input type="checkbox"/>
4	The appropriate fee.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
3	<a href="#">Air Quality Assessment</a>  For any proposal that would impact on air quality.	<input type="checkbox"/>
4	<a href="#">Environmental Impact Assessment</a>  Required for any proposal that is a 'Schedule 1' or 'Schedule 2' development as defined in the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999.	<input type="checkbox"/>
5	<a href="#">Flood Risk Assessment/Drainage Strategy</a>  Required for any application located within a flood risk zone 2 or 3 and/or for any development proposals of 1 hectare or greater in Flood Zone 1.	<input type="checkbox"/>
6	<a href="#">Foul sewerage assessment</a>  For any proposal for new dwellings where no foul mains drainage is available or for commercial development over 1000 square metres.	<input type="checkbox"/>
8	<a href="#">Impact Assessment</a>  An Impact Assessment is required for all planning applications involving	<input type="checkbox"/>



	<p>retail or leisure developments where the proposal is greater than 2,500 square metres gross floorspace where not located in a designated town centre. We may also require the submission of an Impact Assessment for planning applications below this threshold where it is considered the proposal is likely to have a significant impact on designated centres.</p> <p>The local planning authority may also require an Impact Assessment where the planning application is located within a designated centre and it would substantially increase the attractiveness of that centre to the extent where it could have an adverse impact on other centres.</p>	
7	<p><a href="#">Historic Environment Statement</a></p> <p>This is required for any proposal affecting the historic environment. This includes “heritage assets” such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and sites where there may be archaeological remains.</p>	<input type="checkbox"/>
9	<p><a href="#">Land Contamination Assessment</a></p> <p>Where the proposal involves the redevelopment of land previously occupied by an industrial use or where contamination is known or suspected to be present.</p>	<input type="checkbox"/>
10	<p><a href="#">Landscape Assessment and Appraisal</a></p> <p>For all new commercial and residential built development. Comprehensive guidance on landscape appraisal utilising the districts Landscape Character Assessment is provided in the Landscape Supplementary Planning Document (2007) produced by the Council. This SPD is available on the Council’s website <a href="http://www.fdean.gov.uk/ngcontent.cfm?a_id=6475">http://www.fdean.gov.uk/ngcontent.cfm?a_id=6475</a></p>	<input type="checkbox"/>
11	<p><a href="#">Landscape Scheme</a></p> <p>For all new commercial and residential built development.</p>	<input type="checkbox"/>
12	<p><a href="#">Lighting Assessment</a></p> <p>For all applications involving the erection of floodlights or similar.</p>	<input type="checkbox"/>
13	<p><a href="#">Nature Conservation/Ecological Assessment (including protected species)</a></p> <p>If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.</p>	<input type="checkbox"/>
14	<p><a href="#">Noise Impact Assessment</a></p> <p>For any application for residential development that is close to an existing commercial or industrial use or adjoining a trunk road and for any application for commercial/industrial development that is close to an existing residential use.</p>	<input type="checkbox"/>
15	<p><a href="#">Parking and Access Arrangements</a></p> <p>For all applications.</p>	<input type="checkbox"/>
16	<p><a href="#">Plans (Additional)</a></p> <p>A copy of other plans and drawings or information necessary to describe the subject of the application (2 sets to be supplied unless the application is submitted electronically) including:</p>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> <li>Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)</li> <li>Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details</li> <li>Roof plans (e.g. at a scale of 1:50 or 1:100) where a change to/or addition the roof is proposed and;</li> <li>Street scenes to demonstrate how the development relates to adjoining buildings.</li> </ul>	
18	<a href="#">Sequential Test</a> In accordance with the NPPF and PPG Ensuring the vitality of town centres a sequential assessment is required for any planning application involving main town centre uses (retail, leisure and entertainment facilities, offices, and arts, culture and tourism development) where it is not located in a <a href="#">designated</a> centre (district or local).	<input type="checkbox"/>
22	<a href="#">Transport Assessment</a>  <i>PPG Travel plans, transport assessments and statements in decision-taking</i> <a href="#">advises</a> that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.	<input type="checkbox"/>
23	<a href="#">Travel Plan</a>  A travel plan should be submitted alongside planning applications, which are likely to have significant transport implications. A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.	<input type="checkbox"/>
24	<a href="#">Tree Survey/Arboricultural Implications</a>  This should be provided for all applications where trees are a consideration or are likely to be affected by the development (including hardstanding and service runs). At the very minimum (for minimum disturbance to trees) you should indicate the species, position, canopy spread and root protection area (calculated in accordance with Appendix 2) of the tree(s) on the application plans and the implications for the tree(s) of the development proposed. Where there is the potential for more significant impacts on trees, a full tree survey in accordance with section 4 of this document will be required. An Arboricultural Impact Assessment, Method Statement and Tree Protection Plan in accordance with section 4 of this document may be required during the determination period. For trees protected by a Tree Preservation Order this information is expected prior to validation.	<input type="checkbox"/>
25	<a href="#">Ventilation/Extraction statement</a>  Required for all applications for restaurants, hot food takeaways and other premises that will be selling/ serving hot food. Also required for the erection of or change of use to non-residential premises.	<input type="checkbox"/>
26	<a href="#">Waste Minimisation Statement</a>  Is required for any proposal for either 10 or more dwellings (or residential	<input type="checkbox"/>

	development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more.	
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<b>Application Type 22</b>	<b>Application for removal or variation of a condition following grant of planning permission (s.73 TCPA 1990)</b>
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All applications for removal or variation of a condition following grant of planning permission (s.73 TCPA 1990) must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	Completed form.	<input type="checkbox"/>
2	The completed Ownership Certificate (A, B, C or D – as applicable) as required under Article 14 of the Town and Country Planning (Development Management Procedure) Order 2015.	<input type="checkbox"/>
3	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 DMPO 2015.	<input type="checkbox"/>
4	The appropriate fee.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
1	<a href="#">Affordable Housing</a> Statement  This is required if the proposal includes an element of affordable housing, includes 5 residential units or more in a village or 10 or more units in a town or if the proposal is required to provide affordable housing in accordance with policies contained within the Local Plan.	<input type="checkbox"/>
2	<a href="#">Agricultural/Forestry Dwelling Justification</a>  For any proposal involving an agricultural/forestry dwelling or the erection of an agricultural/forestry building in open countryside.	<input type="checkbox"/>
3	<a href="#">Air Quality Assessment</a>  For any proposal that would impact on air quality	<input type="checkbox"/>
4	<a href="#">Environmental Impact Assessment</a>  Required for any proposal that is a 'Schedule 1' or 'Schedule 2' development as defined in the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999.	<input type="checkbox"/>
5	<a href="#">Flood Risk Assessment/Drainage Strategy</a>  Required for any application located within a flood risk zone 2 or 3 and/or for any development proposals of 1 hectare or greater in Flood Zone 1.	<input type="checkbox"/>
6	<a href="#">Foul sewerage assessment</a>	<input type="checkbox"/>

	For any proposal for new dwellings where no foul mains drainage is available or for commercial development over 1000 square metres.	
8	<p><a href="#">Impact Assessment</a></p> <p>An Impact Assessment is required for all planning applications involving retail or leisure developments where the proposal is greater than 2,500 square metres gross floor space where not located in a designated town centre. We may also require the submission of an Impact Assessment for planning applications below this threshold where it is considered the proposal is likely to have a significant impact on designated centres.</p> <p>The local planning authority may also require an Impact Assessment where the planning application is located within a designated centre and it would substantially increase the attractiveness of that centre to the extent where it could have an adverse impact on other centres.</p>	<input type="checkbox"/>
7	<p><a href="#">Historic Environment Statement</a></p> <p>This is required for any proposal affecting the historic environment. This includes "heritage assets" such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and sites where there may be archaeological remains.</p>	<input type="checkbox"/>
9	<p><a href="#">Land Contamination Assessment</a></p> <p>Where the proposal involves the redevelopment of land previously occupied by an industrial use or where contamination is known or suspected to be present.</p>	<input type="checkbox"/>
10	<p><a href="#">Landscape Assessment and Appraisal</a></p> <p>For all new commercial and residential built development Comprehensive guidance on landscape appraisal utilising the districts Landscape Character Assessment is provided in the Landscape Supplementary Planning Document (2007) produced by the Council. This SPD is available on the Council's website <a href="http://www.fdean.gov.uk/nqcontent.cfm?a_id=6475">http://www.fdean.gov.uk/nqcontent.cfm?a_id=6475</a></p>	<input type="checkbox"/>
11	<p><a href="#">Landscape Scheme</a></p> <p>For all new commercial and residential built development.</p>	<input type="checkbox"/>
12	<p><a href="#">Lighting Assessment</a></p> <p>For all applications involving the erection of floodlights or similar.</p>	<input type="checkbox"/>
13	<p><a href="#">Nature Conservation/Ecological Assessment (including protected species)</a></p> <p>If the application involves any of the development proposals shown in the table at <b>Appendix 1</b> (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table.</p>	<input type="checkbox"/>
14	<p><a href="#">Noise Impact Assessment</a></p> <p>For any application for residential development that is close to an existing commercial or industrial use or adjoining a trunk road and for any application for commercial/industrial development that is close to an existing residential use.</p>	<input type="checkbox"/>
15	<p><a href="#">Parking and Access Arrangements</a></p> <p>For all applications.</p>	<input type="checkbox"/>

17	<a href="#">Planning obligations – Draft Head(s) of Terms</a>  For any proposal that requires the completion of a legal agreement or where one is being offered.	<input type="checkbox"/>
18	<a href="#">Sequential Test</a>  In accordance with the NPPF and PPG Ensuring the vitality of town centres a sequential assessment is required for any planning application involving main town centre uses (retail, leisure and entertainment facilities, offices, and arts, culture and tourism development) where it is not located in a <a href="#">designated</a> centre (district or local).	<input type="checkbox"/>
19	<a href="#">Statement of Community Involvement</a>  For any proposal involving the erection of more than 50 houses or a building with a floor area of more than 3000sqm.	<input type="checkbox"/>
20	<a href="#">Structural Survey/Method Statement</a>  Where the proposal involves the conversion of a building in open countryside as defined in the local plan.	<input type="checkbox"/>
21	<a href="#">Telecommunications Supporting Statement</a>  Is required for any proposal involving the erection of a telecommunications mast or antennae.	<input type="checkbox"/>
22	<a href="#">Transport Assessment</a>  <i>PPG Travel plans, transport assessments and statements in decision-taking <a href="#">advises</a> that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.</i>	<input type="checkbox"/>
23	<a href="#">Travel Plan</a>  A travel plan should be submitted alongside planning applications, which are likely to have significant transport implications. A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.	<input type="checkbox"/>
24	<a href="#">Tree Survey/Arboricultural Implications</a>  This should be provided for all applications where trees are a consideration or are likely to be affected by the development (including hardstanding and service runs). At the very minimum (for minimum disturbance to trees) you should indicate the species, position, canopy spread and root protection area (calculated in accordance with Appendix 2) of the tree(s) on the application plans and the implications for the tree(s) of the development proposed. Where there is the potential for more significant impacts on trees, a full tree survey in accordance with section 4 of this document will be required. An Arboricultural Impact Assessment, Method Statement and Tree Protection Plan in accordance with section 4 of this document may be required during the determination period. For trees protected by a Tree Preservation Order this information is expected prior to validation.	<input type="checkbox"/>
25	<a href="#">Ventilation/Extraction statement</a>  Required for all applications for restaurants, hot food takeaways and other premises that will be selling/serving hot food. Also required for the erection of or change of use to non-residential premises.	<input type="checkbox"/>

26	<p><a href="#"><u>Waste Minimisation Statement</u></a></p> <p>Is required for any proposal for either 10 or more dwellings (or residential development on a site larger than 0.5 hectare), or for any other type of development where the floorspace exceeds 1,000 square metres or the site area is 1 hectare or more.</p>	<input type="checkbox"/>
27	<p><a href="#"><u>Any other plan/s, information or statement/s as may be reasonably required.</u></a></p> <p>This should include the following where any extensions or alterations are proposed:-</p> <ul style="list-style-type: none"> <li>• Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries</li> <li>• Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>• Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> <li>• Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100).</li> </ul>	<input type="checkbox"/>

<b>Application Type 23</b>	<b>Application for approval of details reserved by condition</b>
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All applications for approval of details reserved by condition must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
	<p>There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by condition except that they should be made in writing.</p> <p>However, you may submit the following:</p> <ul style="list-style-type: none"> <li>• Completed form (2 sets to be supplied unless the application is submitted electronically)</li> <li>• A plan at a scale of 1:1250 or 1:2500, indicating the direction north, which identifies the land to which the application relates in red (2 sets to be supplied unless the application is submitted electronically)</li> <li>• A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically).</li> </ul>	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
	There are NO LOCAL APPLICATION REQUIREMENTS	<input type="checkbox"/>



<b>Application Type 24</b>	<b>Application for tree works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in a Conservation Areas</b>
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All applications for tree works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in a Conservation Areas must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
Part I	<p>Please use this list to ensure that the form has been completed correctly and that all relevant information is submitted.</p> <p>For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you <b>MUST</b> provide the following:</p> <ul style="list-style-type: none"> <li>• Completed and dated application form, with all [mandatory] questions answered;</li> <li>• A clear plan indicating the location of trees;</li> <li>• A full and clear specification of the works to be carried out;</li> <li>• A statement of reasons for the proposed work; and</li> <li>• Evidence in support of statement of reasons, where required by the standard application form.</li> </ul> <p>For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:</p> <ul style="list-style-type: none"> <li>• Completed and dated form, with all questions answered;</li> <li>• Sketch plan showing the precise location of all tree(s); and</li> <li>• A full and clear specification of the works to be carried out.</li> </ul> <p>Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information</p>	<input type="checkbox"/>

	<p>you are submitting:</p> <ul style="list-style-type: none"> <li>• Photographs.</li> <li>• Report by a tree professional (arboriculturist) or other.</li> <li>• Details of any assistance or advice sought from a Local Planning Authority Officer prior to submitting this form.</li> </ul>	
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
	<p>Clear statement of works for all tree works (i.e. % reduction, removal of branches to set height). Where this is not clear a date stamped photograph with the reduction marked on can be submitted.</p> <p>Statement setting out why the works are necessary and proposals for replanting.</p>	


<b>Application Type 25</b>	<b>Application for a Non-Material Minor Amendment</b>
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All applications for a Non- Material Minor Amendment must be accompanied by the following information. For detailed guidance for each item in the checklist, applicants should refer to the information given in Sections 3 (National Planning Application Requirements) and 4 (Adopted Local Application Requirements) of this document; this will ensure that all the information that is required to validate an application (and to avoid unnecessary delays) and to improve the quality of submissions is provided.

If an application is not accompanied by information outlined in these validation checklists, the applicant should provide a brief written justification with the application as to why it is considered not appropriate in that particular circumstance. In some instances only certain parts of a particular assessment are not necessary and this should be justified in the accompanying statement. It is important that applicants demonstrate why additional information is not supplied to avoid delay in the consideration of applications.

It is at the discretion of the local planning authority as to whether to accept such an application and they will only be appropriate for very minor alterations to a permission and in cases where the changes would not give rise to the need to undertake consultations.

<b>Part I</b>	<b>Information required - National Planning Application Requirements</b>	
1	Completed form.	<input type="checkbox"/>
2	Any plans and drawings or information necessary to describe the subject of the application.	<input type="checkbox"/>
6	The correct fee.	<input type="checkbox"/>
<b>Part II</b>	<b>Information required - Adopted Local Application Requirements</b>	
	NONE	<input type="checkbox"/>

 <p>Forest of Dean — DISTRICT COUNCIL —</p>	<p><b>Biodiversity Validation</b></p> <p><b>Planning Applications</b></p> <p>(except householder and major applications)</p>	<p>Office Use:</p>
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Site address:

There are many wildlife and ecological issues that are required to be considered as part of evaluating development proposals. It is the first stage is 'scoping' as to whether any further assessment is required.

The following has been designed to assist the applicant and the Council in considering the level of information that is likely to be required for an application to be validated

The following assessment form must be submitted to accompany any householder application.

### Guidance for applicants

If your answers to the questions in **Sections 1** and/or **2** identify that your project may potentially have an adverse impact on designated sites, priority or other notable habitats or legally protected or notable species you will need to submit a Biodiversity Statement or other suitable report which demonstrates the following:

- Information about the sites, species, habitats or features that could be affected (such as location, size, abundance, importance)
- Likely impacts of your development on habitats, sites or species identified in this Checklist
- How alternative designs and locations have been considered
- How adverse impacts will be avoided
- How any unavoidable impacts will be mitigated or reduced (*see note 4*)
- How impacts that cannot be avoided or mitigated will be compensated (*see note 4*)
- Any proposals for enhancements of biodiversity

Where more targeted and specific reports are necessary (for example bat surveys), these must:

- Be undertaken by an appropriately qualified and experienced person
- Be of appropriate scope and detail (i.e. Bat Conservation Trust Guidelines)
- Be conducted at an appropriate time of year, in suitable weather conditions and using recognised methodologies.

Reports may not be required where applicants are able to provide pre-application correspondence from Natural England, the Local Authority or their ecological adviser that confirms that they are satisfied that the proposal will not have an adverse impact on any features identified in Sections 1 or 2.

The application may not be validated if any of the information submitted proves to be inadequate or inaccurate. If validated and the information is subsequently found not to fully address any potential impacts then further information may be required during the course of any planning application, for instance if any of the information you have provided needs clarification, or if other potential impacts are identified. If sufficient information on ecological issues is not provided by the time the application needs to be determined, the application may be invalidated or refused.

It is strongly advised that you consider biodiversity at the **earliest** possible stage in your project as there are seasonal constraints to much of the survey work that may be needed to support your application.

For further advice on competent ecologists that can undertake specialist survey work, please see the Chartered Institute of Ecological and Environmental Management <http://www.cieem.net> in the first instance.

## SECTION 1 – Sites and Habitats

<b>PROPOSAL DETAILS</b> Please answer ALL questions <b>Yes</b> or <b>No</b> by marking the appropriate box against each question	<b>YES</b>	<b>NO</b>	If you have answered ' <b>YES</b> ' to any of these, is it likely that the development would have an impact on the identified site? ( <i>see note 2</i> )  Please explain why/why not, or state if further information is provided ( <i>see below**</i> )
<b>1.1</b> Is the application <b>site on or within 200m</b> of a SSSI, SAC, SPA or Ramsar site? ( <i>see note 1</i> )			
<b>1.2</b> Are any of the following <b>present on or within 100m</b> of the application site?  <b>NB:</b> <i>If Yes, there may be a Key Wildlife Site*, Priority Habitat** or other important feature within or adjacent to the application site – please see <u>note 3</u> for further information on identifying these.</i>			
<b>a)</b> Estuary or saltmarsh			
<b>b)</b> Wetlands or marshes			
<b>c)</b> Water courses (rivers or streams)			
<b>d)</b> Lakes or ponds			
<b>e)</b> Heathland			
<b>f)</b> Mixed / Broad-leaved woodland			
<b>g)</b> Veteran (particularly old / large) trees			
<b>h)</b> Hedgerows			
<b>i)</b> Flower-rich meadow / grassland			
<b>j)</b> Traditional or Old Orchard			
<b>k)</b> Mosaic habitats on previously developed land			

\* Key Wildlife Sites (KWS). These are not legally protected, but are identified in the LPA's Local Plan as being of importance for biodiversity and are considered during the planning process – see The Allocations Plan and / or Allocations Plan Map [http://www.fdean.gov.uk/nqcontent.cfm?a\\_id=6468&tt=graphic](http://www.fdean.gov.uk/nqcontent.cfm?a_id=6468&tt=graphic)

\*\* Priority Habitat – natural or semi-natural habitats that have been identified as being at risk (in that they are rare or in decline) or that are important for certain key species of plant or animal – see <http://www.naturalengland.org.uk/ourwork/conservation/biodiversity/protectandmanage/prioritylist.aspx>

\*\*\* This may simply be a brief explanation in the box provided, for example stating that the identified feature is outside the development footprint and boundaries, or may be a more formal biodiversity assessment or survey report. Please note that submitted information will be reviewed by the Planning Authority's retained ecological advisor and you may be asked for further clarification if necessary either prior to validation or during the application process.

## Section 2 - Species

Please answer ALL questions <b>Yes</b> or <b>No</b> by marking the appropriate box against each question	Y E S	N O	Species/Issue	Further information /Survey attached?
<b>2.1</b> Will the proposed works affect <b>existing buildings</b> with <b>ANY</b> of the following: (see note 2)				
<b>a)</b> <i>hanging tiles (see note 5), timber cladding/weatherboarding, roof voids where the building is within 200m of woodland or water</i>			Bats and bat roosts	
<b>b)</b> <i>pre-1960 buildings or structures within 200m of woodland and/or water</i>				
<b>c)</b> <i>pre-1914 buildings or structures within 400m of woodland and/or water</i>				
<b>d)</b> <i>pre-1914 buildings with gable ends, traditional clay tile roofs or slate roofs, hanging tiles or weatherboarding regardless of location</i>				
<b>e)</b> <i>any structure with open flying access within 200m of woodland or water</i>				
<b>f)</b> <i>any structure with gaps around roof structures such as flashing, ridge tiles, fascia and soffit boards within 200m of woodland or water</i>				
<b>g)</b> <i>Structures where there is known current or historic bat use</i>				
<b>2.2</b> Will the proposal affect trees with ANY of the following features? (see note 2)				
<b>a)</b> <i>old and veteran trees</i>			Bats and bat roosts/Nesting birds	
<b>b)</b> <i>trees with obvious holes, cracks, cavities or heavy vegetation (e.g. ivy)</i>				
<b>c)</b> <i>trees with a circumference greater than 1m at chest height</i>				
<b>2.3</b> Are there streams, rivers or lakes on or within 10m of the application site that would be affected (including their banks and adjacent habitat) by the development?			Bat foraging habitat/Otters/ Water vole/ White-clawed crayfish	
<b>2.4</b> Will the proposals affect (see note 2) any of the following features?				
<b>a)</b> <i>deciduous (i.e. not mainly conifer) woodland?</i>			Bat foraging habitat/ Dormice/ Breeding birds/ Badger	
<b>b)</b> <i>field hedgerows over 1m tall and over 0.5m thick?</i>				
<b>c)</b> <i>areas of scrub well-connected to woodland or hedgerows?</i>				
<b>2.5</b> Do the proposed works (see note 2):				
<b>a)</b> take place within 500m of any pond?			Amphibians (particularly with respect to great crested newts)	
<b>b)</b> affect an area of land 0.01ha (100m <sup>2</sup> ) or greater within 100m of a pond?				
<b>c)</b> affect an area of land 1ha or greater be affected within 500m of a pond?				
<b>d)</b> damaged or destroy a pond or are in close proximity to the pond (circa 50m)?				

e)	affect suitable habitat: refuges (e.g. log piles or rubble) grassland, scrub woodlands or hedgerows OR is connected to the pond by grassland, hedgerows etc?			
2.6	Will the proposal affect mature/overgrown gardens over 0.1ha, or any rough grassland, meadow, orchard derelict/brownfield land, railway land or allotments? (see note 2)			Reptiles/ Breeding birds
2.8	Any wind turbine			Bats/Birds

## Notes

### ▪ Note 1

You can find out if your application site is on or near any of these sites from [www.natureonthemap.org.uk](http://www.natureonthemap.org.uk), [www.magic.gov.uk](http://www.magic.gov.uk) or the LPA's Local Plan Proposals Map.

SSSI = Site of Special Scientific Interest (designated and protected under UK law); SAC = Special Area of Conservation; SPA = Special Protection Area (these are designated and protected under EU law and are also SSSIs); Ramsar site = internationally important wetland, designated under the Ramsar Convention – these will also be SPAs / SACs and SSSIs. See <http://www.naturalengland.org.uk/ourwork/conservation/designatedareas/default.aspx> for more information.

### ▪ Note 2

Effects could be DIRECT, such as destruction, removal or modification, or INDIRECT through disturbance such as run-off, noise, dust, lighting or increased recreational use.

### ▪ Note 3

Areas of designated Ancient Woodland and some Priority Habitats can be found on [www.magic.gov.uk](http://www.magic.gov.uk). The LPA's Local Plan Proposals Map for your local planning authority may identify the location of any SINCs. Ordnance survey maps may also help.

### ▪ Note 4

Avoidance = measures taken to avoid impacts – should be the first considerations; Mitigation = measures which make unavoidable impacts less severe; Compensation = measures which counterbalance remaining impacts, resulting in an overall no net loss of biodiversity. (NB 'Mitigation' as a general term, or a 'mitigation strategy' is often used to cover all these processes).

### ▪ Note 5 – a note on hanging tiles.

This checklist, where relating to potential impacts on **bats**, is adapted from the Bat Conservation Trust's guidelines (see <http://www.bats.org.uk/pages/guidanceforprofessionals.html>) on where bats might reasonably be likely to be found. However bats can be found in other locations, types or areas of buildings. It is particularly important to note that where a building has **hanging tiles** but is not within 200m of woodland or water, there is still potentially a reasonable likelihood of bats being present and a survey may be required in situations other than those specifically identified in this checklist.


**Important:** this checklist cannot include **all protected species and all circumstances where they may be affected**. Legislation relating to protected species applies in all circumstances and it is the responsibility of the developer to ensure that protected species and habitats are not impacted as a result of development. If protected species are found during the course of development, work should be halted and advice sought from Natural England or a qualified ecologist.

## For office use:

1	Have <b>ALL</b> questions on <b>ALL</b> sections been completed?	Y / N	If YES, go to 2	If NO, application should not be validated
2	Have any questions been answered 'Yes'?	Y / N	If YES, go to 3	If NO, application can be validated

<b>3</b>	Does the applicant identify likely impacts <b>and</b> address potential issues in any comments made on the checklist?	<b>Y / N</b>	If YES, application can be validated	If NO, go to 4
<b>4</b>	Has a separate statement, report or other supporting information been submitted to address potential impacts?	<b>Y / N</b>	If YES, application can be validated	If NO, application should not be validated



	<h2 style="margin: 0;">Biodiversity Validation</h2> <h2 style="margin: 0;">Householder Applications</h2>	<b>Office Use:</b>
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Site address:

There are many wildlife and ecological issues that are required to be considered as part of evaluating development proposals. It is the first stage is 'scoping' as to whether any further assessment is required.

The following has been designed to assist the applicant and the Council in considering the level of information that is likely to be required for an application to be validated

The following assessment form must be submitted to accompany any householder application.

### Guidance for applicants

If your answers to the questions in **Sections 1** and/or **2** identify that your project may potentially have an adverse impact on designated sites, priority or other notable habitats or legally protected or notable species you will need to submit a Biodiversity Statement or other suitable report which demonstrates the following:

- Information about the sites, species, habitats or features that could be affected (such as location, size, abundance, importance)
- Likely impacts of your development on habitats, sites or species identified in this Checklist
- How alternative designs and locations have been considered
- How adverse impacts will be avoided
- How any unavoidable impacts will be mitigated or reduced (*see note 4*)
- How impacts that cannot be avoided or mitigated will be compensated (*see note 4*)
- Any proposals for enhancements of biodiversity

Where more targeted and specific reports are necessary (for example bat surveys), these must:

- Be undertaken by an appropriately qualified and experienced person
- Be of appropriate scope and detail (i.e. Bat Conservation Trust Guidelines)
- Be conducted at an appropriate time of year, in suitable weather conditions and using recognised methodologies.

Reports may not be required where applicants are able to provide pre-application correspondence from Natural England, the Local Authority or their ecological adviser that confirms that they are satisfied that the proposal will not have an adverse impact on any features identified in Sections 1 or 2.

The application may not be validated if any of the information submitted proves to be inadequate or inaccurate. If validated and the information is subsequently found not to fully address any potential impacts then further information may be required during the course of any planning application, for instance if any of the information you have provided needs clarification, or if other potential impacts are identified. If sufficient information on ecological issues is not provided by the time the application needs to be determined, the application may be invalidated or refused.

It is strongly advised that you consider biodiversity at the **earliest** possible stage in your project as there are seasonal constraints to much of the survey work that may be needed to support your application.

For further advice on competent ecologists that can undertake specialist survey work, please see the Chartered Institute of Ecological and Environmental Management <http://www.cieem.net> in the first instance.

## SECTION 1 – Sites and Habitats

<b>PROPOSAL DETAILS</b> Please answer ALL questions <b>Yes</b> or <b>No</b> by marking the appropriate box against each question	<b>YES</b>	<b>NO</b>	If you have answered ' <b>YES</b> ' to any of these, is it likely that the development would have an impact on the identified site? ( <i>see note 2</i> )  Please explain why/why not, or state if further information is provided ( <i>see below**</i> )
<b>1.1</b> Is the application <b>site on or within 50m</b> of a SSSI, SAC, SPA or Ramsar site? ( <i>see note 1</i> )			
<b>1.2</b> Are any of the following <b>present on or within 50m</b> of the application site? <i><b>NB:</b> If Yes, there may be a Key Wildlife Site*, Priority Habitat** or other important feature within or adjacent to the application site – please see <u>note 3</u> for further information on identifying these.</i>			
<b>a)</b> Estuary or saltmarsh			
<b>b)</b> Wetlands or marshes			
<b>c)</b> Water courses (rivers or streams)			
<b>d)</b> Lakes or ponds			
<b>e)</b> Heathland			
<b>f)</b> Mixed / Broad-leaved woodland			
<b>g)</b> Veteran (particularly old/large) trees			
<b>h)</b> Hedgerows			
<b>i)</b> Flower-rich meadow/grassland			
<b>j)</b> Traditional or Old Orchard			
<b>k)</b> Mosaic habitats on previously developed land			

\* Key Wildlife Sites (KWS). These are not legally protected, but are identified in the LPA's Local Plan as being of importance for biodiversity and are considered during the planning process – see The Allocations Plan and / or Allocations Plan Map [http://www.fdean.gov.uk/nqcontent.cfm?a\\_id=6468&tt=graphic](http://www.fdean.gov.uk/nqcontent.cfm?a_id=6468&tt=graphic)

\*\* Priority Habitat – natural or semi-natural habitats that have been identified as being at risk (in that they are rare or in decline) or that are important for certain key species of plant or animal – see <http://www.naturalengland.org.uk/ourwork/conservation/biodiversity/protectandmanage/prioritylist.aspx>

\*\*\* This may simply be a brief explanation in the box provided, for example stating that the identified feature is outside the development footprint and boundaries, or may be a more formal biodiversity assessment or survey report. Please note that submitted information will be reviewed by the Planning Authority's retained ecological advisor and you may be asked for further clarification if necessary either prior to validation or during the application process.

## Section 2 - Species

Please answer ALL questions <b>Yes</b> or <b>No</b> by marking the appropriate box against each question		Y E S	N O	Relevant consideration	Additional information/ Survey attached?
<b>2.1</b> Will the proposed works affect <b>existing buildings</b> with <b>ANY</b> of the following: (see note 2)					
<b>a)</b> <i>hanging tiles (see note 5), timber cladding/weatherboarding, roof voids where the building is within 200m of woodland or water</i>				Bats and bat roosts	
<b>b)</b> <i>pre-1960 buildings or structures within 200m of woodland and/or water</i>					
<b>c)</b> <i>pre-1914 buildings or structures within 400m of woodland and/or water</i>					
<b>d)</b> <i>pre-1914 buildings with gable ends, traditional clay tile roofs or slate roofs, hanging tiles or weatherboarding regardless of location</i>					
<b>e)</b> <i>any structure with open flying access within 200m of woodland or water</i>					
<b>f)</b> <i>any structure with gaps around roof structures such as flashing, ridge tiles, fascia and soffit boards within 200m of woodland or water</i>					
<b>g)</b> <i>Structures where there is known current or historic bat use</i>					
<b>2.2</b> Will the proposal affect trees with ANY of the following features? (see note 2)					
<b>a)</b> <i>old and veteran trees</i>				Bats and bat roosts/ Nesting birds	
<b>b)</b> <i>trees with obvious holes, cracks, cavities or heavy vegetation (e.g. ivy)</i>					
<b>c)</b> <i>trees with a circumference greater than 1m at chest height</i>					
<b>2.3</b> Are there streams, rivers or lakes on or within 10m of the application site that would be affected (including their banks and adjacent habitat) by the development?				Bat foraging habitat/ Otters/Water vole/White-clawed crayfish	
<b>2.4</b> Will the proposals affect (see note 2) any of the following features?					
<b>a)</b> <i>deciduous (i.e. not mainly conifer) woodland?</i>				Bat foraging habitat/ Dormice/ Breeding birds/Badger	
<b>b)</b> <i>field hedgerows over 1m tall and over 0.5m thick?</i>					
<b>c)</b> <i>areas of scrub well-connected to woodland or hedgerows?</i>					
<b>2.5</b> Do the proposed works (see note 2):					
<b>a)</b> Take place within 250m of any pond?				Amphibians (particularly with respect to great crested newts)	
<b>b)</b> affect an area of land 0.01ha (100m <sup>2</sup> ) or greater within 100m of a pond?					
<b>c)</b> affect an area of land 0.5ha or greater be affected within 100-250m of a pond?					

d)	damaged or destroy a pond or are in close proximity to the pond (circa 10m)?				
e)	Affect suitable habitat: refuges (e.g. log piles or rubble) grassland, scrub woodlands or hedgerows OR is connected to the pond by grassland, hedgerows etc?				
2.6	Will the proposal affect mature/overgrown gardens over 0.1ha, or any rough grassland, meadow, orchard derelict/brownfield land, railway land or allotments? (see note 2)			Reptiles/ Breeding birds	
2.8	Any wind turbine			Bats/Birds	

## Notes

- Note 1** You can find out if your application site is on or near any of these sites from [www.natureonthemap.org.uk](http://www.natureonthemap.org.uk), [www.magic.gov.uk](http://www.magic.gov.uk) or the LPA's Local Plan Proposals Map.  
 SSSI = Site of Special Scientific Interest (designated and protected under UK law); SAC = Special Area of Conservation; SPA = Special Protection Area (these are designated and protected under EU law and are also SSSIs); Ramsar site = internationally important wetland, designated under the Ramsar Convention – these will also be SPAs / SACs and SSSIs. See <http://www.naturalengland.org.uk/ourwork/conservation/designatedareas/default.aspx> for more information.
- Note 2** Effects could be DIRECT, such as destruction, removal or modification, or INDIRECT through disturbance such as run-off, noise, dust, lighting or increased recreational use.
- Note 3** Areas of designated Ancient Woodland and some Priority Habitats can be found on [www.magic.gov.uk](http://www.magic.gov.uk). The LPA's Local Plan Proposals Map for your local planning authority may identify the location of any SINCS. Ordnance survey maps may also help.
- Note 4** Avoidance = measures taken to avoid impacts – should be the first considerations; Mitigation = measures which make unavoidable impacts less severe; Compensation = measures which counterbalance remaining impacts, resulting in an overall no net loss of biodiversity. (NB 'Mitigation' as a general term, or a 'mitigation strategy' is often used to cover all these processes).
- Note 5 – a note on hanging tiles.** This checklist, where relating to potential impacts on **bats**, is adapted from the Bat Conservation Trust's guidelines (see <http://www.bats.org.uk/pages/guidanceforprofessionals.html>) on where bats might reasonably be likely to be found. However bats can be found in other locations, types or areas of buildings. It is particularly important to note that where a building has **hanging tiles** but is not within 200m of woodland or water, there is still potentially a reasonable likelihood of bats being present and a survey may be required in situations other than those specifically identified in this checklist.

**Important: this checklist cannot include all protected species and all circumstances where they may be affected.** Legislation relating to protected species applies in all circumstances and it is the responsibility of the developer to ensure that protected species and habitats are not impacted as a result of development. If protected species are found during the course of development, work should be halted and advice sought from Natural England or a qualified ecologist.

## For office use:

1	Have <b>ALL</b> questions on <b>ALL</b> sections been completed?	Y / N	If YES, go to 2	If NO, application should not be validated
2	Have any questions been answered 'Yes'?	Y / N	If YES, go to 3	If NO, application can be validated
3	Does the applicant identify likely impacts <b>and</b> address potential issues in any comments made on the checklist?	Y / N	If YES, application can be validated	If NO, go to 4

<b>4</b>	Has a separate statement, report or other supporting information been submitted to address potential impacts?	<b>Y / N</b>	If YES, application can be validated	If NO, application should not be validated
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### **Calculating root protection areas**

For single stem trees, the root protection area (RPA) of the tree should be calculated as an area equivalent to a circle with radius 12 times the stem diameter when measured at 1.5m from the ground. For trees with multiple stems, the calculations below should be used to determine the mean diameter from which the RPA can be calculated (all stem diameters should be calculated at 1.5m from the ground):

For trees with two-five stems:  $\sqrt{(\text{stem diameter } 1)^2 + (\text{stem diameter } 2)^2 \dots + (\text{stem diameter } 5)^2}$

For trees with more than five stems:  $\sqrt{(\text{mean stem diameter})^2 \times \text{number of stems}}$

The calculated RPA for each tree should be capped at 707m<sup>2</sup>.

There are a number of RPA calculator tools available through websites, search: *Root Protection Areas Calculation*'.

Ensure the baseline tree measurements are included in the application.

### ABBREVIATIONS

AONB	Area of Outstanding Natural Beauty
DCLG	Department of Communities and Local Government
DMPO	Development Management Procedure Order 2015
FRA	Flood Risk Assessment
LPA	Local Planning Authority
NPPF	National Planning Policy Framework
PPG	Planning Policy Guidance
SPD	Supplementary Planning Document
TA	Transport Assessment
TP	Travel Plan