

**Validation Checklist Guidance Notes:  
Householder Applications for Planning Permission,  
Listed Building Consent and Conservation Area Consent**

As part of the drive to provide a quicker and more predictable planning service, the Government has introduced new standard electronic forms for applications for planning permission made under the Town and Country Planning Act. The new forms are called 1APP.

Alongside this, and to support the use of the standard application forms, the Government has introduced new information requirements for the validation of planning applications by local planning authorities. These requirements are set out in the new Validation Checklists. These specify the information that will need to be provided by the applicant to enable the application to be considered “valid”. Pre-application discussions with a Planning Officer will help to clarify what information will need to be submitted with your application.

The following guidance notes illustrate the level of information required, and they should be read in conjunction with the relevant Validation Checklist relating to the type of application being submitted.

Until the requirements of the relevant Validation Checklist are met, your application will not be registered and processed.

**National Requirements**

The following must be included with your application:

**1. Standard Application Form**

The completed correct application form, with all of the questions answered. 4 copies are required if the application is submitted in paper form.

**2. Certificates**

A completed Certificate of Ownership (Certificate A, B, C or D). This is included on the application form. It is required for all householder applications. If Certificate B, C or D is submitted, the appropriate notice must be served on any other owner(s) of the application site and/or advertised locally in accordance with Articles 6 and 7 of the Town and Country Planning (General Development Procedure) Order 1995. An “owner” is anyone with a freehold interest or a leasehold interest with an unexpired term of at least 7 years.

A completed Agricultural Holdings Certificate. This is included on the application form. It is required for all householder planning applications, whether or not the application site is part of an agricultural holding, but is not required for applications for listed building consent or conservation area consent only.

**3. Site Location Plan**

An up-to-date and accurate site location plan (preferably Ordnance Survey) at a scale of 1:1250 or 1:2500 (and including a scale bar) showing at least 2 named main roads, surrounding buildings, and the direction north. The application site, which must include the means of access to a public highway, must be clearly edged with a red line and any other land owned by the applicant must be edged with a blue line. 4 copies are required if the application is submitted in paper form.

#### **4. Block Plan**

An up-to-date, accurate and numbered block plan at a scale of 1:500 or 1:200 (and including a scale bar) showing the site and adjacent road(s), any existing and proposed buildings, extensions and hardstandings on the site, the location of existing buildings on adjoining sites, access arrangements, the type and height of the site's boundary treatments, the location and spread of all trees on or overhanging the site, and the direction north. All drawings must be numbered and use black ink. 4 copies are required if the application is submitted in paper form.

#### **5. Existing and Proposed Elevations**

These should be drawn to a scale of 1:50 or 1:100 (and include a scale bar), numbered and should show clearly the proposed works in relation to the existing building(s). All sides of the proposal must be shown and should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations also need to be included, if only to show that this is the case. Where a proposed elevation adjoins or is in close proximity to another building, the drawings should show the relationship between the buildings, and detail the positioning of the openings in each building. Elevation drawings are not required for change of use applications involving no external works. 4 copies of the drawings are required if the application is submitted in paper form.

#### **6. Existing and Proposed Floor Plans**

These should be drawn to a scale of 1:50 or 1:100 (and include a scale bar), numbered and should show the existing building(s) and the proposal in detail. Any existing buildings or walls to be demolished should be clearly shown. New buildings should be shown in context with adjacent buildings. 4 copies are required if the application is submitted in paper form.

#### **7. Roof Plans**

These should be drawn to a scale of 1:50 or 1:100 (and include a scale bar), numbered and should show in plan form the proposed shape of the roof. 4 copies are required if the application is submitted in paper form. As an alternative to submitting a separate roof plan drawing, the proposed roof plan could be shown on the block plan.

#### **8. Site Sections and Finished Floor and Site Levels**

These should be drawn to a scale of 1:50 or 1:100 (and include a scale bar) and numbered. Cross-sections through the proposed building(s) are required and need to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. In addition, finished floor levels of the building(s) and site level details need to be shown on sloping sites or where a change in ground levels is proposed. In the case of householder developments on relatively level sites, however, the finished floor levels should be evident from the floor plan and elevation drawings. When site levels need to be shown, they should relate to a fixed datum point off site. 4 copies are required if the application is submitted in paper form.

## 9. Design and Access Statement

A Design and Access Statement is required for householder planning applications only if the site lies within a Conservation Area, the North Wessex Downs Area of Outstanding Natural Beauty or a Site of Special Scientific Interest. It is a short report intended to illustrate the process that has led to the development proposal and explain and justify the proposal in a structured way. [Advice on How to Write a Design and Access Statement](#) as been prepared by the Commission for Architecture and the Built Environment (CABE). A Design and Access Statement is required for all applications for listed building consent, but not for applications for only conservation area consent. More information can be found at the following link [Design and Access Statements](#).

## 10. Application Fee (where a fee is required)

### Local Requirements

In addition to the above information that must be included with your application, the following is a list of additional information which may be required to accompany your application. If you need advice on which of the additional information requirements listed below will need to be included with your application, please discuss your proposal with a Planning Officer.

#### 1. Additional Drawings

Additional drawings may be required, including:

- Site survey plan at a scale of 1:250 or a specified larger scale showing existing features of the site (e.g. levels, walls, fences, trees, ponds/lakes, hardstandings, buildings and other structures).
- Detail drawings at a scale of 1:20 or a specified larger scale to show new window and door joinery, panelling, fireplaces, staircases, chimneys, eaves/verge details, and decorative details, and any proposed alterations to existing features and details. These may be required to accompany applications for listed building consent.

4 copies of any additional drawings are required if the application is submitted in paper form. All drawings need to be numbered and include a scale bar.

#### 2. Biodiversity Survey/Protected Species Report

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures, information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc.) Regulations 1994, and the Protection of Badgers Act 1992. Certain proposals (e.g. demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows, or alterations to water courses) may affect protected species and will need to provide information on the affected species, any potential impacts for them, and any proposals to mitigate such impacts. Government planning policies for biodiversity are set out in [Planning Policy Statement 9: Biodiversity and Geological Conservation](#) (August 2005). PPS 9 is accompanied by a [Guide to Good Practice](#) and a Government Circular – [ODPM Circular 06/2005 / Defra Circular 01/2005, "Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System"](#).

### **3. Daylight/Sunlight Assessment**

Where there is a potential adverse impact on the current levels of sunlight/daylight enjoyed by adjoining properties or buildings, including gardens or amenity space, applications may need to be accompanied by a Daylight/Sunlight Assessment. Further guidance on the Council's requirements is provided in the [House Extensions Design Guide Supplementary Planning Guidance](#).

### **4. Flood Risk Assessment**

A Flood Risk Assessment (FRA) is required for all new development proposed in Flood Zones 2 and 3, as designated by the Environment Agency. A FRA is also required for any development other than minor works in a designated critical drainage area which has been notified to the local planning authority by the Environment Agency. The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account, and it should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Urban Drainage Systems (SUDS), and address the need for safe access to and from the development at times of flood. The FRA should be prepared by the applicant in consultation with the local planning authority, with reference to their published local development documents and any Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the [Town and Country Planning \(Environmental Impact Assessment\) \(England and Wales\) Regulations 1999](#) as amended. [Planning Policy Statement 25: "Development and Flood Risk"](#) (December 2006) provides comprehensive guidance for both local planning authorities and applicants in relation to undertaking Flood Risk Assessments, and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. The Environment Agency website has further information regarding [Flood Zones](#) and [Flood Risk Assessments](#).

### **5. Foul Sewage Assessment**

All new habitable buildings need connections to foul and surface water sewers. If an application proposes to connect a development to the existing drainage system, details of the existing system should be shown on the application drawings. It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. If the proposed development results in any changes/replacement to the existing drainage system or the creation of a new system, scale drawings of the new foul drainage arrangements need to be provided. This will need to include a location plan, cross sections/elevations and a detailed specification. Drainage details that will achieve Building Regulations Approval are required. In addition, if the development involves the creation of a new non-mains foul sewerage system (i.e. a septic tank or cesspool), scale drawings and cross-sections of the new system, a detailed specification, and an assessment of the environmental, amenity and public health impact of the proposal need to be included. In these circumstances, it will be necessary to demonstrate why the development cannot connect to the mains sewer and show that the proposed means of disposal is satisfactory. Further advice on this matter can be found in [Circular 03/1999, "Planning Requirements in Respect of the Use of Non-Mains Sewerage Incorporating Septic Tank in New Development"](#) and

in Building Regulations Approved Document Part H and BS6297. In addition, the Environment Agency's [Form FDA1](#) will need to be submitted with planning applications which include a new non-mains foul sewerage system – the form can be found at the Environment Agency website. If connection to any sewerage system requires crossing land that is not in the applicant's ownership, other than a public highway, notice will need to be served on the owners of that land.

#### **6. Green Belt Statement**

Planning applications for extensions to dwellings or replacement dwellings in the Oxford Green Belt need to include volume calculations (measured externally) of the existing dwelling, the proposed extension/replacement dwelling, and any extensions to the dwelling built since October 1995. This is to ensure the proposal complies with Policy GS3 of the adopted Local Plan. The calculations need to include the volume of any integral or attached garage/outbuilding.

#### **7. Heritage Statement**

The information required to be included in a Heritage Statement will vary depending on the nature of the proposal. For applications for listed building consent, a written statement may be required that includes a schedule of the proposed works to the listed building, an analysis of the history and character of the building/structure, the principles of and justification for the proposed works, and the impact of the proposed works on the special character of the listed building/structure, its setting and the setting of any adjacent listed buildings. For applications for conservation area consent, a written statement may be required that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character and appearance of the area. Supporting information included in a Heritage Statement may include plans showing historic features that exist on or adjacent to the application site (including listed buildings and structures), and/or an assessment of the impact of the proposal on the character, appearance and setting of a conservation area, scheduled ancient monument, historic park and garden or archaeological remains. A Heritage Statement will be required for proposals involving the disturbance of ground within an Area of Archaeological Potential (contact [Oxfordshire County Archaeologist for information](#)), or in areas of major development proposals or significant infrastructure works where archaeological remains may survive, as may be specified in pre-application advice. For heritage assets, advice is provided in [Planning Policy Guidance Note 15: "Planning and the Historic Environment"](#) (September 1994). For archaeological remains, advice is provided in [Planning Policy Guidance Note 16: "Archaeology and Planning"](#) (November 1990).

#### **8. Parking Provision**

Details of existing and proposed parking arrangements need to be explained or, alternatively, shown on a site layout or block plan. Such details need to include existing and proposed garage accommodation.

#### **9. Photographs and Photomontages**

These provide useful background information and can help to show the impact of a new development within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or affects the character, appearance or setting of a conservation area or listed

building. Photographs should be dated, numbered and cross-referenced to a plan of the site.

#### **10. Planning Statement**

A Planning Statement identifies the context and need for a proposed development and includes an assessment of how the proposal accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and any wider consultations with community/statutory consultees which may have been undertaken.

#### **11. Tree Survey**

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturalist. Full guidance on the survey information, protection plan, and method statement that should be provided with an application is set out in the current, [BS5837 "Trees in Relation to Construction – Recommendations."](#) Using the methodology set out in the BS should help to ensure that development is suitably integrated with existing trees and that potential conflicts are avoided.