

Validation Checklist Guidance Notes

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 applications, except for approval of reserved matters. 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 whether or not the application site is part of an agricultural holding, but is not required for applications for approval of reserved matters, renewal of temporary planning permissions, discharge, removal or variation of conditions, listed building consent or conservation area consent only, tree preservation orders, or express consent to display advertisements.

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 the proposed building materials and the style, materials and surround details (i.e. lintels and sills) 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

This is a short report to accompany and support a planning application. The length of the Statement should be proportionate to the scale and complexity of the application. However, it needs to go into sufficient depth to illustrate the process that has led to the development proposal and it needs to explain and justify the proposal in a structured way. [Advice on How to Write a Design and Access Statement](#) has been prepared by the Commission for Architecture and the Built Environment (CABE). A Design and Access Statement is required to accompany all applications for listed building consent. Design and Access Statements are **not** required for the following types of planning application: change of use of land or buildings; engineering or mining operations; development within the curtilage of a dwellinghouse, unless it is within a Conservation Area, Area of Outstanding Natural Beauty or Site of Special Scientific Interest. Design and Access Statements are also not required for applications for approval of reserved matters, conservation area consent or express advertisement 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 a planning application. The precise requirements will depend on the nature and scale of the proposal and the type of application being submitted. You will need to refer to the relevant Validation Checklist and discuss your proposal with a Planning Officer for further guidance on which of the additional information requirements listed below will need to be included with your application.

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, shopfronts, 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.
- Drawings of proposed advertisements showing their size, siting, materials, colours, finish, height above ground, projection from the face of a building, and full details of any method and intensity of illumination.

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. Affordable Housing Statement

This needs to confirm compliance with the Council's affordable housing policy (Policy H17 of the adopted Local Plan) and Supplementary Planning Guidance or, alternatively, provide evidence relating to the viability of the development if the Council's policy

requirements are not proposed to be met. The Statement also needs to confirm the number, tenure, type and location of the affordable units, and provide details of any Registered Social Landlord acting as partners in the development.

3. Air Quality Assessment

This is required for developments within or likely to affect the air quality within an Air Quality Management Area (AQMA) as designated by the Council. It should provide such information to allow a full consideration of the impact of the proposal on the air quality of the area. The only AQMA in the Vale is in Abingdon town centre, although others may be designated. Further advice on Air Quality Assessments is available in [Planning Policy Statement 23: "Planning and Pollution Control"](#) (November 2004).

4. 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. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long-term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. 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. Natural England's Standing advice on Protected Species and Ancient Woodlands can be found at http://www.naturalengland.org.uk/regions/south_east/ourwork/standingadvice/default.aspx 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"](#).

5. 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](#).

6. Economic Statement

This is a supporting statement of any regeneration benefits arising from the proposed development, including details of any new jobs that might be created or supported, the relative floorspace totals for each proposed use, any community benefits, and reference to any regeneration strategies that might lie behind or be supported by the proposal.

7. Environmental Impact Assessment

The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations (1999) set out the circumstances where an Environmental Impact Assessment (EIA) is required. Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 of the Regulations must be provided, and this may obviate the need for other more specific assessments. Where an EIA is not required, the local planning authority may still require environmental information to be provided. An applicant may request a “screening opinion” (i.e. to determine whether an EIA is required) from the local planning authority before submitting the application. For general guidance, an EIA may be required, depending on the nature and scale of the proposal, for development of the following types:

- Agriculture and aquaculture
- Extractive industry
- Energy industry
- Production and processing of metals
- Mineral industry
- Chemical industry
- Food industry
- Textile, leather, wood and paper industries
- Rubber industry - manufacture and treatment of elastomer-based products
- Infrastructure projects
- Other projects (such as significant urban development)
- Tourism and leisure
- Any change to or extension of development of a description listed in Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 or where development is already authorised, executed or in the process of being executed, and the change or extension may have significant adverse effects on the environment.

Click here to see the [Town and Country Planning \(Environmental Impact Assessment\) \(England and Wales\) Regulations \(1999\)](#).

8. Flood Risk Assessment

A Flood Risk Assessment (FRA) is required for all development proposals on sites of 1 hectare or more and all proposals for new development located 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](#).

9. 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 disposal of trade waste or 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. 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.

10. 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.

11. 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).

12. Land Contamination Assessment

Applications may need to be accompanied by a Land Contamination Assessment, which should include an extended assessment in line with [Planning Policy Statement 23: "Planning and Pollution Control"](#) (November 2004). Where contamination is known or suspected and the proposed use would be particularly vulnerable to contamination (e.g. housing, schools, hospitals, children's play areas), the applicant should provide such information with the application necessary to be able to determine whether the proposed development can proceed. A wide range of industrial uses historically may have contaminated, or potentially contaminated, the land (and neighbouring land). The former Department of the Environment produced a series of [industry profiles](#) that provide helpful details of principal contaminants associated with each industrial use.

A site investigation should be carried out sufficient to determine the existence or otherwise of contamination, its nature, the risks it may pose and whether these can be reduced to an acceptable level. This requires a risk assessment that identifies the sources, pathways and receptors (i.e. the pollutant linkages). The investigation procedure can be divided into 3 phases. Phase 1 – desk-top study; Phase 2 – intrusive investigation/risk assessment; and Phase 3 – remediation strategy/validation report. Not every site will require all 3 phases to be carried out. Whilst the minimum information required is a desk-top study and site reconnaissance (walk over), it should be noted that these will not be sufficient to confirm the presence or absence of contamination. It is essential that all investigations of land potentially affected by contamination should be carried out in accordance with current Government and Environment Agency guidance and approved Codes of Practice – e.g. [CLR11 Model Procedures for the Management of Land Contamination](#) and [BS10175:2001 Investigation of Potentially Contaminated Sites, Code of Practice](#).

13. Landscaping Details

Applications may be accompanied by landscaping details, including proposals for long-term maintenance and landscape management. Detailed landscaping proposals should follow from the design concept in the Design and Access Statement. Existing trees and vegetation should be retained wherever practicable, and the application needs to show how they will be fenced off and properly protected during construction.

14. Lighting Assessment

Proposals involving the provision of publicly accessible developments in the vicinity of residential property, a listed building or a conservation area, or in the open countryside, where external lighting would be provided or made necessary by the development (e.g. outdoor sports facilities or developments requiring security lighting) should be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details need to include a layout plan with beam orientation and a schedule of the equipment in the design. The Government's publication "[Lighting in the Countryside: Towards Good Practice](#)" (1997) is a helpful guide. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security

lighting. The advice is applicable in towns as well as the countryside. In addition, the Institution of Lighting Engineers provides guidance on external lighting matters in its publication [“Guidance Notes for the Reduction of Obtrusive Light”](#) (2005).

15. Noise Assessment

Proposals that raise issues of noise disturbance or include a noise sensitive use in a noise sensitive area should be supported by a Noise Assessment prepared by a suitably qualified acoustic engineer. Government policy is provided in [Planning Policy Guidance Note 24: “Planning and Noise”](#) (September 1994).

16. Open Space Assessment

Planning permission is not normally granted for development on existing open spaces which local communities need. Nevertheless, in the absence of a robust and up-to-date assessment by the local authority, the applicant may seek to demonstrate through an Open Space Assessment that the land is surplus to local requirements, and submit this as evidence to accompany a planning application for development on an area of open space. Government policy is set out in [Planning Policy Guidance Note 17: “Planning for Open Space, Sport and Recreation”](#) (July 2002).

17. 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 will need to include existing and proposed garage accommodation.

18. Photographs and Photomontages

These provide useful background information and can help to show the impact of a new development within the street scene or the visual impact of new advertisements. 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.

19. Planning Obligations – Draft Heads of Terms

Planning Obligations (or Section 106 Agreements) are agreements negotiated between a local planning authority and persons with an interest in the application site (i.e. “developers”). Primarily, they are intended to make acceptable development which would otherwise be unacceptable in planning terms. Where Local Plan or Local Development Framework policies give details of likely Section 106 requirements, or where pre-application discussions on the likely requirements have been held with the local planning authority, draft Heads of Terms may be submitted with the application – this needs to include proof of the applicant’s title. Further advice is available in [ODPM Circular 05/2005, “Planning Obligations”](#) and the Planning Obligations: Practice Guide issued in conjunction with the [Model Section 106 Agreement](#), both of which are available on the Communities and Local Government website.

20. 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. However, a separate Statement of Community Involvement may also be appropriate.

21. Retail and Leisure Impact Assessments

Impact Assessments are required for all retail and leisure developments over 2,500 square metres gross floorspace, and may be required for smaller developments if they are likely to have a significant impact on existing centres. Impact Assessments are also required to accompany applications for other main town centre uses when they are in an edge-of-centre or out-of-centre location and the proposal is not in accordance with the development plan. Government policy advice can be found in [Planning Policy Statement 6: "Planning for Town Centres"](#) (March 2005).

22. Statement of Community Involvement

Applications may need to be supported by a Statement setting out how the applicant has complied with the need to carry out pre-application consultations, as set out 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. Further guidance on Statements of Community Involvement is available in Chapter 7 of ["Creating Local Development Frameworks: A Companion Guide to PPS 12"](#) (November 2004).

23. Structural Survey

A structural survey should be submitted to support an application if the proposal involves substantial demolition or the conversion of a historic building (e.g. a barn conversion).

24. Telecommunications Development – Supplementary Information

Planning applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information, including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information to support the proposal. A signed declaration is also required to confirm that the proposal has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the [Code of Practice on Mobile Phone Network Development](#) (2002).

25. Transport Assessment

[Planning Policy Guidance Note 13, "Transport"](#) (March 2001), advises 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 its transport implications. For smaller schemes, the TA should simply outline the transport aspects of the application, whilst 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 (including improvements to public rights of way) to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance can be found in ["Guidance on Transport Assessments"](#) published by the Department for Transport (March 2007).

26. Travel Plan

A Travel Plan should be submitted alongside planning applications which are likely to have significant transport implications. The Travel Plan should outline the way the transport implications of the development are to be managed, and it should include an appropriate implementation strategy. Further advice is available in "[Using the Planning Process to Secure Travel Plans: Best Practice Guide](#)" (ODPM and DfT 2002) and "[Making Residential Travel Plans Work: Guidelines for New Development](#)" (DfT, 2007).

27. 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.

28. Utilities Statement

A Utilities Statement explains how a proposed development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage sewers. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains. Utilities Statements should demonstrate:

- That, following consultation with the service provider, the availability of utility services has been examined and that the proposal would not result in undue stress on the delivery of those services to the wider community;
- That the proposal incorporates any utility company requirements for substations, telecommunications equipment or similar structures;
- That service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;
- Where the development impinges on existing infrastructure, the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

29. Ventilation/Extraction Statement

Details of the position, appearance and design of any 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 (restaurants and cafes), A4 (public houses and wine-bars) and A5 (hot food takeaways). This information (apart from odour abatement techniques, unless specifically required) will also be required for significant retail, business, industrial, leisure or other similar developments where substantial ventilation, cooling or extraction equipment is proposed to be installed.

30. Waste Management Plan

Larger-scale development proposals should be supported by a site Waste Management Plan, as encouraged by the [Code of Practice “Site Waste Management Plans: Guidance for Construction Contractors and Clients”](#), published in 2004 by the Department of Trade and Industry (now the Department for Business Enterprise and Regulatory Reform). These provide relevant waste disposal details, and are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials, and to demonstrate how off-site disposal of waste will be minimised and managed.