

V1 VALIDATION REQUIREMENTS:

HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council's website which gives more detail of these requirements.

		TICK, CROSS OR N/A
1. FORMS		
Correct National Standard Application Form (original and 3 copies unless submitted electronically)		
All signed and dated		
All relevant questions answered correctly		
2. PLANS		
Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate.		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
Site Plan at a scale of 1:500 or 1:200 to show:	The direction of North	
	The development in relation to site boundaries and existing buildings on the site with written dimensions.	
	All buildings, roads and footpaths on land adjoining the site, including access arrangements	
	All public rights of way crossing or adjoining the site	
	The position of all trees on the site and those on adjacent land which could be affected by the development	
	The extent of any hard surfacing	
	Boundary treatment where proposed	
Block Plan at a scale of 1:100 or 1:200 to show:	Any site boundaries	
	The position of any building or structure on the other side of such boundaries	
	The type and height of boundary treatment	

Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
	Where possible, the proposed building materials and the style, materials and finish of the windows and doors	
Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:	Where existing walls or buildings are to be demolished these should be clearly shown	
	Details of the existing building(s) as well as the proposed development	
	New buildings in context with adjacent buildings	
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves.	
	For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development	
	In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.	
Roof plans	Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material and their location	
3. CERTIFICATES		
Ownership Certificate Completed	Correct certificate - A, B, C or D as required	
Agricultural Holdings Certificate Completed	Required whether or not the site includes an agricultural holding	
4. FEE		
Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees.		
5. DESIGN AND ACCESS STATEMENT		
If required. e.g. If the dwelling or part of the curtilage is within a Conservation Area		
6. LOCAL REQUIREMENTS		
Flood Risk Assessment	For householder development within flood zone 2 or flood zone 3 , the applicant should use Table 1 below to identify the requirements of their application. Flood zone maps can be found on the Environment Agency website at www.environment-agency.gov.uk and will identify whether your property is within a flood zone. The dark blue areas represent flood zone 3 and the lighter blue areas flood zone 2.	
Tree Survey/ Arboricultural Implications, Where:	Any external works (if applicable) result in works being carried out within 10 metres of the crown spread of any tree covered by a Tree Preservation Order (TPO)	
	Any external works (if applicable) result in works being carried out within 10 metres of the crown spread of any tree within a conservation area	

Table 1

Applicants to choose one or other of the flood mitigation measures below	Applicant to provide the planning authority with supporting information detailed below as part of their flood risk assessment	
Either; Floor levels within the proposed development will be set to no lower than existing levels AND, Flood proofing of the proposed development has been incorporated where appropriate.	Details of any flood resilience and resistance techniques to be included in accordance with 'Preparing for floods' (ODPM 2003)	
Or; Floor levels within the extension will be set 300mm above the known or modelled 1% (1 in 100 chance each year) river flood level or 0.5% (1 in 200 chance each year) tidal and coastal flood level.	This must be demonstrated by a plan that shows finished floor levels relative to the known or modelled flood level. All levels should be stated in relation to Ordnance Datum	

Notes/Explanation: (Please add any further comments to support the above submissions)