



FULL OR OUTLINE APPLICATION VALIDATION REQUIREMENTS

Please see the [Full Validation checklist for more detail – ie the Master Document](#)

This document provides guidance on what documents are usually required to validate the application.

Other information may also be required in accordance with the full list.

If any of this is missing the application may be delayed until it is provided.

The case officer may request other information after the application has been registered

DRAWING REQUIREMENTS

All drawings should meet the following:

- Portable Document Format (PDF) is the recommended file format to ensure that they are accessible to consultees;
- All drawings shall include a scale bar and key dimensions;
- All drawings shall specify the printing page size for which the scale applies
- All documents and drawings shall be given a meaningful title and dated with drawings given a unique plan reference. For example: Block Plan drawing v1A.pdf or Design and access statement 28102013.pdf.
- Plans should not contain the phrase 'Do not scale'.
- All drawings shall be correctly orientated for on-screen display
- Scanned documents must be a minimum of 200 dots per inch (dpi) resolution for black and white and 100 dpi for colour;
- All photographs in PDF file format and no larger than 15 cm x 10 cm.
- Updated or revised versions of plans or documents should be clearly named to show a change so that the new documents can be easily identified when uploaded. For example Block Plan drawing v1B.pdf or Design and Access Statement 30102013.pdf."

INFORMATION REQUIRED	WHEN REQUIRED	Information Provided (tick as appropriate)
Application Form	Always	<input type="checkbox"/>
Ownership Certificate	Always	<input type="checkbox"/>
Correct Fee	Always	<input type="checkbox"/>
Location Plan	Always	<input type="checkbox"/>
Existing Site Plan	Always	<input type="checkbox"/>
Existing Floor Plans	Change of Use or Extension	<input type="checkbox"/>
Existing Roof Plan	Complex Roof Design and Extension Proposed	<input type="checkbox"/>
Existing Elevations	External Alterations or Extension Proposed	<input type="checkbox"/>
Proposed Site Plan	Always	<input type="checkbox"/>

Proposed Floor Plans	External Alterations or Extension Proposed	<input type="checkbox"/>
Proposed Roof Plan	Complex Roof Design and Extension Proposed	<input type="checkbox"/>
Proposed Elevations	External Alterations or Extension Proposed	<input type="checkbox"/>
Existing/Proposed Levels and Sections	Building/Engineering Operations and there is a Change in Grounds Levels or it's on a Sloping Site	<input type="checkbox"/>
Affordable Housing Statement	10+ Residential Dwellings Proposed	<input type="checkbox"/>
Agricultural Statement	Development on agricultural land for the purposes of agriculture and other uses appropriate to the rural area	<input type="checkbox"/>
Air Quality Assessment	Major Apps in AQMA area	<input type="checkbox"/>
Archaeological Assessment	Sites on or adjacent to a heritage asset of archaeological interest	<input type="checkbox"/>
Crime Impact Assessment	10+ Dwellings; New Education/Non Residential/HMO & Student Accommodation/ATMs	<input type="checkbox"/>
Coal Mining Risk Assessment	In a High Risk Area (Excluding COU or RM Apps); Minerals Apps	<input type="checkbox"/>
Design & Access Statement	Major Apps; 1+ Dwelling in a Conservation Area; 100+ sq.m of Floorspace	<input type="checkbox"/>
Ecological Survey	On/Adjacent to a designated site; Apps which include barn conversion/ Demolition/Wind Turbines/Removal of Trees (Not Tree Work Apps)	<input type="checkbox"/>
Energy Statement	Major Apps; All Apps for renewable energy production	<input type="checkbox"/>
Equality and Diversity Impact Statement	Where no D & A is required - All Apps for physical changes to non residential dwellings	<input type="checkbox"/>
EIA	Major Apps that fall within Schedule 1 or exceed thresholds in Schedule 2 and have significant effects on the environment	<input type="checkbox"/>
Flood Risk Assessment/SUDS/ Water Management Scheme	Major Apps over 1ha in Flood Zone 1; Major less than 1ha in Critical Drainage Area/COU to Residential; Apps for Built Development in Zones 2 & 3	<input type="checkbox"/>
Flues and Ventilation Extraction Details	Apps for sale or preparation of cooked food; launderettes; other uses where air conditioning or extraction equipment is required	<input type="checkbox"/>
Heads of Terms for S106	Where contributions required; eg. Affordable Housing	<input type="checkbox"/>
Health Impact Assessment	Residential of 200+ Houses; Floorspace of 10,000+sq.m	<input type="checkbox"/>
Heritage Statement	Sites with designated and non-designated Heritage Assets and their settings (including conservation areas and locally listed buildings).	<input type="checkbox"/>
Landscape Proposals	Apps which include changes to land contours, soils, substrates, waterbodies, vegetation and/or landscape features	<input type="checkbox"/>
Lighting Scheme	Apps involving the provision of floodlighting and lighting to tall buildings.	<input type="checkbox"/>

Materials	Shop Fronts; in Conservation Areas; Listed Buildings/Green Belt	<input type="checkbox"/>
Noise and Vibration Impact Assessment	New Noisy Development adjacent Residential and vice versa	<input type="checkbox"/>
Open Space Proposals	10+ Residential Dwellings	<input type="checkbox"/>
Parameters Plan	Outline Application where Scale or Layout are reserved	<input type="checkbox"/>
Parking/ Access/ Servicing Arrangements	All Apps where parking/access required	<input type="checkbox"/>
Photographs and Photomontages	Conservation Area/Listed Building/Telecom Mast/Green Belt or Open Countryside	<input type="checkbox"/>
Planning Statement/Statement of Community Involvement	Major App/Listed Building/Green Belt	<input type="checkbox"/>
Playing Pitch Justification	Prejudice the Use/Loss of Existing Pitch; Site designated for a pitch or was last use (5 years); Replacement of grass pitch with artificial	<input type="checkbox"/>
Refuse Facilities	Residential/Retail/Industrial Use and Change of Use Apps	<input type="checkbox"/>
Rural Workers Dwelling Statement	New properties in the greenbelt that are necessary for essential workers	<input type="checkbox"/>
Town Centre Impact Assessment and Sequential Test	Town centre uses including commercial, retail or leisure uses located outside of town, district or local centres over 500 sq.m of gross floor space	<input type="checkbox"/>
Site Treatment and Management Plan	All Apps which include demolition	<input type="checkbox"/>
Structural Survey	Listed Building - Demolition in whole/part or significant structural alterations; Conversion of agricultural building	<input type="checkbox"/>
Telecommunications Information	Prior Approval and Full Apps for Telecoms Masts	<input type="checkbox"/>
Transport Assessment/Statement	See Thresholds; Not applicable to floorspace under 250 sq.m or less than 50 dwellings (C3) or 30 Bedrooms (C1/C2)	<input type="checkbox"/>
Travel Plan	See Thresholds; Not applicable to floorspace under 250 sq.m or less than 50 dwellings (C3) or 30 Bedrooms (C1/C2)	<input type="checkbox"/>
Tree Survey	All Apps where there are trees on or adjacent to the site	<input type="checkbox"/>
Viability Appraisal	Where applicant not proposing contributions, eg. Affordable housing	<input type="checkbox"/>