

Ashfield District Council Local Validation Checklist

# Applications - Full and Major Guide

Draft for Consultation – 2024

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## Introduction

The Ashfield District Council Validation List has been produced in line with The Town and Country Planning (Development Management Procedure) (England) Order 2015. This document sets out both national and local requirements for the submission of planning applications.

Planning Practice Guidance advises that Local Planning Authorities should publish a list of their information requirements for applications for planning permission. These should be kept to the minimum needed to make decisions and should only request information that is relevant, necessary, and material to the application in question.

## Using this guide

* + National Validation requirements for planning applications. These are required with all applications.
  + Local requirements for Full and Major Applications.

Please note that this guide does not specify requirements for ‘Prior Notifications’ under the Town and Country Planning General (Permitted Development) Order 2015 (as amended) These are as prescribed by that legislation.

## The Validation Process

The validation of planning applications is essentially an administrative process to check that the correct documents and fee (where applicable) have been submitted.

We will only ask you for information which we consider reasonable and proportionate to the circumstances of your application to provide a balanced package of information that addresses the impacts of the proposal on the economy, community, and environment.

We would ask you to bear in mind that we can make an application ‘invalid’ if the submitted application is not in accordance with either the national or local requirements e.g. Where there are clear inaccuracies (for example the plans and elevations are inconsistent) or if an application is missing a Heritage Statement but the proposal could impact upon a heritage assets (including its setting). The Council may, in certain circumstances, also invalidate an application if a document is submitted but has not covered the very basic information that it needs to, for example if a Design and Access Statement has not considered the sites context or access matters.

If this is the case, we will try to help you to remedy the inaccuracies or deficiencies in your application in a timely way. We will normally contact you by email or post in the first instance, so that you can address the inaccuracies or deficiencies.

Where an application is invalid, we will normally declare the application “invalid” and not proceed to process it until the extra information or inconsistencies are addressed. We believe that this is the most efficient way of processing the application overall and will ensure that all the stakeholders and members of the community who are consulted or interested in the application can find all of the relevant planning information at the same time. This will help avoid abortive dialogue and delay where relevant information is absent, or inaccuracies are present. We believe that this also safeguards transparency and the principle of “no surprises” either way through the life of an application.

## Types of application

The content and detail of the supporting information we require will be proportionate and relevant to the development. For householder developments (e.g. home extensions and outbuildings) the information required is usually minimal and set out in accordance with national requirements. This is unless your application relates to property that is listed building, in a conservation area, covered by a Tree Preservation Order, or within a Flood Zone.

For major schemes it is recommended that the content of technical documents supporting your application be informed by preapplication discussions with the Council and by reference to our planning policies and guidance.

## Submission of applications

Applications should be submitted through the Planning Portal. Should you wish to submit hard copies, application forms can be obtained directly from the Planning Portal. However, it is advised that the submission is made through the planning portal. If the information required is not submitted with your application, then the application will not be valid, and it will not be assigned to a case officer or start to be progressed towards a decision.

# Full Applications (For development: less than 1000 sq metres of additional floorspace, less than 1 hectare, and between 1 and 9 residential units (and below 0.5 hectares site area))

## National Validation Requirements

| No. | Requirement | Types of Application  and when required | Details of what is required |
| --- | --- | --- | --- |
| 1 | Application Form | All | Application forms and guidance on completing them is available from [www.planningportal.co.uk](http://www.planningportal.co.uk)  Should you be submitting paper copies, these are available at the following link: [www.planningportal.co.uk/paperforms](http://www.planningportal.co.uk/paperforms)  All sections of the form must be completed in full, dated and signed. |
| 2 | Appropriate fee | All – exemptions apply | The application must be accompanied by the correct fee. Fees can be calculated using the Planning Portal fee calculator: <https://1app.planningportal.co.uk/FeeCalculator/Standalone>  As set out within The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) |
| 3 | Ownership Certificate  (A,B,C or D as applicable) and Land Agricultural Declaration | All | This forms part of the application form.  Guidance on how to fill out these forms can be found at the Planning Portal Website: [www.planningportal.co.uk](http://www.planningportal.co.uk)  One of the ownership certificates must be signed. (If part of your proposal overhangs or forms a party wall on your neighbour’s land you are required to submit Certificate B) |
| 4 | Site Location Plan | All | A location based up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the map should fit onto A4 or A3 size paper)  Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.  The application site should be edged clearly with a single continuous 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 all other land owned by the applicant, close to or adjoining the application site. |
| 5 | Block Plan | All | Block plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show:   * the direction of north * the proposed development in relation to the site boundaries and other existing buildings on the site * written metric dimensions including those to the boundaries   The following maybe required, unless these would **NOT** **influence** or be affected by the proposed development:   * all the buildings, roads and footpaths on the land adjoining the site including access arrangements * all public rights of way crossing and adjoining the site * the position of all trees on the site, and those on adjacent land * the extent and type of any hard surfacing; and * boundary treatment including walls or fencing where this is proposed |
| 6 | Existing and Proposed Floor Plans | All | All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with dimensions (in metric) and a scale bar.  They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished as appropriate. |
| 7 | Existing and Proposed Elevations | All | All plans to be drawn at a minimum scale of 1:50 or 1:100.  Plans should be proportionate to the nature and size of the proposal, titled, and numbered identifying revisions, and annotated with dimensions (in metric) and a scale bar.  They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished, or changes to external materials as appropriate. |
| 8 | Roof Plans | Roof extensions, roof terraces, dormer windows and window and door replacement. | For roof extensions and dormers:   * Submit elevations of the whole property, not just the roof and upper floor(s) * Submit existing and proposed sections through the roof   For roof terraces:   * Show the nearest windows on the immediately adjoining properties on elevations and floor plans * Provide details including proposed materials and measurements of means of enclosure around the terrace and any privacy screens |
| 9 | Design and Access Statement | * Applications for major development * Applications for development in a designated area\* where the proposed development consists of: * One or more dwellings; or – * A building or buildings with a floor space of 100 square meters or more * Applications for listed building consent   \*For the purposes of design and access statements, a designated area means a world heritage site or conservation area. | A Design and Access Statement must:   1. Explain the design principles and concepts that have been applied to the proposed development; and 2. 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 developer’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 |
| 10 | Biodiversity DEFRA Metric and Statement | For all development required to meet mandatory biodiversity net gain (BNG) requirements | When submitting a planning application (that requires BNG information) you must provide the following:   * A statement as to whether the applicant believes that planning permission would be subject to the biodiversity gain condition. * The pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date), including the completed metric calculation.   + Where the applicant wishes to use an earlier date, they must detail the proposed earlier date and the reasons for proposing that date. * A statement confirming whether the value of the onsite habitat is lower on the date of application (or the earlier date) because of the carrying on of activities (‘degradation’), as the value will be taken from before degradation. * A description of any irreplaceable habitat (as set out in the regulations) on the land to which the application relates. * A plan showing onsite habitat existing on the date of application (or and earlier date), including any irreplaceable habitat. * A statutory biodiversity metric. Please note we can only accept these in excel format (.xls) and it must include the date of the assessment, the details of the assessor and should not include any red boxes, unless the application is in outline, and whether the applicant is requesting permission to purchase statutory biodiversity credits, or if Rule 4 of the metric has been instigated.   Further guidance can be found on https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides. |

# Full Applications (For development: less than 1000 sq metres of additional floorspace, less than 1 hectare, and between 1 and 9 residential units (and below 0.5 hectares site area))

## Local Validation Requirements

| No. | Requirement | Types of Application and when required | Details of what is required |
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| 1 | Air Quality Assessment | Any proposal that could have a significant impact on air quality, either directly or indirectly. | The assessment should indicate the change in air quality resulting from the proposed development and outlining appropriate mitigation measures if required. |
| 2 | Bin Stores / Recycling Facilities | All new development which would result in the need for new or storage or recycling facilities. | A scaled plan indicating the location of bin stores and materials, design and type of enclosure to be used. The plan should include elevations with dimensions (in metric) and details of collection arrangements. |
| 3 | Coal Mining Risk Assessment | Sites within Coal Mining referral areas. | It is important to note that a Coal Mining Report is not sufficient, the assessment must be carried out based on the findings within the report.  Guidance on Coal Risk Assessments:  <https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments> |
| 4 | Contaminated Land Assessment | Any proposal which redevelops or significantly changes the use of a piece of land which could potentially be contaminated as a result of current or historic uses. | You must submit a Phase 1 contaminated land assessment.  If the Phase 1 assessment details the requirement for a Phase 2 assessment, then this should also be submitted and include a remediation strategy as required.  Any remediation completed shall require verification and a report should also be submitted. |
| 5 | Ecology Survey / Protected Species Surveys | Developments that has the potential to affect:  Species protected under the Wildlife and Countryside Act 1981 (as amended), the Conservation of Habitats and Species Regulations 2010, the Protection of Badgers Act 1992.   * Habitats/species of principal importance listed under Section 41 of the Natural Environment and Rural Communities Act 2006. | The survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available.  The survey may be informed by the results of a search for ecological data from the local environmental records centre. The survey must be to an appropriate level of scope and detail and must:   * Record which species are present and identify their numbers (may be approximate). * Map their distribution and use of the area, site, structure, or feature (for example, for feeding, shelter and breeding).   The assessment must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:   * How alternative designs or locations have been considered. * How adverse effects will be avoided wherever possible. * How unavoidable impacts will be mitigated or reduced. * How impacts that cannot be avoided or mitigated will be compensated. * How species numbers are likely to change, if at all, after development for example, whether there will be a net loss or gain. * How features or habitats used by protected species can be enhanced, restored or added to. |
| 6 | Flood Risk Assessment (FRA) | Any proposal that includes development:   * In flood zones 2 or 3 including minor development and change of use; * Where the site area is 1 hectare or more, even if the site is within flood zone 1; Where the site area is less than 1 hectare in flood zone 1, and includes a change of use in development type to a more vulnerable class where they could be affected by sources of flooding other than rives and the sea (for example surface water drains, reservoirs). * In an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency | Site-specific flood risk assessments should always be proportionate to the degree of flood risk and make optimum use of information already available, including information in a strategic flood risk assessment for the area, and the interactive flood risk maps available at: <https://flood-map-forplanning.service.gov.uk/>.  A flood risk assessment should also be appropriate to the scale, nature, and location of the development. For example, where the development is an extension to an existing house (for which planning permission is required) which would not significantly increase the number of people present in areas at risk of flooding, the local planning authority would generally need a less detailed assessment to be able to reach an informed decision on the planning application. For a new development comprising a greater number of houses in a similar location, or one where the flood risk is greater, the local planning authority would need a more detailed assessment. |
| 7 | Floor Space/ Accommodation Schedule | Applications for residential use. | A schedule for residential unit types, the number of bedspaces (persons), number of bedrooms and gross internal floor spaces expressed in square metres. |
| 8 | Hardstanding | All applications where new Hardstanding is proposed. | You must confirm that the proposed materials are permeable or show on your drawings how the surface water is directed to drainage within the boundaries of the site. |
| 9 | Heritage Statement | Applications affecting a listed building, conservation area, or locally listed building, including the setting of these heritage assets. | You must provide information about:   * The significance of the heritage asset affected. * The contribution the setting of the heritage asset makes to its significance. * The principles of and justification for the proposed works; and * The impact of the proposal on the significance of the heritage asset.   The information should explain:   * The sources that you have considered. * The expertise that you have consulted. * The steps that have been taken to avoid or minimise any adverse impacts on the significance/setting of any identified heritage asset(s).   The type and amount of detail required will vary according to the circumstances of each application.  You can provide this information in the design and access statement, where one is required. If you are not required to submit a design and access statement, then you should provide this information in a separate written statement. |
| 10 | Landscaping Scheme | Applications that include external space. | This should include trees/hedges to be removed within the plans and should clearly differentiate between retained and existing trees/hedges, and those proposed.  You must provide details of the planting of trees and/or shrubs, surface material, boundary screen walls and fences.  The scheme would describe the:   * Materials. * Species. * Tree and plant standard/sizes, numbers and planting densities. * Levels, gradients and any earthworks required. * Proposed timing of the implementation of the scheme, it should include proposals for long term maintenance and landscape management. |
| 11 | Levels | All applications where there is a significant change in levels across the site or street scene, or where greater details relating the construction of the proposal is required. | Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development.  Such plans should show existing site levels and finished floor levels (with levels relating to fixed datum points off site) and also show the proposals in relation to adjoining buildings with section plans. Levels should also be considered in the formulation of design and access statements. |
| 12 | Lighting Impact Assessment | Any proposal which involves the installation of flood lighting or other external lighting and that lighting has the potential to impact on existing light sensitive uses. | You must submit a light impact assessment which provides details of external lighting or floodlighting, including:   * Hours of operations. * Light spillage. * Light levels. * Column heights. * Layout plan with beam orientation. * Equipment design. * Mitigation measures if required to meet current light guidelines. * Details of any timers or automatic switch-off/on. |
| 13 | Marketing Information | Any development that results in the loss of employment space. | A report detailing the following:   * Who has marketed the site. * Where the site has been marketed (including pictures of the advert, which should include property details/particulars). * How long the site has been marketed. * Details of the expressions of interest during the marketing period including:   + Number/type of enquiries received.   + Number of viewings.   + Number, type/proposed uses and value of offers.   + Reasons for refusal of an offer. * Has the property/site been marketed for alternative employment use/redevelopment, in terms of use and size of units? * A feasibility study and financial appraisal is needed to demonstrate that redevelopment of the premises/site for employment use is not viable. |
| 14 | Material Details & Materials Plan | All applications where new buildings are proposed | Manufacturers specification accompanied by photographs and RAL colour system numbers.  If multiple dwellings are to be constructed using a mixed pallet of materials, a ‘Materials Plan’ will be required, indicating the materials for each dwelling. |
| 15 | Noise Impact Assessment | Where developments are close to existing sources of noise, or the proposal could generate significant noise levels. | You must submit a noise impact assessment prepared by a qualified acoustician and that assessment shall include mitigation measures if required to meet current noise guidelines. |
| 16 | Open Space Assessment | All applications where there would be a loss of open space, including playing fields. | An open space assessment will typically address:   * Relevant local and national planning policy around open spaces and how the current development addresses them. * Open spaces in the area and the sites relationship to them. * Supply and demand for the type of development being proposed, and how it fits into these statistics. * Any remediation efforts to compensate for loss of the space to the local community. |
| 17 | Parking Plan | All applications which increase the quantum of development and/or alter the amount of on-site parking. | Submit existing and proposed plans to an identified metric scale showing:   * Number of parking spaces * Details of existing and proposed parking provisions of a plan including details of servicing arrangement, turning areas, and surfacing materials * Location and number of cycle parking including a plan showing location; number of stands, elevations of proposed cycle coves and materials to be used * Location and number of parking spaces for powered two-wheelers |
| 18 | Renewable Energy Statement | Applications for renewable energy production. | A statement showing how the relevant measures have been considered/incorporated. |
| 19 | Structural Survey | Any applications that involve:   * The change of use or conversation of rural/agricultural buildings. * Any listed building or structure, where works are proposed that involve demolition or would affect the structural integrity of the building or structure. * Application where the felling of a protected tree is proposed due to impact on buildings or structures. | A full structural engineer survey by a suitably qualified professional. This should include each of the following where appropriate:   * General description and age of building/structure. * Condition – structural integrity, foundation, damp proofing, walls, joinery, timbers, roof structure and roof covering. * Assessment of repairs necessary to ensure retention of the building/structure. * Assessment of structural and other alterations necessary to implement the proposed works. * Photographs where possible. * A schedule of works necessary to preserve the building. * A schedule of works necessary to carry out the applicant’s proposals (including those necessary to meet building regulation approval). |
| 20 | Tree Survey | Any proposal where there are trees at or adjoining the site that could be affected by the proposed development. | You need to provide information about:   * Species, spread, roots and position of trees. * Which tree(s) you are proposing to fell, and which are to be retained. * Which trees will be affected in any way by the proposed development. * The measures that will be used to protect trees during construction. |
| 21 | Ventilation/ Extraction Statement and Design | For any retail, business, industrial, leisure or other developments where ventilation or extraction equipment is proposed. | You must submit full design specifications for the ventilation/ extraction system to be installed. The submission must include odour mitigation measures proposed, noise levels associated with the system, and maintenance schedule. |

# Major Applications

# (For development: greater than 1000 sq metres of additional floorspace, more than 1 hectare, and 10 more residential units (and above 0.5 hectares site area))

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# Major Applications

# (For development: greater than 1000 sq metres of additional floorspace, more than 1 hectare, and 10 more residential units (and above 0.5 hectares site area))

## Local Validation Requirements

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| No. | Requirement | Types of Application  and when required | Details of what is required |
| 1 | Air Quality Assessment | Any proposal that could have a significant impact on air quality, either directly or indirectly. | The assessment should indicate the change in air quality resulting from the proposed development and outlining appropriate mitigation measures if required. |
| 2 | Archaeological Assessment | Any proposal which involves disturbance of previously undisturbed ground where archaeological artefacts are believed to remain. | An archaeological desk-based assessment and a geophysical survey where necessary.  The written statement should explain the principles and justification for proposed works and impact on archaeological features. |
| 3 | Bin Stores / Recycling Facilities | All new development which would result in the need for new or storage or recycling facilities. | A scaled plan indicating the location of bin stores and materials, design and type of enclosure to be used. The plan should include elevations with dimensions (in metric) and details of collection arrangements. |
| 4 | Building for Health Life Assessment | All major residential applications. | * Assess health and wellbeing impacts on communities in and next to a development. * Show any possible changes in the spread of any health impacts. * Suggest actions to reduce negative health impacts, referencing any vulnerable groups. * Suggest actions to increase positive health impacts referencing any vulnerable groups. |
| 5 | Coal Mining Risk Assessment | Sites within Coal Mining referral areas. | It is important to note that a Coal Mining Report is not sufficient, the assessment must be carried out based on the findings within the report.  Guidance on Coal Risk Assessments:  <https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments> |
| 6 | Contaminated Land Assessment | Any proposal which redevelops or significantly changes the use of a piece of land which could potentially be contaminated as a result of current or historic uses. | You must submit a Phase 1 contaminated land assessment.  If the Phase 1 assessment details the requirement for a Phase 2 assessment, then this should also be submitted and include a remediation strategy as required.  Any remediation completed shall require verification and a report should also be submitted. |
| 7 | Drainage Strategy | All major developments. | Details of the implementation, adaptation, maintenance, and management of a sustainable drainage system. The details shall include the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the effective operation of the sustainable drainage system throughout its lifetime.  If your development does not include SUDS you should demonstrate that such measures are not feasible and give details of how drainage will be dealt with including during the construction phase. |
| 8 | Ecology Survey / Protected Species Surveys | Developments that has the potential to affect:  Species protected under the Wildlife and Countryside Act 1981 (as amended), the Conservation of Habitats and Species Regulations 2010, the Protection of Badgers Act 1992.   * Habitats/species of principal importance listed under Section 41 of the Natural Environment and Rural Communities Act 2006. | The survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available.  The survey may be informed by the results of a search for ecological data from the local environmental records centre. The survey must be to an appropriate level of scope and detail and must:   * Record which species are present and identify their numbers (may be approximate). * Map their distribution and use of the area, site, structure, or feature (for example, for feeding, shelter and breeding).   The assessment must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:   * How alternative designs or locations have been considered. * How adverse effects will be avoided wherever possible. * How unavoidable impacts will be mitigated or reduced. * How impacts that cannot be avoided or mitigated will be compensated. * How species numbers are likely to change, if at all, after development for example, whether there will be a net loss or gain. * How features or habitats used by protected species can be enhanced, restored or added to. |
| 9 | Environment Impact Assessment | Required for developments that: are listed under Schedule 1 and Schedule 2 of The Town and County Planning (Environmental Impact Assessment) Regulations 2017. | The Town and Country Planning (Environmental Impact Assessment) regulations 2017 set out the circumstances in which an EIA is required.  You should request a screening opinion before submitting a planning application if the development area is over 0.5ha to determine if an EIA is required. If this is not undertaken, then the Local Planning Authority will screen the application before a decision is made.  The Regulations provide a checklist of matters to be considered for inclusion in the environmental statement and requires the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures.  Where an EIA is required, this should be in the form set out in Schedule 4 of the Regulations. |
| 10 | Flood Risk Assessment (FRA) | Any proposal that includes development:   * In flood zones 2 or 3 including minor development and change of use; * Where the site area is 1 hectare or more, even if the site is within flood zone 1; * Where the site area is less than 1 hectare in flood zone 1, and includes a change of use in development type to a more vulnerable class where they could be affected by sources of flooding other than rives and the sea (for example surface water drains, reservoirs). * In an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency | Site-specific flood risk assessments should always be proportionate to the degree of flood risk and make optimum use of information already available, including information in a strategic flood risk assessment for the area, and the interactive flood risk maps available at: <https://flood-map-forplanning.service.gov.uk/>.  A flood risk assessment should also be appropriate to the scale, nature, and location of the development. For example, where the development is an extension to an existing house (for which planning permission is required) which would not significantly increase the number of people present in areas at risk of flooding, the local planning authority would generally need a less detailed assessment to be able to reach an informed decision on the planning application. For a new development comprising a greater number of houses in a similar location, or one where the flood risk is greater, the local planning authority would need a more detailed assessment. |
| 11 | Floor Space/ Accommodation Schedule | Applications for residential use. | A schedule for residential unit types, the umber of bedspaces (persons), number of bedrooms and gross internal floor spaces expressed in square metres. |
| 12 | Glint/Glare Assessment | Major development for solar (photovoltaic) panels. | To assess the possible effects of glint and glare from solar photovoltaic (PV) development including:   * A sun position and reflection model. * Identification of receptors. * Magnitude of impact. * Baseline conditions. * Impact assessment. * Mitigation. |
| 13 | Hardstanding | All applications where new Hardstanding is proposed. | You must confirm that the proposed materials are permeable or show on your drawings how the surface water is directed to drainage within the boundaries of the site. |
| 14 | Heritage Statement | Applications affecting a listed building, conservation area, or locally listed building, including the setting of these heritage assets. | You must provide information about:   * The significance of the heritage asset affected. * The contribution the setting of the heritage asset makes to its significance. * The principles of and justification for the proposed works; and * The impact of the proposal on the significance of the heritage asset.   The information should explain:   * The sources that you have considered. * The expertise that you have consulted. * The steps that have been taken to avoid or minimise any adverse impacts on the significance/setting of any identified heritage asset(s).   The type and amount of detail required will vary according to the circumstances of each application.  You can provide this information in the design and access statement, where one is required. If you are not required to submit a design and access statement, then you should provide this information in a separate written statement. |
| 15 | Landscaping Scheme | Applications that include external space. | This should include trees/hedges to be removed within the plans and should clearly differentiate between retained existing trees/hedges and those proposed.  You must provide details of the planting of trees and/or shrubs, surface material, boundary screen walls and fences.  The scheme would describe the:   * Materials. * Species. * Tree and plant standard/sizes, numbers and planting densities. * Levels, gradients and any earthworks required. * Proposed timing of the implementation of the scheme, it should include proposals for long term maintenance and landscape management. |
| 16 | Levels | All applications where there is a significant change in levels across the site or street scene, or where greater details relating the construction of the proposal is required. | Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development.  Such plans should show existing site levels and finished floor levels (with levels relating to fixed datum points off site) and also show the proposals in relation to adjoining buildings with section plans. Levels should also be considered in the formulation of design and access statements. |
| 17 | Lighting Impact Assessment | Any proposal which involves the installation of flood lighting or other external lighting and that lighting has the potential to impact on existing light sensitive uses. | You must submit a light impact assessment which provide details of external lighting or floodlighting, including:   * Hours of operations. * Light spillage. * Light levels. * Column heights. * Layout plan with beam orientation. * Equipment design. * Mitigation measures if required to meet current light guidelines. * Details of any timers or automatic switch-off/on. |
| 18 | Marketing Information | Any development that results in the loss of employment space. | A report detailing the following:   * Who has marketed the site. * Where the site has been marketed (including pictures of the advert, which should include property details/particulars). * How long the site has been marketed. * Details of the expressions of interest during the marketing period including:   + Number/type of enquiries received.   + Number of viewings.   + Number, type/proposed uses and value of offers.   + Reasons for refusal of an offer. * Has the property/site been marketed for alternative employment use/redevelopment, in terms of use and size of units? * A feasibility study and financial appraisal is needed to demonstrate that redevelopment of the premises/site for employment use is not viable. |
| 19 | Material Details & Materials Plan | All applications where new buildings are proposed | Manufacturers specification accompanied by photographs and RAL colour system numbers.  If multiple dwellings are to be constructed using a mixed pallet of materials, a ‘Materials Plan’ will be required, indicating the materials for each dwelling. |
| 20 | Noise Impact Assessment | Where developments are close to existing sources of noise, or the proposal will generate significant noise levels. | You must submit a noise impact assessment prepared by a qualified acoustician and that assessment shall include mitigation measures if required to meet current noise guidelines. |
| 21 | Open Space Assessment | All applications where there would be a loss of open space, including playing fields. | An open space assessment will typically address:   * Relevant local and national planning policy around open spaces and how the current development addresses them. * Open spaces in the area and the sites relationship to them. * Supply and demand for the type of development being proposed, and how it fits into these statistics. * Any remediation efforts to compensate for loss of the space to the local community. |
| 22 | Parking Plan | All applications which increase the quantum of development and/or alter the amount of on-site parking. | Submit existing and proposed plans to an identified metric scale showing:   * Number of parking spaces * Details of existing and proposed parking provisions of a plan including details of servicing arrangement, turning areas, and surfacing materials * Location and number of cycle parking including a plan showing location; number of stands, elevations of proposed cycle coves and materials to be used * Location and number of parking spaces for powered two-wheelers |
| 23 | Planning Statement | All major developments. | The planning statement should explain the principles of and justification for the proposed works. The type and amount of detail required will vary according to the particular circumstances of each application.  You should submit information explaining how the proposed development accords with the polices in the local plan, as well as details of any pre application consultation you have carried out. |
| 24 | Renewable Energy Statement | Applications for renewable energy production. | A statement showing how the relevant measures have been considered/incorporated |
| 25 | Retail Impact Assessment | Applications for retail and leisure development outside town centres, which are not in accordance with an up-to-date plan if over the relevant thresholds. | The requirements for an assessment are set out at paragraph 94 of the National Planning Policy Framework and the National Planning Policy Guidance. |
| 26 | Site Waste Management Plan | All residential development and other applications that have an impact on the generation of waste. | A plan indicating the location of bin store and details of the materials; design and type of enclosures to be used.  Tracking details for a waste vehicle and details of collection arrangements. |
| 27 | Statement of Community Involvement (SCI) | Any development involving an installation for the harnessing of wind power for energy production where-   1. The development involves the installation of more than two turbines 2. The hub height of any turbine exceeds 15 metres   Alternative uses proposed on allocated employment sites.  Development proposals involving the loss of open space, or development on allotment land.  Proposals for leisure and visitor facilities.  Development proposals that involve the loss of existing facilities e.g. pub, church community centres. | Guidance upon how the pre-application consultation should be undertaken and what the SCI should contain is provided at:  <http://www.gov.uk/guidance/renewableand-low-carbonenergy#compulsory-pre-applicationconsultation>  The statement should:   * Identify the context and need for the proposed development. * Assess how the proposed development accords with relevant national and local policies. * Show how the application has been informed by local community engagement and any amendments that have resulted from such local consultation. |
| 28 | Structural Survey | Any applications that involve:   * The change of use or conversation of rural/agricultural buildings. * Any listed building or structure, where works are proposed that involve demolition or would affect the structural integrity of the building or structure. * Application where the felling of a protected tree is proposed due to impact on buildings or structures. | A full structural engineer survey by a suitably qualified professional. This should include each of the following where appropriate:   * General description and age of building/structure. * Condition – structural integrity, foundation, damp proofing, walls, joinery, timbers, roof structure and roof covering. * Assessment of repairs necessary to ensure retention of the building/structure. * Assessment of structural and other alterations necessary to implement the proposed works. * Photographs where possible. * A schedule of works necessary to preserve the building/structure.A schedule of works necessary to carry out the applicant’s proposals (including those necessary to meet building regulation approval). |
| 29 | Transport Assessment | All major development. | The National Planning Policy Framework (paragraph 111) 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 the transport implications of the proposal e.g. how nearby junctions will cope with any additional traffic.  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. Further guidance may be obtained from the county council highways officers. |
| 30 | Travel Plan | All major development | The National Planning Policy Framework (paragraph 111) advises that a Travel Plan should be submitted alongside planning applications which are likely to generate significant amounts of movement.  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. 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.  Further advice is available from Nottinghamshire County Council here: <https://www.nottinghamshire.gov.uk/media/124515/travelplanguidance.pdf> |
| 31 | Tree Survey | Any proposal where there are trees at or adjoining the site that could be affected by the proposed development. | You need to provide information about:   * Species, spread, roots and position of trees. * Which tree(s) you are proposing to fell, which are to be retained. * Which trees will be affected in any way by the proposed development. * The measures that will be used to protect trees during construction. |
| 32 | Ventilation/ Extraction Statement and Design | For any retail, business, industrial, leisure or other developments where ventilation or extraction equipment is proposed. | You must submit full design specifications for the ventilation/ extraction system to be installed. The submission must include odour mitigation measures proposed, noise levels associated with the system, and maintenance schedule. |
| 33 | Viability Assessment | Any major development that does not offer planning obligations in accordance with the council’s Housing Supplementary Planning Document (SPD). | Further details of what the viability assessment should include is given in the viability section of the planning practice guidance: <https://www.gov.uk/guidance/viability> |
| 34 | Visual Impact Assessment | Any application which has a potential significant impact from the visual effects from the proposed development. | The following guidance outlines the appropriate methodology for carrying out landscaping and visual assessment:   * Guidelines for landscape and visual impact assessment (GLVIA3) published jointly by the Landscape Institute and the Institute of Environmental Management and Assessment in 2013. |