



# **Planning Application Validation Checklist Notes**

## **Householder Application**

# Householder Application Validation Checklist Notes

In order to deliver a speedier and more efficient planning service, the Government\* issued guidance notes on the validation process in March 2005 which was more recently reviewed in 2010. The following notes and checklists are based on that guidance and seek to provide greater certainty as to the nature and extent of information required, in order to validate and determine planning applications.

In the absence of all the following material, the Council will invalidate your application.

## Contents

1) Forms	3
2) Certificate of Ownership	3
3) Plans	4
4) Design & Access Statement	5
5) Other Requirements	8
6) Supplementary Information	8
7) Contacts	12

# 1 Forms

## Electronic submissions

One copy of all documents is required, however, a signature is not required on the planning application.

## Hard copy submissions

One must be the original, three copies required in total. Please ensure completed planning application forms are signed and dated including a completed Certificate of Ownership form (see below).

# 2 Certificate of Ownership

## 2.1 Certificate A

Should you be the sole owner of all the land relating to the application, sign and date Certificate A (a signature is not required on electronic submissions). If the foundations of the proposal encroach onto and/or the gutters overhang your neighbours' land this Certificate should not be used and Certificate B should be completed instead.

[\\*http://odpm.gov.uk/stellent/groups/odpm\\_control/documents/homepage/odpm\\_home\\_page.hcsp](http://odpm.gov.uk/stellent/groups/odpm_control/documents/homepage/odpm_home_page.hcsp)

To submit online – [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

## 2.2 Certificate B

In the event that there are others owners of the land relating to this application, please sign and date Certificate B (a signature is not required on electronic submissions).

Unless all of the development (including foundations, guttering, etc.) is contained within your property, you must notify any neighbouring owner whose property is affected and complete Certificate B.

## 2.3 Certificates C and D

Complete when not all or any of the owners of the site are known (a signature is not required on electronic submissions).

## 2.4 Part 1 Notice

Should the application site involve other landowners, the Council will require confirmation that notice has been served on them and the date they were notified i.e. this is applicable if Certificate B has been completed and also may be required if Certificate C has been completed. A copy should be served on each of the individuals identified in the relevant certificate. Copies of the Notice are available from Allerdale Borough Council.

### **3 Plans**

Three copies of **all** the following plans must be submitted, except for electronic submissions which only require one copy.

#### **3.1 Location plan**

This must be up-to-date ordnance survey based, at a scale of 1:1250 or 1:2500 and show at least two (named) roads and surrounding buildings. Direction of North must be indicated and the application site should be edged clearly with a red line. The red line should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line must be drawn around any other land owned by the applicant. Copies of ordnance survey plans can be obtained from the Council at a charge.

#### **3.2 Block plan**

This should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- 1) the direction of North;
- 2) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- 3) all the buildings, roads and footpaths on the site and on land adjoining the site, including access arrangements;
- 4) the species, position and spread of all trees within 12 metres of any proposed building works;
- 5) the extent and type of and hard surfacing; and
- 6) boundary treatment, including walls or fencing where proposed.

#### **3.3 Elevations**

These should be drawn to a scale of 1:50 or 1:100 and show clearly the existing or proposed works in relation to what is already there. All sides of the development must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included if only to show that this is in fact the case. Where an elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the doors and windows on each property.

#### **3.4 Floor plans**

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail.

#### **3.5 Section drawings**

These should be drawn at a scale of 1:50 or 1:100 showing a cross section(s) through the proposed building (s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels. On sloping sites, full information is required concerning alterations to levels, the way in which a proposal sits within the site and, in particular, the relative levels between existing and proposed buildings. The drawings may take the form of contours, spot levels or cross or long sections as appropriate.

## 4 Design and Access Statements

***\*A Design & Access Statement is only applicable to applications for Householder Applications where they are within a Conservation Area***

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Design and Access Statements became a compulsory requirement for many types of planning applications. Please refer to Article 8 of the DMPO for full details, but in summary a Design and Access Statement is not required for:

- i) Engineering or mining operations.
- ii) Development of an existing dwellinghouse, or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, where no part of that dwellinghouse or curtilage is within a designated area (see below).
- iii) A material change in the use of land or buildings, unless it involves operational development.
- iv) Extensions of time for implementing existing planning permissions.
- v) Development of an existing flat for any purpose incidental to the enjoyment of the flat as such, where no part of that flat is within a designated area.
- vi) The extension of an existing building used for non-domestic purposes where the floorspace created by the development does not exceed 100 square metres and where no part of the building or the development is within a designated area.
- vii) The erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure, up to 2m high or the height of the existing means of enclosure, whichever is the higher, where no part of the building or the development is within a designated area or the curtilage of a Listed building.
- viii) Development on operational land consisting of the erection of a building or structure up to 100 cubic metres in volume and 15m in height and where no part of the development is within a designated area.
- ix) The alteration of an existing building where the alteration does not increase the size of the building and where no part of the building or the development is within a designated area.
- x) The erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery would not exceed the greater of 15 metres above ground level, or the height of the original plant or machinery, and where no part of the development is within a designated area.
- xi) Development of land pursuant to Section 73 (determination of applications to develop land without conditions previously attached) of the Town and Country Planning Act 1990.

A **designated area** means a World Heritage Site or a Conservation Area.

Design and Access Statements are not required for applications relating to advertisement control, Tree Preservation Orders, the storage of hazardous substances, prior approval for proposed development or non-material amendments to existing planning permissions.

A Design and Access Statement is a report accompanying and supporting a planning application to illustrate the process that has led to the development proposal, and to explain and justify the proposal in a structured way.

The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application. The length of the Statement will vary accordingly. Statements must be proportionate to the complexity of the application, but do not have to be long or complicated.

Further advice is also available on the CABE website: <http://www.cabe.org.uk/>

The Design and Access Statement comprises of the two key components: Design and Access, which are explained below.

#### 4.1 Design Component

The design component of the statement must explain the design principles and concepts that have been applied to the following aspects of the proposal:

amount;

layout;

scale;

landscaping; and

appearance.

The **amount** relates to how much development is proposed. For residential development this means the number of proposed units for residential use and for other development, this means the proposed floorspace for each proposed use. The Statement should explain and justify the amount of development proposed for each use. This should include how the uses will be distributed across the site, how the development relates to the site's surroundings and what consideration has been given to include all users. Where the applicant specifies a range of floorspace for a particular use the reasons for this should be clearly explained in the Statement.

**Layout** relates to the way in which buildings, routes and open spaces (both public and private) are provided, located and orientated in relation to each other, buildings and spaces surrounding the development. The Statement should address how the layout of the proposed development helps create safe, vibrant and successful places.

**Scale** relates to the height, width and length of a building or buildings in relation to its surroundings. The Statement should explain and justify the scale of buildings proposed, including why particular heights have been settled on, how these relate to the site's surroundings and relevant skyline. The Statement should also explain and justify the size of building parts, particularly entrances and facades with regards to how they will relate to a human scale where appropriate.

**Landscaping** relates to the treatment of private and public spaces to enhance or protect the amenities of the site and the area in which it is situated through hard and soft landscaping measures. Statements should also explain the function of the landscaping (e.g. for sustainable drainage purposes, providing shading or other climate adaptation purposes) and also explain how landscaping will be maintained.

There should also be an explanation on the purpose of the landscaping, is it a private or public space and its relationship to the surrounding area. Where possible a planting schedule and schedule of hard landscaping materials is recommended.

**Appearance** is the aspect of a place or building that determines the visual impression it makes, including the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.

The Design and Access Statement should include an explanation of the appearance of the place or buildings proposed including how this will relate to the appearance and character of the development's surroundings.

An **appraisal of the context** should also be undertaken. This must explain how the site/scheme fits into the surrounding area. It is a concept that needs to be addressed, and the revised guidance emphasises this. Context should be discussed in relation to the scheme as a whole, rather than specifically in relation to the 5 sub-headings. It is important to show an understanding of the context in which the proposal will fit.

A Design and Access Statement should explain how this understanding of the context has been considered in relation to its proposed use. An explanation of the proposed use or uses should be provided, their distribution across the site, the appropriateness of the accessibility to and between them, and their relationship to uses surrounding the site.

## 4.2 Access component

The access component of the Statement relates only to the “access to the development” and therefore does not extend to the internal aspects of individual buildings.

Statements should explain how the access arrangements will ensure that all users will have equal and convenient access to buildings and spaces and the public transport network. The Statement should address the need for flexibility of the development and how it may adapt to changing needs. The Statement should explain how the development has taken into consideration the relevant access policies within the Council’s local development documents.

Where relevant, Statements should also explain how the site will be accessed by the emergency services. This may include information relating to circulation routes round the site and egress from buildings in the event of emergency evacuation.

## 4.3 Design and Access Statements for Listed buildings

Design and Access Statements for Listed buildings are similar to other Design and Access Statements, in respect of the need for a proportionate approach. However, the content will be different due to the nature of the applications.

- Where a planning application is submitted in parallel with an application for Listed building consent, then a single, combined statement, should be submitted. This will address both the elements required for a planning application, as well as the following for the Listed building consent:
- Explanation of the design principles and concepts that have been applied to the sale, layout and appearance characteristics of a proposal (please note: Information on use, amount and landscaping is not required for Listed building consent Design and Access Statements that do not also accompany a planning permission).
- Description of the significance of the heritage assets affected and the contribution of their setting to that significance.
- Where there are heritage assets affected and the contribution of their setting to that significance.
- Where there are heritage assets with archaeological interest an appropriate desk based assessment or field based evaluation.
- Details of sources that have been considered and the expertise that has been consulted.

Further details of what is required are set out in PPS5 Planning for the historic environment (paragraphs HE6.1 to HE6.3).

The Statement will need to explain the approach taken to ensure that the historic and special architectural importance of the Listed building is preserved or enhanced. If there is potential to cause adverse effects then explanation should be provided on why this is necessary and what measures have been taken to minimise the impact.

The access element would be the same as those for other applications.

Where the duties imposed by the Disability Discrimination Act are relevant and any issues arise then the Statement should include any issues, the range of options considered and where inclusive design has not been provided, then the Statement should explain why.

More detail is provided in the Communities and Local Government “Guidance on Information Requirements and Validation” (March 2010), Section 6.0, referred to earlier in this document.

## 5 Other requirements

### 5.1 Fees

The correct fee (see fee sheet).

### 5.2 Pre-application

If applicable, give details of any assistance or advice sought from a Planning Officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of Officer.

## 6 Supplementary information

The following information should be submitted, where appropriate, with the planning application. Although examples follow, where supplementary information should be submitted, the list is not exhaustive and Allerdale Borough Council reserves the right to request additional information (if the information is not submitted Allerdale Borough Council will invalidate your application).

### Article 4 – window alterations

The Council require the submission of the window annex document to verify the precise design details of the windows.

### Householder evidence

- i) Existing/proposed boundary details
- ii) Details of the type, design and height of all means of existing/proposed means of enclosure to demonstrate safeguarding the privacy of neighbouring properties.
- iii) Obscure glass/film – Details of the level of obscurity of any obscure glass/film within any householder development shall be included within the application document.
- iv) Design and Access Statement – The submission of any supporting Design and Access Statement is only applicable to householder development proposals within Conservation Areas or within the Hadrians Wall World Heritage designation.

(This document seeks to demonstrate what has led to the design adopted for the proposal including how the local context has influenced the design which may include layout, scale, materials and landscaping.)

Additional information is available on the Council's website or on a CABE publication via [www.cabe.org.uk](http://www.cabe.org.uk)

- v) Flood risk assessment – Under the provisions of Planning Policy Statement 25 'Development and flood risk', all development proposals within Flood Zone 2 or 3 should be accompanied by a flood risk assessment.

Development proposals in high risk flood zone (Flood Zone 3).

Development proposals in medium risk flood zone (Flood Zone 2).

Any operational development which includes culverting or control of flow of any river or stream.

- vi) Tree survey – Should the proposed householder works affect trees within the site or on land

adjacent to it, evidence should be submitted on any trees to be retained (including any protection measures during construction works). Any such evidence should be prepared by a suitably qualified and experienced arboriculturist.

A tree and hedgerow survey should accompany all applications where trees or hedgerows may be affected by the proposed development. This includes trees or hedgerows on adjacent land or highways which are within 15m of the boundary of the site.

The following details will also be required where any trees are protected under a Tree Preservation Order or the site is located in a Conservation Area.

### **Tree Survey**

Where the application involves works that affect any trees within the application site or within adjacent sites, the species, crown spread, and position of trees should be illustrated accurately on the site plan. This must indicate any trees that are to be felled or would be affected by the proposed development. A statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings will also be necessary.

## 7 Contacts

Allerdale Borough Council, Development Control Section: 01900 702 740 (North), 01900 702760 (South)

Allerdale Borough Council, Conservation Officer: 01900 702 713

Allerdale Borough Council, Building Control Section: 01900 702 520

Allerdale Borough Council, Planning Policy: 01900 702 610

Allerdale Borough Council, Housing: 01900 702 570

Allerdale Borough Council, Environmental Protection Services: 01900 702 590

Capita – Rights of Way/Bridleways/Highways: 01228 673 000

Cumbria County Council, County Archaeologist: 01539 773 431

English Heritage (Hadrians Wall only): 0191 269 1212

English Heritage (other Ancient Monuments): 0161 242 1400

Natural England: 0300 060 3900

Environment Agency: 08708 506 506

Police, Community Safety/Architectural Liaison Officer: 01228 558 251

The Planning Office at Allerdale House, Workington operates the following opening hours:

Mondays to Thursdays:	8:45 to 5:15
Friday:	8:45 to 4.45

Should you seek to meet with a specific member of staff it is recommended that you contact them to arrange a mutually convenient appointment.

Internal comments, questions and planning guidance from the Council's Planning Service via the following website address: [planning@allerdale.gov.uk](mailto:planning@allerdale.gov.uk)

