



# **Planning Application Validation Checklist Notes**

## **Outline Planning Application**

# Outline Planning 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	5
6) Supplementary Information	6
7) Contacts	10

# 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 for Outline applications

When submitting an outline planning application you may not have all the information to submit a full design and access statement. Therefore the following section will detail the level of information that is required if various aspects of the development are reserved for consideration at a later date.

**Amount** cannot be reserved within an outline application. The amount of development proposed for each use, how this will be distributed across the site, how the proposal relates to the site's surroundings should be explained within the Design and Access Statement.

Where **layout is to be a reserved matter** then the Design and Access Statement should provide information on the approximate location of buildings, routes and open spaces proposed. The Statement should explain and justify the principles behind the choice of development zones of building plots and explain how these will inform the detailed layout.

Where **scale is to be a reserved matter** then the application should still indicate the parameters for the upper and lower limits of the height, width and length of each building proposed. This is in order to establish a three dimensional building envelope within which the detailed design of the buildings will be constructed. The Design and Access Statement should explain and justify the principle behind these parameters and explain how these will inform the final scale of the building.

When **landscaping is to be a reserved matter** then the application does not need to provide any specific landscaping information. However, the Design and Access Statement should explain and justify the principles that will inform any future landscaping scheme.

Where **appearance is to be a reserved matter** then the Design and Access Statement should explain and justify the principles behind the intended appearance and explain how these will inform the final design of the development.

Where **access is to be a reserved matter** the details of the location point of the access will still have to be shown to the site. Design and Access Statements should still clearly explain the principles which will be used to inform the access arrangements for the final development, at all scales, from neighbourhood movement patterns to the treatment of individual access points.

Where matters are not reserved then explanations should be provided, within the Design and Access Statement, as to how you would address the components within a full application. **Use** cannot be reserved within an outline application. Therefore the information outlined in the previous section is of relevance.

## 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).

### **6.1 Agricultural appraisal**

This relates to development proposals including proposals which affect premises which are or will be reserved to occupiers employed in agriculture or forests.

### **6.2 Archaeological assessment**

If an application affects a site of historical or archaeological importance, applicants may need to commission an assessment of existing information about the site and submit the results as part of the application in accordance with advice in Planning Policy Statement 5 'Planning for the historic environment'. Supporting information may include plans showing historic features that may exist on or adjacent to the application site including Listed buildings and structures, historic parks and gardens, and historic battlefields. For advice regarding the extent and content of the investigation/report, please contact the County Archaeologist.

### **6.3 Coal Authority assessment**

To ensure development accounts for any potential former mineworkings in the locality of the site (confined to the coalfield areas identified by the Local Authority).

### **6.4 Drawing numbers**

To ensure account records for the assessment of planning applications (which are also applicable to any subsequent amendments).

### **6.5 Ecological assessment**

Applications for development in the countryside that will affect sensitive areas must be accompanied by ecological assessments and include proposals for long-term maintenance and management. This information might be incorporated into an Environmental Statement, if one is necessary. Plans should show any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or Protection of Badgers Act 1992.

In the event that there are bats or owls present or potential for them to be present on the site, a detailed investigation and assessment is required. Details of the extent of the investigation can be obtained from English Nature.

Certificates of Likely Significant Effect may be required for schemes which potentially have an impact on designated SSSIs or SACs.

### **6.6 Environmental statement**

The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No. 293) requires a developer to prepare an Environmental Statement (required for Schedule 1 projects and for some Schedule 2 projects) to enable Allerdale Borough Council to give proper consideration to the likely environmental effects of a proposed development. The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures.

### **6.7 Flood impact assessment**

A Flood Risk Assessment is required if a development falls within an Indicative Flood Plain or 'Flood Zone'

– these maps are available from the Environment Agency or Local Planning Authority. Advice on preparing a Flood Risk Assessment can be obtained from the Environment Agency.

### **6.8 Foul sewage assessment (load/flow and non-mains assessment)**

To minimise the risk of water pollution to the local water environment through detailed assessments of settlements at capacity or proposals adopting a means of non-mains drainage.

When proposing to use an existing public sewer system, full details of the system are required in specific settlements where there is an identified capacity issue.

In the event that a non-mains system is proposed, a drainage specialist or surveyor with appropriate indemnity insurance should carry out an assessment (with reference to Circular 3/99). The submission of the assessment of the non-mains system is required in all cases prior to the validation of the application. Further advice can be obtained from the Council's Building Control Section.

### **6.9 Heritage assessment**

This is required for all Listed building applications and major developments within Conservation Areas. It is a written statement which includes a schedule of works to the Listed building(s) and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the Listed building or structure, its setting and the setting of adjacent Listed buildings. The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application. Further advice can be obtained from the Council's Conservation Officer.

### **6.10 Highway assessments**

These are sub-divided into:

- a) Transport statement/assessment  
The thresholds for these documents which relate to major development proposals are outlined in the highway table.
- b) Travel plan
- c) Parking guidance
- d) Road safety audits (major development)

### **6.11 Land contamination/land gas assessment**

This evidence seeks to evaluate the potential pollution impact of development on the local water environment or human health. In addition, this may include land gas assessment from mine activities or landfill operations.

### **6.12 Landscaping and visual impact**

Where the proposal includes landscaping, detailed plans should be submitted showing planting, seeding or turfing as well as planting heights and planting densities and the timescale of work to be carried out. These plans should also identify any trees (type, position and size), which are to be removed or altered in any way and those to be retained. A maintenance plan for at least the first five-year period should also be submitted.

### **6.13 Local affordable housing statement**

Where Local Plan policies require the provision of affordable housing, Allerdale Borough Council will require applications for housing development to include relevant information. This will relate to both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential

units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained.

#### **6.14 Noise/odour impact assessment**

Application proposals that raise issues or disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician.

This is similarly applicable that may potentially have significant odour impact on adjacent sensitive landuses. Any assessment should be prepared by a qualified person. Advice on preparing the assessment can be obtained from the Environmental Health department.

#### **6.15 Photographs and photomontages**

It may be considered that photomontages are a clearer method of displaying the impact of the proposal to aid the assessment of the application. Therefore these can be submitted in addition to elevations and plans of the individual signs.

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the streetscene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a Conservation Area of a Listed building.

#### **6.16 Planning statement**

For major applications where there is potential to conflict with policies, information will be required to show how the proposed development accords with policies in the Development Plan, Supplementary Planning Document (SPD) or development briefs. It should also include details of consultations with Allerdale Borough Council and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.

#### **6.17 Public right of way assessment**

This concerns development affecting established designated formal rights of way.

#### **6.18 Retail assessment**

Proposals for retail development outside of the town centre will require to be supported by a sequential test. The assessment should include the need for the development, should sequentially assess the site in relation to the location of the town centre and other potential sites, and evaluate potential impacts on existing centres and locations.

In addition to this a retail assessment would be required for all retail/leisure development over 2500m<sup>2</sup> with on the edge or out of centre locations. Further advice can be obtained from the Council's Development Management Section regarding the extent of the assessment required for the proposal.

#### **6.19 S106 heads of terms**

This is relevant for applications where a Section 106 Agreement would be necessary and applicants/agents may wish at pre-application advice stage, to seek clarification from Allerdale Borough Council. If appropriate, applicants should include brief draft heads of terms, the details of the solicitor acting on their behalf and evidence of title for a Section 106 Agreement or unilateral undertaking.

Please note that you will be responsible for the Council's reasonable legal fees of preparing the

agreement, whether the agreement proceeds to completion or not.

#### **6.20 Statement of community involvement**

Evidence provided on major applications to demonstrate engagement and feedback from the local community as part of pre-application publicity on large scale developments.

#### **6.21 Structural survey**

A detailed structural survey is required for all barn conversions and other conversions of existing redundant buildings where the structural stability of the building could be questioned.

#### **6.22 Surface water assessment**

This relates to development schemes proposing main drainage surface water in settlements where there is an identified capacity problem at its respective waste water treatment works.

It is also applicable to developments seeking to pursue soakaways as a non-mains means of surface water drainage.

#### **6.23 Sustainability appraisal**

Required for major applications, a sustainability statement should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications.

#### **6.24 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.

#### **6.25 Ventilation/extraction and refuse disposal details**

This is appropriate for certain types of development, for example a hot food takeaway, restaurant use and launderettes etc. where details of the extraction plant, including extraction flues, should be submitted.

## 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)

