



Planning Application Validation Checklist Notes

Advertisement Consent

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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.

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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 Plans

Certificate of Lawfulness applications may relate to either:

- 1) an **existing** use or development (CLEUD); or
- 2) a **proposed** use or development (CLOPUD).

*http://odpm.gov.uk/stellent/groups/odpm_control/documents/homepage/odpm_home_page.hcsp

To submit online – www.planningportal.gov.uk

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;

Change of use application

Written confirmation is required whether there are to be any external alterations associated with any conversion scheme. If so the following categories relating to elevations and floor plans are applicable to the application requirement.

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.

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.

Other

Fees

The correct fee (see fee sheet).

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.

Contacts

Main contact, Allerdale Borough Council, Development Management Section: 01900 702740 (North), 01900 702760 (South)

Allerdale Borough Council, Conservation Officer: 01900 702 713

Cumbria County Council, County Archaeologist: 01539 773 431

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

