

Validation Checklists
A to Z of Definitions

March 2007

GLOSSARY

Affordable Housing Statement

Required where new residential development of 15 units or more is being proposed. The statement should detail the level, location and mix of affordable housing being offered as part of the development and details of their tenure and the means by which the properties will be affordable.

Further information on the levels required is set out in the Council's General Planning Advice Note No.13 and in PPS3 at <http://www.communities.gov.uk/index.asp?id=1504592>

Agricultural Holdings Certificate

A legal requirement to confirm whether an application site includes an agricultural holding

Air Quality Assessment

Any application for proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary. Further advice is available in PPS 23:

Bat / Endangered Species Survey

If you are proposing works to buildings where bats (and barn owls) are likely to be present, such as old farm buildings, an ecological statement must specifically address the possible presence of bats. The range of buildings where bats may be present include:

- built structures older than 1939 with multiple roofs and within 200m of woodland or water
- built structures older than 1914 within 200m of woodland or water

In traditional ranges of farm buildings there are more likely to be bats where buildings have crevices and an uneven roof, hanging tiles located near to woodland or water.

Cross Sections

This shows a "slice" through the proposed new building(s) and/or the application site. It should:

- Be at a scale of not less than 1:100
- Identify finished floor and ridge levels of buildings
- Identify existing and proposed ground levels where significant cut and fill operations are proposed, or where slopes in excess of 1 in 20 exist (or will exist)
- Show "slices" through the land at a scale of 1:200 or 1:500
- Show existing and proposed buildings within and adjacent to the site
- Be accompanied by a plan showing the points between which the cross sections have been taken and indicate the direction of north

Design & Access Statement

A short report illustrating the process that has led to the development proposal which explains and justifies the proposal showing how consideration has been given to the site in its local context, design policies and guidance and access to the development.

The level of detail required will depend on the scale and complexity of the application. It may be presented in a variety of formats and may include illustrative drawings and photographs.

Elevations

These show what a building will look like from the outside. Usually 2 sets of elevation drawings will be required:

- “existing” elevations showing the building as it is now and
- “proposed” elevations showing how the building will look, after the works have been carried out.

These should:

- Be to a scale of 1:100 or 1:50
- Be clearly annotated existing and proposed
- Show every elevation of the building, e.g. front, side(s) and rear (including any blank elevations) and state the direction in which each elevation faces, e.g. rear (south)
- Show the whole of any existing building to be altered/extended so that the relationship of the new building/extension to the existing can be clearly seen
- Where another building is close by, show the relationship between the buildings
- Show proposed building materials and the style, materials and finish of windows and doors

Energy Efficiency Statement

The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards. Further advice is available in PPS22 at <http://www.communities.gov.uk/index.asp?id=1143908> Renewable Energy.

External Materials

All proposed materials to be used in the development must be described in detail, including the colour of each material.

You should describe what the roof covering, wall facing and window frames and doors will be made of and their design, e.g. “double roman concrete tiles”, “roughcast render” etc.

If the proposed materials will match exactly those of the existing dwelling, this may be stated on the plans.

Flood Risk Assessment or Drainage Strategy

Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 should be accompanied by a FRA. This should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.

For major developments in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding.

A FRA will also be required where the proposed development or change of use to a more vulnerable class may be subject to other sources of flooding or where there are identified drainage problems. There is further guidance in PPS25 and its related Good Practice Guide at <http://www.communities.gov.uk/index.asp?id=1504640>

The Environment Agency provides maps that can be used to ascertain within which Flood zone a site falls. These can be accessed at <http://www.environment-agency.gov.uk/>

Floor Plans

These show the layout of the building. Usually 2 sets of floor plans will be required; “existing” floor plans showing the building as it is now and “proposed” floor plans showing how the building will look, after the works have been carried out.

These should:

- Be to a scale of 1:100 or 1:50.
- Be clearly annotated existing and proposed.
- Show all floor levels (including roof levels) of the building(s) being constructed, altered or extended, in relation to the remainder of the building.
- Clearly state the use of each room and include position of windows, doors, walls and partitions.
- Clearly label each floor.
- Show the property boundary and parts of adjoining properties.
- State whether or not there will be any encroachment (egg foundations) onto any adjoining property if the proposed building is sited on a boundary.
- Identify anything to be demolished.
- Show the direction of north.

Historical & Archaeological Assessment

Required for developments that relate to Listed Buildings or are within Conservation Areas or identified areas of archaeological interest. The assessment should detail any existing historic features on or adjacent to the application site.

If the site is within a known area of archaeological interest, an initial desktop assessment of the site will normally be required.

Landscaping details

If the proposal involves any works that would affect any trees within the application site or any new planting is proposed, landscaping details and plans will be required.

Landscaping plans should accurately show:

- The position and spread of the existing trees.
- Details of any trees to be retained and measures to be taken to protect the trees.
- The species of the trees and details of their condition.
- An indication of which, if any, are to be felled.
- Details of the size, species and positions of trees to be planted and boundary treatments.

Levels

Required for development on sloping or uneven land, on sites immediately adjoining land on a different level, or where any change in ground levels is proposed. The plan details changes in ground levels within an application site and shows the relationship of buildings within the site relative to ground level. Drawings may take the form of contours, spot levels or cross sections. They should:

- Identify existing and proposed levels on the site and where levels differ from that of land immediately adjoining the site;
- Be plotted on a plan (scale 1:200 or 1:500), by using spot ground levels at prominent features;
- Specify a fixed and identifiable datum level, usually "Above Ordnance Datum" - AOD;

Lighting Assessment

For developments incorporating external lighting, details of the lighting and its potential pollution from light spillage should be provided.

The details could include the type and angle of the lights to be installed, and proposed hours of use and measures to reduce dazzle and ensure that it does not intrude into neighbouring properties.

Listed Building & Conservation Appraisal

This appraisal should explain and justify your proposals. You will need to show why works, which would affect the character of a listed building, are desirable or necessary and should provide the LPA with full information, to enable them to assess the likely impact of the proposals on the special architectural or historic interest of the building and on its setting. The appraisal should include:

- A detailed survey of the area(s) affected by the proposals, identifying historic and other significant fabric.
- An ornamental audit establishing the special qualities of the interior shows the character of the building and how the proposals will impact on the building. It is recommended that this be done on a room-by-room basis with detailed descriptions of areas of work and their implications. This can be as a series of photographs, cross-referenced to the plans.
- Where necessary, it is advised that a more comprehensive, in depth, analysis is undertaken (under the guidance of a conservation or archaeological officer) to ascertain what may be behind later work, along with an assessment of the general condition of the building.

In addition you may need to provide large scale drawings detailed elements of the building such as new features like doors or windows. These should:

- be to a minimum scale of 1:20
- include part elevations, plans and sections
- provide a full description of proposed materials and finishes

Further advice is set out in PPG15.

If the substantial or total demolition of a listed building is proposed, a justification will be required as set out in PPG15 (Para. 3.19) which analyses:

- the condition of the building;
- the cost of repair;
- suitable alternative uses which would allow the building to be preserved;
- community benefit arising from demolition;
- the merits of alternative proposals.

In order to demonstrate that all practical attempts to save and refurbish the building have been taken, and no suitable alternative use can be found. Detailed recording is also likely to be required for proposed demolition, as a condition of any consent.

Location Plan

A map base that shows the location of the application site in relation to surrounding roads, buildings and other land.

It should:

- be taken from an up to date Ordnance Survey Base, or equivalent standard
- be to a suitable scale of 1:1000, 1:1250 or 1:2500 for larger sites
- where possible, cover an A4 sheet of paper with the application site in the centre of the plan
- show adjoining road names and numbers
- show the application site boundary outlined in red (including all the land necessary to carry out the development including for example the access to it from the public highway)
- show any other adjoining land owned by the applicant outlined in blue
- show the direction of north

Nature Conservation & Ecological Assessment

The assessment should show any significant wildlife habitats or features and the locations of any habitats of species which are protected under law. There should also be details of measures to protect species and their habitat, to compensate or mitigate its and details of long term maintenance and management of retained habitat. There should be reference to any relevant Biodiversity Action Plan.

The assessment should include:

- a description of the methodology for completing the proposed development
- a thorough and robust site survey or Landscape Character Assessment
- a clear assessment of the impact of the proposal on sensitive ecological features, protected species and habitat
- a mitigation strategy to show how these impacts will be addressed to avoid protect/enhance/maintain or avoid harm to sensitive features
- details of how the mitigation measures will be delivered/secured

Some survey work has to be undertaken at specific times of the year. Further information is set out in PPS9 and its related Good Practice Guide.

Noise Impact Assessment

Should be provided where issues of disturbance to new development will be an issue, for example roads, railways and airports or locations close to industrial noise sources. Also required where a noise generating use is proposed close to noise sensitive developments. The assessment should detail existing noise levels (during day and night periods) and measures proposed to mitigate noise disturbance and reduce it, if possible, to acceptable levels. Further advice is set out in PPG24.

In relation to sound insulation, this will also need to be addressed in relation to compliance with Building Control regulations.

Ownership Certificate

A legal requirement to be completed by all applicants stating the ownership of the application site. You must complete either Certificate A, B, C or D.

As the most commonly used, A & B are included within the application form. C & D can be provided on request.

- Certificate A – complete this if you are the sole owner of the land
- Certificate B – complete this if you do not own the land but the owner is known to you. You must serve notice on anyone who has an interest in the land. Once the owners have been given the proper notice you can complete Certificate B.
- Certificates C & D – complete this where not all of the owners of the site are known to you

An owner means a person having a freehold interest or a leasehold interest with at least seven years left to run. If any work involves adjoining land or property (egg. foundations or gutters encroaching onto a neighbouring property) do not complete Certificate A

Photographs & photomontage

The submission of photographs is encouraged, as these are a useful aid. Only one set is needed and these can be prints, digital print outs or provided on a CD. Photographs are a supplement and not a replacement for plans and will not normally be accepted instead of existing and proposed elevation plans. Photographs should be to scale or have all relevant measured dimensions stated.

They should:

- be up to date, dated and labelled with the site address and the viewpoint from which they were taken, e.g. view of front (north) elevation.
- show the whole building and its setting and/or the particular part of the building affected by the proposals.
- when showing the interior of a building, be cross-referenced to a set of plans with an arrow to indicate the location / direction of the photograph.

Photographs should always accompany applications affecting listed buildings where it is necessary to identify and record historic and other significant fabric of a building.

Planning Obligations

S.106 of the Town & Country Planning Act 1990 (as amended) makes provision for a person with an interest in land to enter into a planning obligation for the purposes of:

- restricting the development or use of land in a specified way (egg. the surrender of an earlier, extant planning permission);
- requiring specified operations or activities to be carried out in, on, under or over the land (egg. provision of additional infrastructure);
- requiring land to be used in a specified way (egg. ensuring the non-severance of car parking or the dedication of land as open space);
- requiring a sum of money to be paid to the Authority on a specified date (or periodically) (egg. contribution to upgrade recreation facilities).

Details or brief draft heads of terms for a s106 agreement or unilateral undertaking should be provided with your planning application but the precise requirements should be clarified in pre-application discussions. Further advice is available in Circular 5/05 Planning Obligations.

Planning Statement

This can take the form of a covering letter for small scale developments or can be a more complex document. It should give details of the background, site appraisal, the submitted proposal, relevant planning policies and key issues and considerations. A statement will be required for most major developments or proposals affecting important or sensitive sites.

Retail Assessment

Required for retail proposals outside of Primary Shopping areas or identified town centre and for large scale development within town centres, an assessment of the impact of the proposed development on the vitality and viability of existing centres.

In addition for development outside town centres the assessment should also set out the quantitative and qualitative need for new retail development and the application of a sequential approach to the selection of the development site. Further advice is set out in PPS6 at <http://www.communities.gov.uk/index.asp?id=1143820>

Sewage Treatment & Disposal Assessment

This should include a description of the type, quantities and means of disposal of any trade waste or effluent.

Site Plan or Site Layout Plan (also called Block Plan)

Shows a detailed layout of the whole site and the relationship of the proposed development (including any proposed extension) with existing buildings, the boundary of the property or plot, nearby roads and neighbouring buildings.

It should:

- ideally be to a scale of 1:100 or 1:200 but not less than 1:500
- clearly identify the proposed works

- show the proposed building(s), all existing buildings and structures (including any to be demolished), open areas or gardens
- show immediate adjacent properties and buildings and all the roads / footpaths / public rights of way adjoining the site.
- show the species, position and spread of any trees within 12m of new building, including any to be felled
- show the position and size of existing and proposed hard surfaced areas egg. parking spaces or turning areas
- show details of new boundary treatments
- show the direction of north

Street Scene Drawing

This is an elevation drawing that shows how a building will look alongside neighbouring dwellings and/or buildings once it has been extended / erected. It is appropriately required for works that will be visible from the road – especially new buildings or large side extensions that will be near to the boundary/neighbouring building, or where there is a notable difference in heights between the proposed works and neighbouring dwellings/buildings. Street scenes should:

- be to a scale of 1:100 or 1:200.
- as a minimum, accurately show the height and outline of neighbouring dwellings/ buildings and the position and size of windows/doors.
- accurately show any differences in levels.
- include written dimensions for gaps between buildings.
- state the direction in which the street scene faces (egg “street scene viewed from Station Road”).

Sunlight & Daylight Assessment

This should be provided for developments where there may be a potential adverse impact upon the current levels of sunlight/daylighting enjoyed by adjoining properties and building(s).

Further guidance is provided in the Building Research Establishment’s (BRE) guidelines on day lighting assessments.

Sustainability Appraisal

A statement outlining the elements of the proposed development that address sustainable development issues including environmental, social and economic impacts.

Transport Assessment

Required for developments with significant transport implications. A statement outlining the transport aspects of the proposal and for major proposals an illustration of accessibility to the site by all modes of transport and the likely modal split between them together with details of measures to improve accessibility, reduce the need for parking and mitigate transport impact.

There is further guidance in PPG13 and also in the Department for Transport publication “Guidance on Transport Assessment” (2007) provides advice on the circumstances when assessment is likely to be required including development thresholds in Annex B of the document.

Travel Plan (Green or Sustainable Travel Plan)

A report outlining 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.

Tree Survey (Arboricultural Statement)

Required where development will affect existing trees. The survey should detail the species, roots, canopy spread and accurately show the position of trees within and close to the application site and should give information as to their state of health. It should also include a statement on how they will be protected during construction works. Further guidance can be found in BS5877:1991 "A Guide for Trees in Relation to Construction".

Utilities Statement

This should provide details of how an application connects to existing utility infrastructure systems.

Ventilation / extraction & refuse disposal details

Details of the location and external appearance of any ventilation equipment will be required for new build or conversion to uses involving the preparation of hot food.

Details of appropriate areas for the storage of refuse bins and their collection arrangements should also be specified for commercial developments.