

Validation Checklist - Outline Planning Application

Note: Applications within Conservation Areas

For applications that affect the above it is considered that in view of the sensitive nature of development that affect Conservation Areas it is essential that the full impact of a proposal is able to be fully evaluated at the outset. Accordingly outline applications are usually not appropriate within such areas.

Your outline application **MUST** include the following:
(Please refer to the guidance notes for more detailed information)

DOCUMENT	Req'd? Yes/No
1 Copy of the completed planning application form, signed and dated	
1 Copy of the Article 7 Certificate (Agricultural Holdings), signed and dated	
1 Copy of the Article 7 Certificate (A,B,C,D), signed and dated	
1 Copy of a site location plan with the application sited outlined in RED and any adjoining land owned or controlled outlined in BLUE to a scale of 1:1250 or 1:2500.	
1 Copy of an existing and proposed block plan with the application sited outlined in RED and any adjoining land owned or controlled outlined in BLUE to a scale of 1:500.	
Design and Access Statement. *NB a Design and Access statement is only required for Major Applications or for new dwellings and/or the erection of non-domestic buildings or extensions of 100sq.m or more in a Conservation Area	
Heritage Statement. * required if the works involve a listed building, ancient monument, conservation area or a non-designated heritage asset (Sensitive Buildings), includes works that are impacting on the setting of such assets.	
Tree Survey. *Only required when an application site and or adjacent land has trees/hedges on the land that are/may be affected by the proposed works.	
The Correct Planning Fee	
Where you would like any reserved matter (Access, Appearance, Landscaping, Layout or Scale) to be considered at this stage then, 1 copy of the relevant scaled plans/drawings and/or details MUST be submitted with your application.	

Additional information/documents listed below which **may** be required are explained in more detail in the **Local Requirements Guidance Notes**.

		Req'd? Yes/No
Where applicable, details of any assistance or advice sought from a planning officer prior to submitting your application should be supplied – Please indicate dates of any correspondence or discussion, reference number and name of officer		
1	Affordable Housing Provision	
2	Agricultural Workers Dwellings	
3	Air Quality Assessment	
4	Ecology Surveys, incorporating Geology and Biodiversity	
5	Economic Regeneration Statements	
6	External Lighting Schemes	
7	Flood Risk Assessment	
8	Land Contamination	
9	Landscape Proposals	
10	Land Suitability Report	
11	Levels/Sections	
12	Materials	
13	Parking Provision	
14	Photographs and Photo Montages	
15	Planning Obligations	
16	Pollution Statement (Dust, odour, noise)	
17	Recreation, Sport and Open Space	
18	Retail Impact Assessment	
19	Statement of Community Involvement	
20	Structural Survey (Barn Conversions etc)	
21	Supporting Planning Statement	
22	Surface and Foul Water Drainage	
23	Sustainability Statement including Building for Life	
24	Tourism	
25	Transport Assessment	
26	Travel Plan	
27	Viability Assessments	
28	Visual Impact Assessments	

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