

## Full Planning Application Validation List

The following documents will be required to validate full planning applications.

Category 1 – National Validation Requirements	
The following documents are required through national legislation; or national planning policy	
Document	Notes
Completed application form	Applications should be made on the standard national form.
Ownership Certificate and Agricultural Land Declaration	Forms part of the planning application form
Community Infrastructure Levy (CIL) Form	All planning applications which include CIL liable development must complete: Form 1: CIL Additional Information Form  See <a href="https://www.planningportal.co.uk/planning/policy-and-legislation/CIL/download-the-forms">https://www.planningportal.co.uk/planning/policy-and-legislation/CIL/download-the-forms</a>  For further guidance on CIL in Central Lincolnshire, please see: <a href="https://www.n-kesteven.gov.uk/central-lincolnshire/adopted-local-plan-2023/community-infrastructure-levy">https://www.n-kesteven.gov.uk/central-lincolnshire/adopted-local-plan-2023/community-infrastructure-levy</a>
Correct Planning Fee	See current fees at: <a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>
Biodiversity Net Gain mandatory requirements	Where an applicant believes the development would be subject to the biodiversity gain condition, the application must be accompanied by minimum information set out in <a href="#">Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015</a> : <ul style="list-style-type: none"> <li>confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition;*</li> <li>the pre-development biodiversity value(s), <a href="#">either on the date of application or earlier proposed date (as appropriate)</a>;</li> <li>where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date;*</li> <li><a href="#">the completed metric calculation tool</a> showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value;</li> </ul>

## Category 1 – National Validation Requirements

The following documents are required through national legislation; or national planning policy

Document	Notes
	<ul style="list-style-type: none"> <li>• a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value (<a href="#">‘degradation’</a>), and where they have:*               <ul style="list-style-type: none"> <li>• a statement to the effect that these activities have been carried out;</li> <li>• the date immediately before these activities were carried out;</li> <li>• the pre-development biodiversity value of the onsite habitat on this date;</li> <li>• the completed metric calculation tool showing the calculations, and</li> <li>• any available supporting evidence of this;</li> </ul> </li> <li>• a description of any <a href="#">irreplaceable habitat</a> (as set out in <a href="#">column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024</a>) on the land to which the application relates, that exists on the date of application, (or an earlier date);* and</li> <li>• plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable).</li> </ul> <p>Or;</p> <ul style="list-style-type: none"> <li>• Where applicants consider that the development would not be subject to the general biodiversity gain condition, a statement to set out what exemption(s) or transitional provision(s) apply to the development*.</li> </ul> <p><b>Note:</b> *The above information may be provided through the Central Lincolnshire Biodiversity Gain Statement (see category 2 documents below)</p>
Design and Access Statement <sup>1</sup>	<p>Required for the following:</p> <ul style="list-style-type: none"> <li>• Applications for major development<sup>2</sup></li> <li>• Applications for development in a conservation area, where the proposed development consists of one or more dwellings; or a building or buildings with a floor space of 100 square metres or more.</li> <li>• Applications for listed building consent.</li> </ul>
Site Location Plan <sup>3</sup>	1:1250 or 1:2500 scale

<sup>1</sup> For further guidance, see <https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement>

<sup>2</sup> as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015;

<sup>3</sup> All plans or drawings must be drawn to the identified scale, and in the case of plans, must show the direction of north. A linear scale bar must also be illustrated, and plans must also clearly annotate key dimensions including as a minimum building/structure external length, width and height (eaves and ridge) and the externally measured separation distance/s between those building/s and structure/s closest to the application site boundary and the site boundary itself. All measurements must be in metres. A location plan must be based on an up-to-date map and must identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line on the location plan. It 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 should be drawn around any other land owned by the applicant, close to or adjoining the application site.

## Category 2 – Local Validation Requirements

The following documents are required through the policies of the Central Lincolnshire Local Plan or other Development Plan documents

Document	Notes
Tree Survey and Arboricultural Method Statement	CLLP policy S66
Energy Statement	CLLP Policies S6, S7, S8
Completed Energy Efficiency Checklist	CLLP Policies S6, S7, S8
Ecological Impact Assessment	CLLP Policy S60
Biodiversity Gain Statement	CLLP Policy S61  <a href="https://www.n-kesteven.gov.uk/central-lincolnshire/adopted-local-plan-2023/supplementary-planning-documents-guidance-notes">https://www.n-kesteven.gov.uk/central-lincolnshire/adopted-local-plan-2023/supplementary-planning-documents-guidance-notes</a>
Biodiversity Net Gain Metric (Pre and post development) [Excel Format]  Including Statutory Condition Assessment Sheets [Excel Format]	CLLP Policy S61 unless exempt from statutory BNG
Post Development habitat/ landscape map (with North Identified) (with irreplaceable habitats identified)	CLLP Policy S61 unless exempt from statutory BNG
Drainage Statement	CLLP Policy S21
Agricultural Land Classification (ALC) survey	CLLP Policies S14 and S67
Green Wedge Assessment	CLLP Policy S63
Minerals Assessment	LCCMWLP Policy M11
Transport Statement/Assessment	CLLP Policies S47, S49
Travel Plan	CLLP Policies S29, S47, S49
Aviation/defence navigation system/ communications assessment	CLLP Policy S14
Shadow flicker assessment	CLLP Policy S14
Glint and glare assessment	CLLP Policies S14, S53
Agricultural Workers Dwellings Justification Statement	CLLP Policy S5
Affordable Housing/First Homes/Entry Level Exception Site needs assessment	CLLP Policies S4, S22
Custom and Self-build housing plot passports or design code submitted	CLLP Policy NS24
Health Impact Assessment	CLLP Policy S54
Town centre/retail impact/sequential assessment	CLLP Policies S29, S31, S32, S35

## Category 2 – Local Validation Requirements

The following documents are required through the policies of the Central Lincolnshire Local Plan or other Development Plan documents

Document	Notes
Business/Commercial/ Tourism / Redundant Use Marketing Report	CLLP Policies S5(a), S29, S31, S32, S40, S43, S50, S83
Alternative employment sites assessment	CLLP S28-S34
Agricultural/forestry/horticultural/rural land-based needs assessment	CLLP Policy S5
Demolition justification statement <sup>4</sup>	CLLP Policy S11
Open Space Assessment/Audit	CLLP Policy S51

## Category 3 – Other Requirements

The following documents may be required dependent upon the nature of the development

Document	Notes
Existing and Proposed Block Plan <sup>3</sup>	1:200 or 1:500 scale
Existing and Proposed Elevations <sup>3</sup>	1:50 or 1:100 scale
Existing and Proposed Floor Plan <sup>3</sup>	1:50 or 1:100 scale
Flood Risk Assessment (including sequential and exception test evidence where applicable)	<p>You need to do a flood risk assessment for most developments within one of the flood zones. This includes developments:</p> <ul style="list-style-type: none"><li>• in flood zone 2 or 3 including minor development and change of use</li><li>• more than 1 hectare (ha) in flood zone 1</li><li>• less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs)</li></ul> <p>in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency</p>
Heritage Statement <sup>5</sup>	<p>In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting.</p> <p>The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary.</p> <p>Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to</p>

<sup>4</sup> Can be combined with Structural Survey.

<sup>5</sup> As required by paragraph 200 of the [National Planning Policy Framework](#) (December 2023)

### Category 3 – Other Requirements

The following documents may be required dependent upon the nature of the development

Document	Notes
	<p>submit an appropriate desk-based assessment and, where necessary, a field evaluation.</p> <p>A Heritage Asset is defined as “A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).”</p>
Environmental Statement (EIA Schedule 1 and 2) <sup>6</sup>	<p>Town &amp; Country Planning Environmental Impact Assessment Regulations</p> <p>This will be necessary for all development within Schedule 1; or schedule 2 developments that are likely to have a significant environmental effect.</p> <p>You can apply to the Local planning authority for a Screening Opinion, as to whether the development requires an Environmental Statement.</p>
Landscape and Visual Impact Assessment	CLLP Policy S62
Groundwater risk assessment	CLLP Policies S21, S56
Noise assessment	CLLP Policies S14, S53
Dust assessment	CLLP Policies S14, S36, S53
Odour/Air Quality Assessment	CLLP Policies S14, S53, S69
External lighting assessment	CLLP Policies NS55, S53
Unexploded Ordnance Certificate/Land Quality Assessment	CLLP Policy S84
Contaminated Land Assessment	CLLP Policies S56, S83
Archaeological Assessment	CLLP Policy S57
Structural survey	CLLP Policies S5, S67
S106 Agreement Heads of Terms	S22, S45

<sup>6</sup> [The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017 \(legislation.gov.uk\)](https://www.legislation.gov.uk).

## Full Planning Application Validation Matrix

Category 1 - National Validation Requirements	Required	Where Required
Completed Application Form	X	
Ownership Certificate and Agricultural Land Declaration	X	
Community Infrastructure Levy (CIL) Form	X	
Correct Planning Fee	X	
Biodiversity Net Gain mandatory requirements	X	
Design and Access Statement		X
Site Location Plan	X	
Category 2 - Local Validation Requirements		
Tree Survey and Arboricultural Method Statement		X
Energy Statement		X
Completed Energy Efficiency Checklist		X
Ecological Impact Assessment		X
Biodiveristy Gain Statement		X
Biodiversity Net Gain Metric		X
Post Development habitat/ landscape map		X
Drainage Statement		X
Agricultural Land Classification (ALC) Survey		X
Green Wedge Assessment		X
Minerals Assessment		X
Transport Statement / Assessment		X
Travel Plan		X
Aviation / Defence Navigation System / Communications Assessment		X
Shadow Flicker Assessment		X
Glint and Glare Assessment		X
Agricultural Workers Dwellings Justification Statement		X
Affordable Housing / First Homes / Entry Level Exception Site Needs Assessment		X
Custom and Self-build Housing Plot Passports or Design Code Submitted		X
Health Impact Assessment		X
Town Centre / Retail Impact / Sequential Assessment		X
Business / Commercial / Tourism / Redundant Use Marketing Report		X
Alternative Employment Sites Assessment		X
Agricultural / Forestry / Horticultural / Rural Land-based Needs Assessment		X
Demolition Justification Statement		X

Open Space Assessment / Audit		X
<b>Category 3 - Other Requirements</b>		
Existing and Proposed Block Plan	X	
Existing and Proposed Elevations		X
Existing and Proposed Floor Plan		X
Flood Risk Assessment		X
Heritage Statement		X
Environmental Statement		X
Landscape and Visual Impact Assessment		X
Groundwater Risk Assessment		X
Noise Assessment		X
Dust Assessment		X
Odour / Air Quality Assessment		X
External Lighting Assessment		X
Unexploded Ordnance Certificate / Land Quality Assessment		X
Contaminated Land Assessment		X
Archaeological Assessment		X
Structural Survey		X
S106 Agreement Heads of Terms		X