



## Outline Planning Application Validation List

The following documents will be required to validate outline 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
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	<p>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>:</p> <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> <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> </ul> </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>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> <ul style="list-style-type: none"> <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
Energy Statement or statement proposing deferral of Energy Statement to Reserved Matters stage	CLLP Policies S6, S7, S8
Biodiversity Gain Statement (LINK)	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>
Preliminary Ecological Appraisal	CLLP Policy S60

## 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 (This must also indicate the area or areas where access points to the development will be situated, even if access has been reserved)
Existing and Proposed Elevations <sup>3</sup>	1:50 or 1:100 scale
Flood Risk Assessment (including sequential and exception test evidence where applicable)	You need to do a flood risk assessment for most developments within one of the flood zones. This includes developments: <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> in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency
Heritage Statement <sup>4</sup>	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.  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.  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

<sup>4</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>5</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>
<p>Biodiversity Net Gain Metric (Pre and post development) [Excel Format]</p> <p>Including</p> <p>Statutory Condition Assessment Sheets [Excel Format]</p>	<p>CLLP Policy S61 where the layout is not a reserved matter, unless exempt from statutory BNG.</p>
<p>Post Development habitat/ landscape map</p> <p>(with North Identified) (with irreplaceable habitats identified)</p>	<p>CLLP Policy S61 where the layout is not a reserved matter, unless exempt from statutory BNG.</p>
Any other report/survey from the Central Lincolnshire ‘full’ validation checklist relevant to the scale, nature and location of development	The extent of additional information will also depend on what matters are before the Local Planning Authority and what are proposed to be left for reserved matters

<sup>5</sup> [The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017 \(legislation.gov.uk\)](https://www.legislation.gov.uk).

## Outline Planning Application Validation Matrix

Category 1 - National Validation Requirements	Required	Where Required
Completed Application Form	X	
Ownership Certificate and Agricultural Land Declaration	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		
Energy Statement or statement proposing deferral to Reserved Matters stage		X
Biodiversity Gain Statement		X
Preliminary Ecological Appraisal		X
Category 3 - Other Requirements		
Existing and Proposed Block Plan	X	
Existing and Proposed Elevations		X
Flood Risk Assessment		X
Heritage Statement		X
Environmental Statement		X
Biodiversity Net Gain Metric		X
Post Development habitat/ landscape map		X
Any other report/survey from the Central Lincolnshire 'full' validation checklist		X