

Validation checklist for: Application for listed building consent for alterations, extension or demolition of a listed building

Please note that all matters on this validation checklist are considered important in the consideration of this application type. If you do not include an item listed but do not provide a separate statement or justification for its non-inclusion, your application may be made invalid. We will endeavour to notify you as soon as possible of any additional requirements that may be identified by our usual constraints checking processes.

National Requirements

Government Guidance on the National list can be found by using the following link:

<https://www.gov.uk/guidance/making-an-application#Validation-requirements-for-planning-permission>

Information Required Best practice guide to maps and plans https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf	
Completed form	
<i>Included</i> <input type="checkbox"/> <i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i>	
<i>Not Included</i> <input type="checkbox"/> <i>If not included, please provide justification here as to why you do not consider this necessary.</i>	
Location plan (at a scale of 1:1250 or 1:2500) with red line around entire site, any adjoining land owned or controlled by applicant in blue, showing at least two named roads where possible, scale bar and the direction of north.	
<i>Included</i> <input type="checkbox"/> <i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i>	
<i>Not Included</i> <input type="checkbox"/> <i>If not included, please provide justification here as to why you do not consider this necessary.</i>	
Site plan (at a scale of 1:200 or 1:500) and other plans and drawings necessary to describe the subject of the application	
<i>Included</i> <input type="checkbox"/> <i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i>	
<i>Not Included</i> <input type="checkbox"/> <i>If not included, please provide justification here as to why you do not consider this necessary.</i>	

Information Required	
Existing elevations in full (e.g. at a scale of 1:50 or 1:100 with scale bar shown)	
Included <input type="checkbox"/> If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.	
Not Included <input type="checkbox"/> If not included, please provide justification here as to why you do not consider this necessary.	
Proposed elevations in full (e.g. at a scale of 1:50 or 1:100 with scale bar shown)	
Included <input type="checkbox"/> If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.	
Not Included <input type="checkbox"/> If not included, please provide justification here as to why you do not consider this necessary.	
Existing floor plans in full (e.g. at a scale of 1:50 or 1:100 with scale bar shown)	
Included <input type="checkbox"/> If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.	
Not Included <input type="checkbox"/> If not included, please provide justification here as to why you do not consider this necessary.	
Proposed floor plans in full (1:50 or 1:100 with scale bar shown)	
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Not Included <input type="checkbox"/> If not included, please provide justification here as to why you do not consider this necessary.	

Information Required	
Existing site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100 with scale bar shown)	
Included <input type="checkbox"/> If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.	
Not Included <input type="checkbox"/> If not included, please provide justification here as to why you do not consider this necessary.	
Proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100 with scale bar shown)	
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Not Included <input type="checkbox"/> If not included, please provide justification here as to why you do not consider this necessary.	
Roof plans in full (e.g. at a scale of 1:50 or 1:100 with scale bar shown)	
Included <input type="checkbox"/> If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.	
Not Included <input type="checkbox"/> If not included, please provide justification here as to why you do not consider this necessary.	
Completed Ownership Certificates (A, B, C or D – as applicable)	
Included <input type="checkbox"/> If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.	
Not Included <input type="checkbox"/> If not included, please provide justification here as to why you do not consider this necessary.	

Information Required	
Where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Procedure) Order 1995 for Planning Permission or Planning Permission for Householder Development must be given and / or published in accordance with this Article.	
Included <input type="checkbox"/> If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.	
Not Included <input type="checkbox"/> If not included, please provide justification here as to why you do not consider this necessary.	
Agricultural Holdings Certificate	
Included <input type="checkbox"/> If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.	
Not Included <input type="checkbox"/> If not included, please provide justification here as to why you do not consider this necessary.	
Design and access statement for:	
<ul style="list-style-type: none"> • Applications for development in a designated area, where the proposed development consists of: <ul style="list-style-type: none"> ○ one or more dwellings; or ○ a building or buildings with a floor space of 100 square metres or more. • Applications for listed building consent. 	
Included <input type="checkbox"/> If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.	
Not Included <input type="checkbox"/> If not included, please provide justification here as to why you do not consider this necessary.	

Local Validation Requirements

Notes July 2019

Links to South Downs Local Plan policies will be updated in the weeks following adoption of the Plan. In the meantime, all policies in the Submission Local Plan may be found here <https://www.southdowns.gov.uk/planning/national-park-local-plan/> .

For the purposes of the Local List, the definition of Major Development is as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

Additional Plans - The national requirements note the need for a location plan and “others as necessary” with the reliance on the local requirements to detail what those are. For the avoidance of doubt the local requirements are:

- Block plan including site access details, scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building), original paper size and a north point.
- Existing and proposed elevations and floor plans in full (including outbuildings)
- Existing and proposed site sections and finished floor and site levels and datum point (1:50 or 1:100) (In all cases where proposals involve a change in ground levels or is on a sloping site).
- Roof plans (Required for all applications involving extensions to roof forms and new buildings).

Included

If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.

Not Included

If not included, please provide justification here as to why you do not consider this necessary.

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
Agriculture and forestry workers statement	Development of or loss of agriculture or forestry workers' housing	Policy SD32 New Agricultural and Forestry Workers Dwellings (& Explanatory Text 7.100-7.107)
<i>Included <input type="checkbox"/></i> <i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i>		
<i>Not Included <input type="checkbox"/></i> <i>If not included, please provide justification here as to why you do not consider this necessary.</i>		
Biodiversity Survey and Report/ Environmental Impact Assessment/ Ecological Impact Assessment/Geodiversity/International Sites	All applications for development within or adjacent to, or would have an impact on priority species as detailed on Section 41 of the Natural Environment and Rural Communities Act 2006, or within, adjacent to, or would have an impact upon one or a combination of the following sites: Local Wildlife sites (SINCS & SNCIs), Local Nature Reserves, National Nature Reserves, SSSIs, internationally designated sites and/or where there is a reasonable likelihood of protected species and/or their habitats/notable habitats.	Policy SD9: Biodiversity and Geodiversity (& Explanatory text 5.70-5.87) Policy SD10 International Sites (& Explanatory text 5.88-5.95 Useful links for biodiversity (Web Link) Sussex Biological Records Centre (Web Link) Hampshire Biodiversity Centre (Web Link) Biodiversity – Code of Practice for Planning and Development BS42020 (Web Link) Natural Environment and Rural Communities Act 2006(Section 41) (Web Link)
<i>Included <input type="checkbox"/></i> <i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i>		
<i>Not Included <input type="checkbox"/></i> <i>If not included, please provide justification here as to why you do not consider this necessary.</i>		

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
Community Infrastructure Levy <ul style="list-style-type: none"> • Additional information form • Form 1 -Assumption of Liability • Form 2 – Claiming Exemption or relief 	All householder, minor and major applications (including S73 applications), prior approvals for change of use to residential and existing lawful use development applications.	Policy SD42: Infrastructure (& Explanatory text 7.217-7.227) SDNPA Community Infrastructure Levy (Web Link)
Included <input type="checkbox"/> <i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i>		
Not Included <input type="checkbox"/> <i>If not included, please provide justification here as to why you do not consider this necessary.</i>		
Ecosystem Services Statement	All applications	Policy SD2: Ecosystem Services (& Explanatory text 4.12 4.17 & Figure 4.2) Ecosystem Services Guidance Note (Householder) (Opens PDF) Ecosystem Service Guidance Note (All other applications) (Opens PDF)
Included <input type="checkbox"/> <i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i>		
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Flood Risk Assessment	All applications where site area > 1 Ha in Flood Zone 1; all proposals where application site is in Flood Zones 2 and 3; all applications where site is in a designated critical drainage area.	SD17: Protection of the Water Environment (& Explanatory text 5.146-5.159) SD49: Flood Risk Management (& Explanatory text 7.283-7.292) SDNPA Level 1 Update and Level 2 Strategic Flood Risk Assessment Report (Amec 2017) (Opens PDF) NPPF - Chapter 14 (Web Link) Planning Practice guidance (Web Link) Environment Agency Flood Risk Assessment guidance (Web Link) BS 8533-2011 Assessing and managing flood risk in development code of practice. (Web Link) Flood Maps for Planning (Web Link)
<p>Included <input type="checkbox"/></p> <p><i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i></p>		
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<p>Information to support Habitat Regulations Assessment screening and appropriate assessment, if required</p>	<p>All applications are screened to determine if the application is likely to effect a European site, and if so, if that effect is likely to be significant (aka the Likely Significant Effects Screening). Where likely significant effects cannot be ruled out (prior to the consideration of mitigation measures), an appropriate assessment is required.</p> <p>Policy SD10 sets particular requirements for the following: All applications within 6.5km or 12km of Mens, Ebernoe Common or Singleton and Cocking Tunnels SACs Applications for new development within 5km of Arun Valley SPA Residential development within 400m or 5km of Wealden Heaths Phase II SPA Residential development within 5.6km of the Solent SPAs (Chichester & Langstone Harbours SPA, Solent & Southampton Water SPA, and Portsmouth Water SPA).</p>	<p>SD10: International Sites (& Explanatory text 5.88-5.95) which sets out requirements for development within a certain proximity of particular SPA/SACs. Link to maps which will provide details of the buffer zones and SPAs/SACs (NB: link to be confirmed when list is adopted)</p>
<p>Included <input type="checkbox"/></p> <p><i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i></p>		
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Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
Heritage statement in accordance with SDNPA Guidance, (to include Archaeological Assessment)	All applications for development affecting a designated heritage asset or any undesignated heritage asset recognised as such by the SDNPA, or its setting. Heritage assets include but are not restricted to listed buildings, scheduled monuments and other archaeological sites, Conservation Areas, Historic Parks and Gardens and other historic landscapes, and historic battlefields. Heritage statements must follow the SDNPA's Heritage Statement Guidance	SD12: Historic Environment (& Explanatory text 5.107-5.118) SD13: Listed Buildings (& Explanatory text 5.119-5.122) SD14: Climate Change Mitigation and Adaptation of Historic Buildings (& Explanatory text 5.123-5.126) SD15: Conservation Areas (& Explanatory text 5.127-5.129) SD16: Archaeology (& Explanatory text 5.130-5.140) SDNPA integrated guidance: Advice to Homeholders and their agents' (Opens PDF) NPPF - Chapters 15 and 16 Government guidance on Heritage Statements (Web Link) https://www.historicengland.org.uk/services-skills/our-planning-services/charter/ (Web Link) <a #"="" href="https://www.hants.gov.uk/landplanningandenvironment/environment/landscape (Web Link)
 SDNPA Guidance on Heritage Statements (Web Link)
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Land contamination Assessment	All applications if contamination is known/suspected to exist All applications where the site is within 250m of a current licensed or historic landfill site.	Policy SD55: Contaminated Land (& Explanatory text 7.329-7.332) NPPF – Chapter 15 (Web Link) Planning Practice guidance (Web Link) Government Guidance on land affected by contamination (Web Link)
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Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
Landscape Appraisal/Study /Relative Tranquillity and Visual Impact assessment Relative Tranquillity/Safeguarding views/Landscape Character *Landscape & Visual Impact Assessment only required as part of an EIA	All applications for development (including change of use) with the exception of householder applications.	SD4: Landscape Character (& Explanatory text 5.6-5.18) SD6: Safeguarding Views (& Explanatory text 5.35-5.39) SD7: Relative Tranquillity (& Explanatory text 5.40-5.45) SD18: The Open Coast (& Explanatory text 5.160-164) NPPF – Chapters 8, 12, 13, 14 and 15 (Web Link) Planning Practice guidance (Web Link)
Included <input type="checkbox"/> <i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i>		
Not Included <input type="checkbox"/> <i>If not included, please provide justification here as to why you do not consider this necessary.</i>		
Lighting assessment/ Dark Night Skies	All applications which include outdoor lighting All applications for development outside settlement boundaries other than householder All applications in the vicinity of a listed building or within a conservation area All applications at a location where bats and their roosts or other protected species are present Please note that this list is not exhaustive, and you may be required to submit a lighting assessment during the course of your application	SD8 Dark Night Skies (& Explanatory text 5.46-5.61) Guidance for the Reduction of Obtrusive Light (Web Link) SDNPA Dark Night Skies information (Web Link) SDNPA Dark Night Skies Technical Advice Note (Opens PDF) Bat Conservation Trust – Artificial lighting guidance (Web Link)
Included <input type="checkbox"/> <i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i>		
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Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
Marketing/viability/need assessment	<p>Marketing information will be required for development proposals as set out in Appendix 3 of the SDNPA Local Plan Marketing, viability and needs assessment information will additionally be required for:</p> <p>Development proposals that result in the loss of visitor accommodation, attractions and recreation facilities ((Policy SD23)</p> <p>Development proposals for new residential development or rural exception sites where the required provision of affordable housing will not be met (Policies SD28 & SD29) (*Please note, in many cases, this can be included as part of the Affordable Housing Statement)</p> <p>Applications for removal of agricultural/horticultural/forestry occupancy conditions. (Evidence of lack of need as agricultural dwelling and viability or otherwise as affordable dwelling – Policy SD32 (3))</p> <p>Development proposals to meet the Gypsy, Traveller and Travelling Showpeople community (to include assessment and demonstration of local connection – Policy SD33)</p> <p>Change of use applications resulting in loss of employment land (evidence of marketing campaign – Policy SD35)</p> <p>Development resulting in loss of retail (Class A) units (evidence of marketing campaign – Policies SD36, SD37 & SD38)</p> <p>Development that would result in the loss of community facilities (evidence of marketing campaign – Policy SD43)</p>	<p>Appendix 3 of the South Downs Local Plan SD23: Sustainable Tourism (& Explanatory Text 6.54-6.64) SD32: New Agricultural & Forestry Workers Dwellings (& Explanatory text 7.99-7.107) SD33 Gypsies, Travellers and Travelling Showpeople (& Explanatory text 7.108 – 7.123, and Appendix A – Background paper) SD35: Employment Land (& Explanatory text 7.141-7.155) SD36: Town and Village Centres (& Explanatory text 7.171) SD37: Development in Town and Village Centres (& Explanatory text 7.172-7.176 & Appendix 3) SD38: Shops outside Centres (& Explanatory text 7.177-7.183) SD43: New and Existing Community Facilities (& Explanatory text 7.228-7.235)</p> <p>Planning Policy for Traveller Sites (2015) (Web Link) Caravan Sites and Control of Development Act 1960 (Web Link) South Downs National Park Employment Land Review 2015 (Opens PDF) South Downs National Park Authority Employment Land Review 2017 Update (Opens PDF) South Downs National Park Housing and Economic Development Needs Assessment (2017) (Opens PDF) South Downs Whole Plan and Affordable Housing Viability Study (BNP Paribas, 2017) (Opens PDF)</p>
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Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
Soils Management Plan	All applications for development where the movement of top and/or subsoils is proposed	NPPF – All development, but specifically refer to Chapter 15 (Web Link)
<p>Included <input type="checkbox"/></p> <p><i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i></p>		
<p>Not Included <input type="checkbox"/></p> <p><i>If not included, please provide justification here as to why you do not consider this necessary.</i></p>		
Tree Survey/Arboricultural Assessment/Arboricultural Method Statement and Tree Protection Plan	All applications for development affecting trees unless accurate completion of the SDNPA checklist demonstrates no adverse impact on trees	Policy SD11: Trees, Woodlands and Hedgerows (& Explanatory text 5.96-5.102) SDNPA Advice To Homeholders and Their Agents' (Opens PDF) Bat Conservation Trust – Bats and Trees Guidance (Opens PDF) Wild birds: protection and licences (Web Link)
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