

Validation checklist for: Householder application for planning permission for works or extension to a dwelling and for relevant demolition of an unlisted building in a conservation area

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	
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.	
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.	
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.	
Site plan (at a scale of 1:200 or 1:500) and other plans and drawings necessary to describe the subject of the application	
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	
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"/> <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>	
Proposed 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"/> <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>	
Roof plans in full (e.g. at a scale of 1:50 or 1:100 with scale bar shown)	
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>	
Completed Ownership Certificates (A, B, C or D – as applicable)	
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>	

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"/> <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>	
Agricultural Holdings Certificate	
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>	
Appropriate fee	
Government Guidance on the fees and fee calculations can be found by using the following link: https://www.gov.uk/guidance/fees-for-planning-applications	
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Not Included <input type="checkbox"/> <i>If not included, please provide justification here as to why you do not consider this necessary.</i>	

Information Required

Design and access statement for:

- **Applications for development in a designated 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.**
- **Applications for listed building consent.**

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.

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
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)
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.		
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)
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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
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)
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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.		
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)
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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
<p>Heritage statement in accordance with SDNPA Guidance, (to include Archaeological Assessment)</p>	<p>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</p>	<p>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)</p>
<p>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.</p>		
<p>Not Included <input type="checkbox"/> If not included, please provide justification here as to why you do not consider this necessary.</p>		
<p>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</p>	<p>All applications for development (including change of use) with the exception of householder applications.</p>	<p>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)</p>
<p>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.</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
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)
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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)
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>		

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
Sustainability Assessment	All applications for new residential, commercial, agricultural, community buildings (and also conversion of existing buildings) and residential extensions with an increase of more than 100sqm internal floor area.	<p>Policy SD48 (& Explanatory Text 7.274-7.282) SDNPA Renewable and Low Carbon Energy Study – Main Report (AECOM, 2013) (Opens PDF) Building Research Establishment Environmental Assessment Method (BREEAM) (Web Link) Document G, Building Regulations ‘Sanitation, hot water safety and Water efficiency’ (March 2015 pp15 G2(3)) (Web Link) South Downs Local Plan (Web Link) and Affordable Housing Viability Assessment (BNP Paribas 2017) (Opens PDF)</p> <p>Please Note: A Technical Guidance Note will be provided which sets out the type of information that will be required in such an assessment report: This will be available when the Local 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>		
<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	<p>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)</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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