

Validation list for:

Applications for the approval of Reserved Matters pursuant to an Outline Planning Consent

You must submit the information set out below (on both the national and local validation lists) with your application for it to be accepted as a valid application and for the processing of your application to start.

We strongly encourage you to submit all applications online via the Planning Portal. However, if you choose to submit your application via the post, 2 hard copies are required of all application documents.

If you have not included any of the information that is required with your application, you should provide written justification why you consider that the information is not required. The Council will make your application invalid if it does not agree with the justification.

National Validation Requirements

Requirement	When required
A completed application form	All applications
The appropriate fee	All applications
A location Plan	All applications
Biodiversity Net Gain information including the BNG Metric	From February 2024: All major applications except those eligible for an exemption From April 2024: All applications except those eligible for an exemption For details of exemptions see: https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments
Design and Access Statement	When required – any application for: <ul style="list-style-type: none"> • Major developments • Listed Building Consent • one or more dwellings or a building or buildings where the floorspace created is 100 square metres or more within a Conservation Area But it is not required for: <ul style="list-style-type: none"> • Section 73 applications • material change of use of land or buildings

Gateway One fire statement	<p>Required for all applications that involve:</p> <ul style="list-style-type: none"> • The provision of one or more “relevant buildings”; • Development of an existing “relevant building”; or • Development within the curtilage of a “relevant building. <p>See: https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021</p>
Ownership Certificate and Agricultural Land Declaration	All applications
Plans, drawings or information necessary to describe the development	All applications

Local Validation Requirements

Requirement	When required
Air Quality Assessment	Where the proposed development includes new uses or buildings that have the potential to generate air pollution or where a sensitive use is proposed in close proximity to an existing source of air pollution
Air Quality Neutral Assessment	All major developments outside of Growth Areas and Air Quality Focus Areas
Air Quality Positive Assessment	All major developments within Growth Areas and Air Quality Focus Areas
Amenity space quality statement	All developments which involve the provision of residential dwellings
Community Infrastructure Levy (CIL) additional information form	For all applications including: <ul style="list-style-type: none"> • 100 square metres or more of new floorspace, including extensions; • - the creation of a new residential dwelling including conversions / change of use
Community Infrastructure Levy (CIL) plans, calculations and supporting information	For all CIL liable applications including: <ul style="list-style-type: none"> • 100 sqm or more of new floorspace, including extensions; • the creation of a new residential dwelling including flat conversions / change of use <p>The conversion of a house to flats is CIL liable where additional GIA floorspace is created</p>
Daylight / sunlight assessment	Where the scale of buildings proposed has the potential to affect light to sensitive neighbouring uses or the design of development has the potential to restrict internal levels of natural light for proposed residential units
Digital Model of Proposal	For all Major developments
Ecological assessment / protected species survey	Where development has the potential to affect designated environmentally important sites or where there is a reasonable likelihood of a protected species being present.
Energy strategy	For all major developments
Fire Statement (London Plan)	For all major developments

<p>Flood risk assessment, including sequential test and exception test where relevant</p>	<p>A Flood Risk Assessment (FRA) should be provided with a planning application for developments in the following circumstances:</p> <ul style="list-style-type: none"> • New proposals in Flood Zone 2 or 3, including Minor Development and Change of Use. • Proposals for development areas that are 1 hectare or greater in Flood Zone 1. • New proposals, or a Change of Use in development type to a more vulnerable class, where the proposed development could be affected by sources of flooding other than rivers and the sea. • Proposals within areas with critical drainage problems as designated by the EA
<p>Foul sewage and utilities assessment</p>	<p>Required for all large-scale major developments</p>
<p>Heritage statement</p>	<ul style="list-style-type: none"> • Applications for Listed Building Consent; • Householder & Full applications affecting Listed Buildings (including their setting) and sites/properties within Conservation Areas; • Applications for works covered by an Article 4 Direction; • Applications for works to buildings which are Locally Listed; and • Any new development within a Conservation Area.
<p>Lighting assessment and lighting contour map</p>	<p>Where proposals include significant external lighting, or where external lighting has the potential to affect protected species</p>
<p>Noise and/or vibration impact assessment</p>	<p>Where the proposed development includes new plant or machinery and has the potential to impact upon sensitive uses or where a sensitive use is proposed in close proximity to a noise or vibration source</p>
<p>Overheating assessment and mitigation strategy</p>	<p>Developments involving the provision of new residential dwellings where there is a risk of overheating</p>

Photographs of the site and context	For all planning applications
Planning Fire Statement or Reasonable Exception Strategy	All non-major applications for planning permission, permission in principle or technical details consent
Planning statement	For all major developments and for any development that is not in accordance with the development plan.
<p>Plans and drawings or information necessary to describe the subject of the application which include a scale bar and an indication of North (or indicative drawings in the case of an outline application where the relevant matters are reserved)</p> <p>Including:</p> <ul style="list-style-type: none"> • Block plan of the site (normally at a scale of 1:100 or 1:200) • Existing and proposed elevations (normally at a scale of 1:50 or 1:100) • Existing and proposed floor plans (normally at a scale of 1:50 or 1:100) • Existing and proposed site sections and finished floor and site levels (normally at a scale of 1:50 or 1:100) • Roof plans (normally at a scale of 1:50 or 1:100) • For the replacement of doors or windows, existing and proposed detailed window elevations (normally at a scale of 1:10) and cross sections (normally at a scale of 1:5) showing all features of the windows • For proposed vehicular accesses or new hardstanding, detailed site layout and elevation plans (normally at a scale not less than 1:100) showing all accesses and changes to the garden or land affected by the proposal. • Landscaping plans • Topographic surveys (for Major applications and large minor applications) 	All applications
Servicing and refuse management plan	This is required for all major applications and for minor applications where servicing and fire access cannot be undertaken directly from the street.

Site plan	Where necessary to clarify the extent of the site in addition to the Location plan
Site survey	Where there are significant level changes within the site, and for all applications that include basements
Statement of community involvement	For all major developments
Sustainable Urban Drainage Strategy	For all major developments
Townscape / visual impact assessment	For Major applications where structures, such as tall buildings, are proposed that have the potential to impact on protected views or the townscape
Tree survey / arboricultural impact assessment	Required for applications that involve the pruning or removal of existing trees and for the carrying out of demolition, building or engineering operations (including the excavation of foundations, construction of basements, any changes of level and service/utility runs) where these may affect trees both on site or on adjoining land.
Urban Greening Factor masterplan and calculation	Major developments and minor residential developments
Ventilation / extraction statement	Where development includes new uses within Class A3, A4 or A5 (including changes of use) or where industrial or commercial uses require ventilation or extraction
Wind microclimate assessment	All applications that include tall buildings (30 m or more in height) and any other proposal where the development is likely to have an adverse effect upon the wind microclimate.