



Strategic Environment Cabinet
Committee

Tuesday, 17 September 2019

Dear Councillor

You are advised that the attached documents form part of the main agenda papers for this meeting.

Please ensure you bring them with you to the meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Walsh', written in a cursive style.

S Walsh
Service Manager (Communities)

List of documents attached

6. Development Management - Draft Local Validation List (Pages 3 - 8)

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Item 6: Draft Local Validation List – What is it ?

What it's for:

- Identifying what is needed to make a decision now
- Covering all necessary matters relevant
- Clear, up front information at the beginning of the process for residents and officers / outside bodies
- Ensuring consistency across all applications
- Avoiding unnecessary expense and delay
- Reducing paperwork

Consultation Approach

How consultation will occur:

- 6 week (normal) consultation period
- Clear notices on Council website
- Links added to all planning letters / emails to applicants, agents and neighbours
- Inovem consultation portal
- Social Media
- Comments to then be considered and revisions made prior to publication of adopted version.

How the List will be published

How the new requirements be highlighted:

- Dual strategy:
 - Comprehensive list for professional users
 - Bite size information on webpages for simple projects, such as householder extensions
- Clear links on all planning applications pages
- Will be linked automatically to 'Planning Portal' online submissions
- Links provided in all related letter and email communication

What it might look like online

- Bite Size Guidance

[Home](#) » [Planning and building](#) » [Apply for planning permission](#) » [Apply for planning permission](#)

Apply for planning permission

Last updated on: 20-August-2019

1. [Overview](#)
2. [Pre-application service](#)
3. [Apply for planning permission](#)
4. [How is our decision made?](#)
5. [Appeal a planning decision](#)

3. Apply for planning permission

The Planning Portal website provides advice on how to apply for planning permission.

- > [Who can apply? !\[\]\(661ad2fdbe8fa1392f2b194cfa45d124_img.jpg\)](#)
- > [How much does it cost? !\[\]\(4193cdf1061c98ac39c3073e7f9019f2_img.jpg\)](#)
- > [What to submit !\[\]\(4caf182c2ec1a7bf8758f380863453a1_img.jpg\)](#)

NEW Guidance & Requirements !

- > [Householder Applications - Supporting Information](#)
- > [Local List of Validation Requirements – All projects](#)

What it might look like online

- Bite Size Guidance - Householders

APPENDIX 3

BITE SIZE VALIDATION GUIDANCE - HOUSEHOLDER APPLICATIONS (for extensions or alterations to houses and flats that are not Statutory Listed Buildings)

v.01 (Richard M 20190906)

What you need	How the information must be prepared
Application Forms	<p>The form must be <u>completed in full, signed and dated</u>. The description of the development should be concise, clear and accurately reflect all aspects of the proposal requiring planning permission.</p> <p>Applications for extensions to <u>flats</u> need to be on full planning application forms (not householder forms) and failure to use the correct forms will delay the application and make it invalid.</p> <p>On the form, <u>only one</u> of ownership certificates A, B, C or D must be completed stating the ownership of the property.</p> <p>Certificate A should be completed if you are the owner of the building / land or you have a freehold interest or leasehold interest with at least 7 years left to run. If Ownership Certificate B is completed, Notice 1 is required (this will be necessary if the works include the construction of a party wall extending onto neighbouring land). If Ownership Certificate C is completed, Notices 1 and 2 are required. If Ownership Certificate D is completed, Notice 2 is required</p> <p>Please note, that if the pavement in front of the site is included in the red line please complete Certificate B and serve notice on the Highways Authority if you are not the owner of the pavement.</p> <p>Agricultural Holdings Certificate - even though your application is for a non-agricultural use - please confirm whether or not any of the land to which the application relates is, or is part of, an agricultural holding.</p> <p>Guidance on how to fill out these forms can be found at the Planning Portal web site www.planningportal.gov.uk See the fee calculator here: https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7</p>
Fee	
Location Plan	<p>The plan must:</p> <ul style="list-style-type: none"> Identify the whole of the application site with a red outline. This will usually be the curtilage of your dwellinghouse Any neighbouring land owned by the applicant should be outlined in blue Include the site and neighbouring property numbers / names and at least two named roads where possible Based on an up-to date map Drawn to an identified metric scale 1:1250 (scale bar included on drawing) Show the direction of North It should include all land necessary to carry out the proposed development - for example, land required for access to the site from a public highway

Block plan	<p>The plan (existing and proposed block plans should be provided if structures are to be demolished / altered) must:</p> <ul style="list-style-type: none"> Be drawn to an identified 1:100 or 1:200 scale – scale bar included on drawing and showing the direction of north the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries all the buildings, roads and footpaths on land adjoining the site including access arrangements all public rights of way crossing or adjoining the site the position of all trees on the site, and those on adjacent land that could influence or be affected by the development the extent and type of any hard surfacing, existing and proposed boundary treatment including walls or fencing if this is proposed.
General requirements:	
<ul style="list-style-type: none"> All drawings must include a title and drawing number (with the relevant revision number as necessary) the print (paper) size Both the proposed and existing plans can be shown on the same plans, where the works can be clearly shown When submitting documents electronically ensure these are pdfs and ensure that the embedded documents are of one size only (eg A4 or A3) For additional plans and documents the level of detail provided should be proportionate to the scale of the development. 	
Elevations (Existing and Proposed)	<p>Plans must:</p> <ul style="list-style-type: none"> be at an appropriate scale, usually 1:50 or 1:100 for householders and minor applications be included for all elevations affected, including blank elevations (if no external changes are proposed, plans should be annotated clearly to reflect this) show the full elevation of a building show the relationship to neighbouring buildings and show the positions of windows and doors on all buildings
Floor Plans (Existing and proposed, including roof plans)	<p>Plans must:</p> <ul style="list-style-type: none"> be at 1:50 or 1:100; show all floors of the existing building show all floors of the proposed building show the site boundary and the outline of any existing neighbouring buildings identify / highlight any existing buildings or walls which are to be demolished
Section drawings(Existing and proposed)	<p>Plans must:</p> <ul style="list-style-type: none"> be at 1:50 or 1:100; show cross sections through the site and buildings including details of existing site levels and finished floor levels with the levels related to a fixed datum point off-site; show the proposals in relation to neighbouring buildings; section through a building should include all floors, including the basement, loft / roof space, along with any terraces.

Tree Survey & Report	<p>Where the proposed development proposes the removal of or will / may affect trees on the site or neighbouring land, provide a survey and report which identifies:</p> <ul style="list-style-type: none"> The species, position of trees and canopy spread the block plan or separate plan. The plan must indicate any trees which are to be felled, retained or affected by the proposed development. The location of any trees within adjacent properties that may be affected by the application should also be shown. <p>A statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings may also be necessary.</p> <p>This information should be prepared by a qualified arboriculturalist. Further guidance is also provided in BS5837:2012 - Trees in Relation to Design, Demolition and Construction.</p>
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What it might look like online

- Comprehensive List (22 pages)

<p>Viability Assessment / Appraisal</p>	<p>Major residential development</p> <p>Any other major development where the deliverability of the scheme as designed needs to be understood</p> <p>Any application proposing the loss of a public house (including a change of use)</p> <p>Any application proposing the demolition of or substantial harm to a designated or undesignated heritage asset</p> <p>Any application where the viability of the existing use is relevant</p>	<p>Viability information should be set out in writing (prior to submission) and include a scheme layout plan, Land Registry Title with a Statement of Ownership giving the purchase price and also an explanation of the conditions of purchase and build (where applicable). The Statement must be linked to the required Planning Obligations Statement. The assumptions for the following matters will need to be detailed (particularly relevant to new residential development) and reflect the Standardised inputs as set out in NPPG:</p> <ul style="list-style-type: none"> • Gross development value • build costs (QS build cost schedule) • residual values (including comparables) • use classes (no. of units / floorspace) • size of units • affordable housing – values / percentage and mix • Heads of Terms with Registered Housing Provider if they have one or their approach • fees / overheads / marketing costs • developer profit / development return • planning obligations (including previous correspondence) • itemised schedule of S106 contributions and anticipated cost • capital contributions (grant etc.) • description of users and end users • cash flow • build and sale programme • commercial yields /rents (including comparables) • development finance (inc interest rates and assumptions on finance period) • Existing Use Value report • Details of lease terms, including all break clauses, inside or outside of the lease. <p>The viability appraisal must be accompanied by a solicitor’s undertaking to meet the Council’s costs in having the statement independently reviewed.</p> <p>Further information on each of these requirements can be provided by the Council. The applicant should provide details of proposed</p>	<p>Policies CS10, CS12, CS13 and CS16</p> <p>NPPF para 57</p> <p>National Planning Policy Guidance</p>
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