

# Draft Local Validation List

## Why we are doing this:

- To avoid unnecessary delays and expense
- Identify what is needed to make a good, quick decision
- Clear, up front information and standards
- Ensuring consistency
- Reducing paperwork
- As 52% of applications are currently incomplete / invalid at submission (including 66% incomplete from the most common agents!)

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## Consultation:

- 6 week period from November to January
- 228 emails to Internal / External Consultees, Councillors and Parishes
- 339 emails to Agents
- Links provided on our webpage
- Information added to email signatures of planning staff
- Added to all neighbour letters and decision notices sent

# Consultation Response

## 13 responses in total

- **6 from Statutory Consultees** (PLA, Historic England, Highways England, Environment Agency, KCC x 2)
- **1 Parish Council**
- **1 internal council department**
- **5 other responses, from members of the public, agents & architects**

# Changes made

- Useful suggestions from all parties
- Improvements to linked resources / information
- Alignment of approach from statutory consultees
- Great clarity of information

## Part 2: Local Validation Requirements (Local List)

### Plans / Elevations / Section Drawings - General Guidance for All Drawings and Plans

In addition to the Location Plan and Block Plan as referred to above, All drawings (excluding supplementary renders or sketches) must include:

- a title and drawing number (with the relevant revision number as necessary),
- the print (paper) size;
- a recognised scale (1:50, 1:100, 1:200, 1:500, 1:1250 or 1:2500), and including a scale bar and identifying the relevant scale at that print size (eg.1:50 at A3 or 1:100 at A3) - the wording "do not scale" should not be used (unless in the form 'do not scale, except for planning purposes');
- The proposed development shown in relation to the site boundaries and other existing buildings on the site;
- Neighbouring properties and neighbouring windows must always be shown on plans, elevations and sections (both existing and proposed).
- Existing and proposed ground levels must always be shown for any extensions or new buildings. Where demolition is proposed, the extent of the proposed demolition should be clearly hatched and shown on a separate set of drawings
- For major applications, ~~the existing proposed~~ and ~~proposed existing~~ plans must be shown on separate drawings (unless amendments are proposed);
- For householder and minor applications both the proposed and existing plans can be shown on the same plans;
- 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 / complexity of the development.

Drawing Type	When required?	What is required?
1a. Elevations (Existing and Proposed)	Required for all applications that involve building works (including changes of use)	Plans must: <ul style="list-style-type: none"> <li>• be at an appropriate scale, usually 1:50 or 1:100 for householders and minor applications;</li> <li>• be included for all elevations affected, including blank elevations (if no external changes are proposed, plans should be annotated clearly to reflect this);</li> <li>• show the full elevation of a building (i.e. applications involving flats which form part of a larger converted property must provide plans showing the entire elevation of the building);</li> <li>• show the relationship to neighbouring buildings and show the positions of windows and doors on all buildings</li> </ul>
1b. Floor Plans (Existing and proposed, including roof plans)	Applications that involve building works (including changes of use)	Plans must: <ul style="list-style-type: none"> <li>• be at <u>an appropriate scale, usually 1:50 or 1:100 for householder and minor applications</u></li> <li>• show details of the existing building(s)</li> <li>• show the proposed building including each floor and the roof</li> <li>• be included for all floors, including floors where there are no changes proposed</li> <li>• show the site boundary and the outline of any existing neighbouring buildings;</li> <li>• show any existing buildings or walls which are to be demolished</li> <li>• show cycle parking arrangements (including annotation stating the number of cycle stands)</li> <li>• <u>show</u> internal storage and proposed refuse storage facilities.</li> </ul>

# Next Steps

- **Portfolio Holder to review final version and adoption timetable (approx 2 months notice – recommended to go live from 1<sup>st</sup> April 2020)**
- **Creation / refinement of bite size guidance for householders / driveway crossover applications at launch**
- **Other improvements to advice planned on an ongoing basis**
- **Training sessions with staff on using new requirement in a consistent and fair manner & implications arising**
- **Review effectiveness (ongoing) and Internal update every 2 years required.**