# Householder planning permission
# Validation Checklist

## How to use the Validation Checklist

This validation checklist sets out the information you must submit with your application for householder planning permission. This includes applications for householder planning permission, householder planning and listed building consent and demolition in a conservation area. We reserve the right to request further information that is reasonably required for the determination of the planning application.

Planning applications should be submitted via the Planning Portal (www.planningportal.gov.uk) to enable the Council to validate and process applications efficiently. If this is not possible, the original application form and documentation should be posted to our office.

Once the application has been registered, any further supporting information must be emailed to us. If you are unsure of any checklist requirements, advice should be sought from the Council, prior to submitting your application.

Data protection statement: We will only use your personal information gathered for the specific purposes of your application/enquiry. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on our website.

Please note:

• You can request at the point of submission for your details to be made confidential, but your address and agent's details will remain.

• If you are the applicant, your name and application site address will be in the public domain in perpetuity by virtue of them being part of the Decision Notice in the Public Register

## Supporting documentation

All supporting documents should be uploaded to the Planning Portal at a maximum file size of 30mb, in separate named documents, as a PDF. All plans and drawings must include the paper size, address of the proposal, metric scale, be appropriately titled, and plans must show the direction of north.

Please ensure the content and detail of your supporting documentation is sufficient to assess and consult on your application. Many applications require further information following validation due to insufficient detail within documents. This can extend the timeframe required to make a decision on your application.

The need for, scale, scope, and level of detail for each assessment should be established as early in the development management process as possible. Technical assessments must be prepared by appropriately qualified persons.

If your proposal/site requires you to submit a document from the 'Local Requirements' list, but you do not believe you need to provide it for your application, please submit a written statement outlining the reasons why the document is not required. Failure to provide a reason why you have not submitted a relevant document may result in your application being invalidated.

# National requirements

As a minimum, you must provide the following documents for your planning application to be valid.

| Document type | Is it required for my application? | What information is required? |
|---|---|---|
| **Application Form** | All applications | A completed relevant application form. |
| **Correct Application Fee** | All applications | [Planning Portal's fee calculator](#) |
| **Design and Access Statement** | <ul><li>Applications for listed building consent.</li><li>Applications for development in a designated area (World Heritage Site or a conservation area), where the proposed development consists of:<ul><li>one or more dwellings; or</li><li>building(s) with a floor space of 100 square metres or more.</li></ul></li><li>Applications that do not need to be accompanied by a design and access statement include:<ul><li>Applications for waste development</li><li>A material change of use</li><li>Engineering or mining operations</li><li>To amend the conditions attached to a planning permission.</li></ul></li></ul> | <ul><li>Explanation of the design principles and concepts that have been applied to the proposed development, and how the development's context has influenced the design.</li><li>Explanation of your approach to access and how relevant Local Plan policies have been taken into account; any consultation undertaken in relation to access issues; and how this has informed the proposed development.</li><li>Explanation of how any specific issues which might affect access to the proposed development have been addressed.</li><li>Details of the existing surface water drainage system, including its current condition.</li><li>For applications affecting the historic environment, explain how the principles and concepts of the proposed development take account of the significance of heritage assets, their special interests and setting.</li><li>There are some differences between the requirements for applications for planning permission and applications for listed building consent.</li><li>For applications that relate to a designated or non-designated heritage asset, or affect one, refer to the Heritage Statement requirement.</li></ul> |
| **Location Plan Scale 1:1250 or 1:2500** | Householder applications | <ul><li>An up-to-date base map and scaled to fit onto A4 or A3 size paper wherever possible, showing the direction of north.</li><li>Sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.</li><li>• At scale of 1:1250 or 1:2500, Showing the direction of North, which identifies the land to which the application relates. The residential curtilage must be edged with a red line and any other land owned by the applicant edged in a blue</li></ul> |

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| | | line. |
| **Ownership Certificate and Agricultural Land Declaration** | All applications | ● Complete certificate to provide certain details about the ownership of the application site and confirm that an appropriate notice has been served on any other owners (and agricultural tenants).<br><br>● Forms of notice are in Schedule 2 to the Town and Country Planning (Development Management Procedure (England) (Order) 2015.<br><br>● Notify all agricultural tenants on a site prior to the submission of a planning application, and certify that you have notified any agricultural tenants about your application, or that there are no agricultural tenants on the site.<br><br>● This declaration is required whether or not the site includes an agricultural holding, and is incorporated into the ownership certificates on the standard application form. |

# Local requirements

The Council requests the following supporting information with a planning application. This is the minimum requirement to be included in your supporting document to enable us to validate your application. If enough information is not provided within your supporting document, it is likely to cause delays to the consideration process.

| Document type | Is it required for my application? | What information is required? |
|---|---|---|
| Detailed Plans and Drawings<br><br>Scale 1:20, 1:5 or 1:1. | • Applications for listed building consent where it is proposed to alter or replace existing features, or insert new features, including doors, windows, chimneys, shopfronts, signage, panelling, fireplaces, plaster mouldings or other details.<br><br>• Applications for planning permission where it is proposed to alter, replace or insert new external doors, windows, chimneys, signage and/or shopfronts, and such works would directly or indirectly affect a designated or non-designated heritage asset (N.B. works which only affect the interior of a building do not normally require planning permission). | • Design and detailing of new or replacement features; and proposed materials and finishes. For example, full joinery details should show the construction of the new windows / doors. These should include elevations at metric scale of 1:5, horizontal and vertical sections at a scale 1:5, and glazing bar profiles/ sections at a scale of 1:1. |
| Elevations – Existing<br><br>Scale 1:50 or 1:100 | • Where development extends floor space.<br><br>• Where alterations and/or extensions to an existing building(s) are proposed.<br><br>• When a new dwelling or building is proposed.<br><br>• Where any development is proposed below ground | • Every elevation of the building e.g. front, rear and side(s) and state the direction in which each elevation faces e.g. rear (south).<br><br>• Position and size of all windows and doors<br><br>• Any buildings, walls or features to be demolished. |

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| | level.<br><br>• Where structures are to be demolished that form part of the proposal. | |
| Elevations – Proposed<br><br>Scale 1:50 or 1:100 | • Where development extends floor space.<br><br>• Where alterations and/or extensions to an existing building(s) are proposed.<br><br>• When a new dwelling or building(s) are proposed.<br><br>• Where any development is proposed below ground level. | • Every elevation of the building, for example front, rear and side(s) and state the direction in which each elevation faces, for example rear (south).<br><br>• Position and size of all windows and doors<br><br>• Colour and type of finishing materials to be used.<br><br>• Outline elevations of other buildings that are close to the development.<br><br>• Where amenity maybe affected, drawings of neighbouring properties must be at scale or it must be made clear that they are not to scale. |
| Floor Plans – Existing and Proposed<br><br>Scale of 1:50 or 1:100. | • Where development extend floor space<br><br>• Where alterations and/or extensions to an existing building(s) are proposed.<br><br>• When new dwelling or building(s) are proposed.<br><br>• Where the development proposed is below ground level. | • Uses of each room.<br><br>• Position of windows, doors, walls and partitions.<br><br>• Floor levels of the building(s) being constructed, altered or extended, in relation to the remainder of the building.<br><br>• Any buildings, walls or features to be demolished. |
| Roof Plans<br><br>Scale 1:50 or 1:100. | • Where any roof is being altered and the change cannot be adequately shown on the elevation plans.<br><br>• Where roof insulation is to be installed. | • Shape and material of the roof.<br><br>• Location of any materials, roof lights, flues, vents etc.<br><br>• Roof insulation fitting. |
| Site Plan - Existing and Proposed<br><br>Scale 1:200 or | • All applications. | • Up to date map, showing the scale and direction of north.<br><br>• Size, position and use of buildings, in relation to the property boundary. |

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| 1:500 | | <ul><li>Trees and hedges within the application site or on adjoining properties, which are within falling distance of the proposed development</li><li>Existing and proposed parking arrangements, and any changes to the existing access to the highway.</li></ul> |
| Site Sections, Finished Floor and Site Levels – Existing and Proposed Scale of 1:50 or 1:100 | <ul><li>All applications involving new buildings</li><li>Where development is on a steep incline/decline.</li><li>Where any development is proposed below ground level.</li><li>Where site levels are proposed to be altered</li></ul> | <ul><li>Existing and proposed site levels and finished floor levels, related to a defined datum point.</li></ul> |
| Archaeological Assessment / Field Evaluation | <ul><li>Where the proposed site has the potential to contain archaeological deposits/ likely to affect material archaeology.</li></ul> | <ul><li>Consult the Historic Environment Record to obtain the full monument records for the site.</li><li>Contact County Council to determine whether a desk based assessment is necessary.</li><li>The Desk Based Assessment must be carried out in accordance with the Institute for Archaeology's Standard and Guidance for Desk Based Assessments 2014.</li></ul> |
| Biodiversity Self-Assessment | <ul><li>All new planning applications are required to complete a Biodiversity Self-Assessment form.</li></ul> | <ul><li>Complete the Biodiversity Self-Assessment Form and submit a copy with your application. Please see our website to download the Householder Self-Assessment Form:<ul><li>Cotswold District Council</li><li>West Oxfordshire District Council</li><li>Forest of Dean District Council</li></ul></li><li>In circumstances where a Biodiversity Report is submitted with the application the Self Assessment Form is not needed.</li><li>Identify if and where biodiversity gains will be made.</li></ul> |
| Biodiversity Report | <ul><li>Where the Biodiversity Self Assessment Form has</li></ul> | <ul><li>Preliminary Ecological Appraisal (PEA) report (only acceptable where no further surveys or only</li></ul> |

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| | indicated that there could be impacts on Biodiversity (Habitats or Species).<br><br>● Proposals that could affect any of the following (as identified by completing a copy of the Biodiversity Self-Assessment form):<br><br>   ● Wildlife sites;<br><br>   ● Habitats;<br><br>   ● Other natural features;<br><br>   ● Protected species; or<br><br>   ● Priority species<br><br>● Proposals that are required to demonstrate a Biodiversity Net Gain (Currently, only required for major applications submitted to West Oxfordshire).<br><br>● Proposals that are required to provide information for the council to carry out a Habitats Regulations Assessments (HRA) | precautionary mitigation measures are required); otherwise<br><br>● Ecological Impact Assessment report (EcIA)<br><br>*Note: individual species reports are unlikely to be accepted – please refer to Biodiversity Guidance for more information.* ***In accordance with best practice guidance, please do not submit your application until you have received all the surveys required to validate your application.***<br><br>   - [Cotswold District Council](#)<br><br>   - [West Oxfordshire District Council](#)<br><br>   - [Forest of Dean District Council](#)<br><br>● Other information where relevant:<br><br>   - Biodiversity net gain assessment<br><br>   - Information to inform a Habitats Regulations Assessment (where identified within the Biodiversity Report) |
| Community Infrastructure Levy (CIL) | ● Development may be liable for a charge under CIL if the Council has chosen to set a charge in its area, currently West Oxfordshire District Council and Forest of Dean District Council do not charge CIL.<br><br>● New developments that create net additional 'gross internal area' of 100sqm or more, or create new dwellings/annexes, are | If your proposal creates floor space of and kind/size, the following form must be submitted to validate the application.<br><br>● [CIL Form 1 Additional information](#).<br><br>● If CIL form 1 indicates your application is CIL liable, the following form must also be submitted to validate the application. [CIL form 2 – Assumption of Liability](#) |

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| | potentially liable for the levy.<br><br>● Some developments may be eligible for relief or exemption from CIL e.g. self-build. | |
| Daylight/Sunlight assessment | ● If the proposed works would potentially result in loss of light, or overshadowing of a neighbouring dwelling, garden, or amenity space. | ● Guidance is provided in the British Research Establishments guidelines on daylight assessments. |
| Flood Risk Assessment | Includes developments:<br><br>● In flood zone 2 or 3, including minor development and change of use.<br><br>● More than 1ha in flood zone 1.<br><br>● Less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs).<br><br>● In an area within flood zone 1 which has critical drainage problems, as notified by the Environment Agency.<br><br>● An assessment does not need to be done for a development that is less than 1 ha in flood zone 1 unless it could be affected | ● Find out what flood zone a location is, using the flood map for planning.<br><br>● Contact the Council to check if your development site is an area identified as having critical drainage problems.<br><br>● Further national guidance on flood risk assessments is available.<br><br>● Refer to the relevant strategic Flood Risk Assessment. |

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| | by sources of flooding other than rivers and the sea, for example surface water drains. | |
| Foul Sewerage Assessment | ● All applications that involve non-mains drainage. | ● Complete foul drainage assessment form (FDA1): ([https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1](https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1)). |
| Heritage Statement (also known as a Statement of Heritage Significance) | ● Applications that affect the significance of any designated and non-designated heritage assets, either directly or by being within its setting. | ● Describe the significance of any heritage assets affected, including any contribution made by their setting.<br><br>● Level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance.<br><br>● Consult the County Historic Environment Record, as a minimum, and assess the heritage assets using appropriate expertise where necessary.<br><br>● Consult conservation area appraisals where published. |
| Supporting Planning Statement | ● Desirable for all applications | ● Context and need for the proposed development, including an assessment of how the development accords with relevant national and local planning policies, and identification of the benefits/financial viability of proposal.<br><br>    o Details of consultations with the Council, statutory consultees and the wider community. |

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| Sustainability Statement | ● All applications (Currently, only required for applications submitted to West Oxfordshire). | ● Sufficient information to demonstrate how all of the sustainability standards in the Sustainability Standards Checklist have been addressed.<br><br>● Include an Energy Performance Statement.<br><br>● Cross-reference other supporting documentation. |
| Tree Survey / Arboricultural Impact Assessment | ● Proposals involving development or works that could affect trees or hedges within or bounding a site. This applies to trees or hedges with a stem diameter greater than 75mm, when measured at 1.5m above ground level.<br><br>    o Development may include hard surfacing, structures, site set up, utilities, excavations or changes in ground level. | ● Where an application involves development or works that affects trees within a site, accurately show the species, position of the trees and canopy spread on a site plan, in accordance with the guidance in British Standard 5837:2012.<br><br>● An Arboricultural Impact Assessment may be required, including a tree protection plan, an evaluation of impact of tree losses and any specialist issues that may need to be addressed by an arboricultural method statement. |
| Any other plans, information or statements required as part of the Pre-application advice process | ● All applications | ● Any other plans, information or statements where additional information may be necessary for the purpose of the application that have been requested as part of the pre-application advice process. |