

The Government sets statutory timeframes for dealing with planning applications. The council will endeavour to determine applications in accordance with these timeframes. Omissions of key information may result in a refusal of your application. Therefore it is important that applications are submitted with all the required documents listed in the table below to prevent a delay in validation and the determination of your planning application.

### National Validation Requirements Table

Type of application	App form	Location plan (the site should be edged in red and include the land up to the adopted highway)	Drawings	Certificate	Fee	D & A Statement	Heritage Statement	BNG requirements	Fire Statement
Householder	x	x	x	x	x		x - if in a conservation area		
Minor	x	x	x	x	x	x - where the site is in a conservation area and relates to new dwellings or additional floorspace over 100 square metres)	x - if in a conservation area	X unless exempt. <a href="https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments">https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments</a>	X - <b>Buildings</b> a) that are 18 metres or more in height or b) that contain seven or more storeys  • <b>Containing</b>

									a) two or more dwellings or b) educational accommodation
Major	x	x	x	x	x	x	x	x	X (as above)
Reserved matters	x		X – as necessary to determine the matters reserved		x				
Listed Building	x	x	x	x		x	x		
Vary/remove condition	x		X – If the condition to be removed or varied relates to an approved plan – changes to plans should be clearly annotated/detailed		x			x – unless original permission which the section 73 relates to was either granted before 12 February 2024 or the application for the original permission was made before 12 February 2024	
NMA	x		X - changes to plans should be clearly		x				

			annotated/ etailed						
Tree	x		x – plan to identify the tree		x				
Advertisement	x	x	x		x				
Discharge of condition			x – plans and drawings or assessment s and reports relevant to the particular condition		x				
Certificate	x	x	x – plans needed to substantiate certificate		x				
Prior approval	x	x	x – sufficient to demonstrat e compliance with the relevant section of the GPDO		x				

## Local Validation Requirements Table

Requirement	Major	Minor	Reserved matters	Householder	Listed building	Vary / remove condition	NMA	Trees	Advertisement	Discharge of condition	Certificate	Prior Approval	Additional Information
Plans with critical dimensions and a recognised metric scale	x	x	x	x			x		x			x	<p>All plans and drawings submitted are required to have critical dimensions and a recognised metric scale marked on them. This includes distances to site boundaries, heights of buildings etc.</p> <p>Additional plans or drawings may be required in certain circumstances, dependent on factors such as the location or characteristics of the site and the scale and nature of the development, for example, topographical survey, landscaping plans, parking arrangement, visibility splays, sections, streetscene.</p>
Biodiversity Net Gain	x	x				X unless original consent granted before BNG requirement							<p>Biodiversity Net Gain <a href="#">metric</a> must be submitted and this should be in the form of both an Excel spreadsheet and in PDF form. A description of any <a href="#">irreplaceable habitat</a> (as set out in <a href="#">column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024</a>) on the land to which the application relates, that exists on the date of application, (or an earlier</p>

						came into effect							date); and plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable), Should also be submitted. The requirements in respect of validation can be found here: <a href="https://www.gov.uk/guidance/biodiversity-net-gain#para11">https://www.gov.uk/guidance/biodiversity-net-gain#para11</a>
Business case	x	x				x							To support any application for industrial, commercial, employment operations outside of a settlement boundary.
Biodiversity Survey / Protected Species Survey and Net Gain	x	x				x							Required for development which may have impacts on wildlife and biodiversity. This is in accordance with Policy BNE3 of the Local Plan Part 1.  A Preliminary Ecological Appraisal may highlight further protected species and habitat surveys that should be undertaken (e.g. bat emergence surveys) and these should be done prior to submission of the application.  Updated ecological information may be required where applying to remove, vary or discharge a condition depending on the nature of the condition and the age of the original reports (reports are only valid for 3 years).
Coal Mining Risk Assessment	x	x											Only required for operational development is located within a 'Development High Risk Area'.
Flood Risk Assessment / Sequential	x	x										x	Required for all proposals for new development other than householder development located in

Assessment														<p>Flood Zones 2 and 3 as designated by the Environment Agency.</p> <p>Also required for all planning applications for development proposals of 1 hectare or greater in Flood Zone 1.</p> <p>Required for development proposals of less than 1 hectare in Flood Zone 1 where development could be affected by sources of flooding other than rivers or in areas which have critical drainage problems.</p> <p>May be required for a prior approval application depending on the nature of the proposal and its location relative to flood risk</p>
Land Contamination Assessment	x	x											x	<p>Phase I contamination assessment for development on sites known to be contaminated, or which have been previously in use for industrial processes. In some cases the Phase I may identify the need for Phase II investigations to be conducted, and these should be done prior to submission of the application.</p> <p>May be required for a prior approval application depending on the nature of the proposal and historical use of the site.</p>
Landscape Assessment	x													<p>For major developments within, or affecting the setting of a local landscape character area, in accordance with policy BNE4 of the Local Plan Part 2.</p>
Noise Impact Assessment	x	x												<p>For proposals that raise issues of disturbance or are considered to be a noise sensitive development in what are considered noise sensitive areas.</p>

Odour Risk Assessment	x	x				x								For development that incorporates a commercial kitchen or sensitive development (e.g. residential) located adjacent to an existing use with commercial kitchen.
Planning Statement	x	x				x	x				x	x		For major applications, to set out the application and its compliance with relevant policy from the development plan.  For applications to remove or vary conditions, NMAs, certificates and prior notifications, to set out the changes proposed, evidence to demonstrate lawfulness and/ or compliance with the relevant legislation, as necessary.  In other cases, to add explanation to support the proposal e.g. statement of need for tourism and commercial development in rural areas.
River Mease – foul / surface water Mitigation Strategy	x	x												For applications in the River Mease catchment that will increase surface water runoff and/or result in additional overnight stays within the catchment of the River Mease (thus generating additional foul water emissions).
S106 Agreement / Heads of terms (draft)	x	x												If you believe your development is BNG exempt as the proposal relates to a self build a S106 Agreement will need to be completed and details of the Title to the land or Office Copy entries with contact details of a Solicitor dealing with the matter and a fee undertaking will be required.  This information will also be required if the applicant is relying on land outside the application site to provide the mandatory net gain.  This information will need to be provided for major applications where the proposal is likely to attract

													planning contributions as set out in the councils Draft Planning Obligations SPD (April 2022)
Structural Report/Survey	x	x											May be required in support of an application such as a proposed barn/building conversion or works to a listed building.
Transport Assessment / Travel Plan	x												For all major development that have significant transport implications and if the proposal is likely to generate significant amounts of movement.
Tree survey/ report/ protection measures/ Arboricultural impact assessment	x	x		x				x					For proposals where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).
Impact assessment of retail, leisure, office or food and drink development outside town centres / Sequential assessment	x												For applications which propose retail, leisure, office or food and drink development outside of town centres, Policy RTL1 of the Local Plan Part 2 requires an impact assessment if the development is over 1,000m <sup>2</sup> .  A sequential assessment will also be required to demonstrate that there are no sequentially preferable sites for the proposal within and on the edge of town centres.
Viability Appraisal	x												Where the level of affordable housing or financial contributions fall below that required by Development Plan policies; an 'open book' viability appraisal



**Telecommunications Development** - Planning applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.