

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PLANNING & DEVELOPMENT COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 18 JULY 2013  
 title: LOCAL VALIDATION REQUIREMENTS ON PLANNING APPLICATIONS  
 submitted by: DIRECTOR OF COMMUNITY SERVICES  
 principal author: JOHN MACHOLC – HEAD OF PLANNING SERVICES

### 1 PURPOSE

1.1 To request adoption of a Local Validation requirement list in connection with planning applications and other applications such as listed building consent and advertisement consent.

1.2 Members may be aware that the Development Control Protocol, which was the subject of extensive consultation when originally approved and adopted in November 2005, included a validation checklist as an Appendix to the document. This document has been revised on numerous occasions to reflect the change in services, such as the introduction of pre-application charging.

1.3 Relevance to the Council's ambitions and priorities:

- Council Ambitions - }
  - Community Objectives - }
  - Corporate Priorities - }
  - Other Considerations - }
- To be a well-managed Council providing efficient services based on identified customer need.

### 2 BACKGROUND

2.1 Members may recall the DCLG produced a guidance document for local planning authorities in relation to the validation of planning applications. This document was published in December 2007.

2.2 Since the publication of the document there has been significant debate as to what level of details should be required to validate applications and a requirement for Local Planning Authorities to publish a list of their requirements for applications.

2.3 The NPPF adopted in March 2012 in Paragraph 193 states:

“Local planning authorities should publish a list of their information requirements for applications, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question.”

### 3 ISSUES

- 3.1 The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2013 came into effect on the 25 June 2013. This order deals with a range of issues but includes a mechanism for validation disputes on apps submitted to the Local PI Authority.
- 3.2 It is necessary for the Local Validation lists to be published on the Council's website. It is only possible to require the information on the validation checklist in relation to applications if the list has been published during the 2 year period before the date on which the application is made. In order to comply with the requirements, the Local list must be adopted and published before 31 July 2013.
- 3.3 Articles 10 and 29 of the The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order, which deal with validation dispute issues, comes into effect for planning applications made on or after that date.
- 3.4 It is important to justify each requirement but due to the need to adopt a local validation checklist, it has not been possible to give details as to why the information is required. It is my intention to review the requirements within 12 months which would also include details as to why certain information is necessary.

### 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – any changes could be met with existing staffing and it may also free up some Member and officer time.
  - Technical, Environmental and Legal – No implications identified.
  - Political – No implications identified.
  - Reputation – No implications identified.
  - Equality & Diversity – No implications identified.

### 5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Endorse the minor alterations to the delegation scheme to include reference to all prior determination applications.
- 5.2 Amend the Development Management Protocol as revised in May 2012 to reflect the revised validation checklist appended to this report.

JOHN MACHOLC  
HEAD OF PLANNING SERVICES

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

## BACKGROUND PAPERS

1. Development Control Protocol November 2005 – amended May 2012.
2. The validation of Planning Applications DCLG December 2007
3. Development Management Policy Annex DCLG 2010
4. NPPF March 2012

For further information please ask for John Macholc, extension 4502.

# Planning Services

## LOCAL VALIDATION CHECKLIST

### *FOR ALL APPLICATIONS FOR PLANNING PERMISSION*



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

Your application **MUST** include the following:

CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.

2 sets of the completed planning application forms, signed and dated.

2 sets of the Article 7 Certificate (Agricultural Holdings), signed and dated.

2 sets of the completed signed and dated Ownership Certificate (A, B, C or D).

If applicable, details of any assistance or advice sought from a Planning Officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer.

2 sets of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger, or at an appropriate scale to show at least two main roads and surrounding buildings and should show the direction of North. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant. (Hand drawn/traced or any plans subject to copyright will not be acceptable.)

3 copies of any other drawings required (see application specific checklist).

All plans should have a reference number on them.

Plan showing proposed development in relation to adjoining/adjacent property indicating door and window openings.

Indicate demolition on plan by hatching or labelling.

Plan showing section showing any addition to roof eg solar PV panels/dormer.

The correct fee.

# Planning Services

## VALIDATION CHECKLIST

### FULL PLANNING APPLICATION

If you are submitting all the details of new buildings, engineering works or extensions, the following additional plans will be required:



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.

2 sets of the block plan of the site to a scale of not less than 1:500.

2 sets of the existing and proposed elevations to a scale of not less than 1:100.

2 sets of existing and proposed sections and finished floor levels at a scale of not less than 1:100.

2 sets of existing and proposed floor plans at a scale of not less than 1:100 plus annotated with external dimensions.

2 sets of a site survey plan to a scale of not less than 1:200 showing existing features of the site eg walls, trees, buildings and other structures.

2 sets of a site survey plan at a scale of not less than 1:200 showing proposed features eg landscaping.

All proposed elevation plans to have annotated dimensions on plans.

In addition to the information that **MUST** be submitted with your application, the following information may also be required:

Transport Assessment

Draft Travel Plan

Environmental Statement

Retail Assessment

Design Statement

Supporting Planning Statement

Heritage Statement

Regeneration Assessment

Air Quality Assessment



Sustainability Appraisal



Noise Impact Assessment



Sound Insulation Assessment



Energy Statement



Nature Conservation and Ecological Assessment



Historical and Archaeological Assessment



Listed Building and Conservation Area Appraisal



Flood Impact Assessment



Assessment for the Treatment of Foul Sewage



Utilities Statement



Access Statement



Affordable Housing Statement



Ventilation/Extraction and Refuse Disposal Details



Structural Survey



Tree Survey



Lighting Assessment/Details of Lighting Scheme



Sunlight/Day Lighting Assessment



Planning Obligation(s)/Draft Heads of Terms



Bat/Barn Owl/Protected Species Survey



Landscape Visual Impact Assessment (Wind Turbines)



Viability Assessment.



Marketing Statement.



Business Support Statement (Holiday Let)



Photo Montages (Wind Turbines)



Noise Assessment (Site Specific – Wind Turbines)



Vehicle Park-up – diagram to show existing park-up and proposed park-up



Housing Needs Assessment



# Planning Services

## VALIDATION CHECKLIST

### FULL PLANNING APPLICATION FOR CHANGE OF USE WITHOUT EXTERNAL BUILDING WORKS

For applications that involve changing the use of a building or land but are not proposing any external works to the building, the following additional plans will be required:



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.

2 sets of the block plan of the site to a scale of not less than 1:500.

2 sets of existing and proposed floor plans at a scale of not less than 1:100.

### **FULL PLANNING APPLICATION FOR CHANGE OF USE WITH EXTERNAL BUILDING WORKS**

If your proposal involves the change of use of a building or land and involves external alterations eg construction of a flue, insertion of new windows, additional plans will be required:

CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.

2 sets of the block plan of the site to a scale of not less than 1:500.

2 sets of the existing and proposed elevations to a scale of not less than 1:100.

2 sets of existing and proposed sections at a scale of not less than 1:100.

2 sets of existing and proposed floor plans at a scale of not less than 1:100.

2 sets of a site survey plan to a scale of not less than 1:200 showing existing features of the site eg walls, trees, building and other structures.

2 sets of a site survey plan at a scale of not less than 1:200 showing proposed features eg landscaping.

All proposed elevation plans to have annotated dimensions on plans.

All submitted plans should have a reference number.

In addition to the above, the following information may also be required for all change of use applications:

Transport Assessment



Draft Travel Plan



Environmental Statement



Regeneration Assessment



Retail Assessment



Design Statement



Sustainability Appraisal



Access Statement



Supporting Planning Statement



Air Quality Assessment



Noise Impact Assessment



Sound Insulation Assessment



Energy Statement



Assessment for the Treatment of Foul Sewage



Listed Building and Conservation Area Appraisal



Affordable Housing Statement



Ventilation/Extraction and Refuse Disposal Details



Structural Survey



Lighting Assessment/Details of Lighting Scheme



Sunlight/Day Lighting Assessment



Planning Obligation(s)/Draft Heads of Terms



Bat/Barn Owl/Protected Species Survey



Heritage Statement



Marketing Statement



Tree Survey



# Planning Services

## VALIDATION CHECKLIST

### OUTLINE PLANNING APPLICATION

If you are proposing to erect buildings but do not wish to submit all the details at present, and would like to 'reserve' some or all of the details for future consideration, you will need to submit the following:



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.

2 sets of the maximum envelope of the proposed buildings (to show whether the proposed floorspace can be adequately accommodated within the site).

2 sets of other plans/drawings or details, which you would like to be considered at this stage, eg access arrangements, external appearance.

In addition to the information that **MUST** be submitted with your application, the following information may also be required:

All submitted plans should have a reference number.

Draft Section 106 (Heads of Terms)

Transport Assessment

Environmental Statement

Supporting Planning Statement

Design Statement

Access Assessment

Flood Impact Assessment

Utilities Statement

Tree Survey

Planning Obligation(s)/Draft Heads of Terms

Regeneration Assessment

Sustainability Appraisal

Energy Statement

Statement of Community Involvement

Ecological Surveys



Tree Information/Survey/Constraints



Archaeological Information



# Planning Services

## VALIDATION CHECKLIST

### PRIOR NOTIFICATION PROCEDURE

In addition to the form, the following information may also be required:



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

Supporting Planning Statement

Design Statement

Access Statement

Flood Impact Assessment

Tree Survey

Telecommunications

In addition to the information required to be submitted under Part 24 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended) for a prior approval application and the requirements specified on the Council's application forms for planning permission, it is recommended that the following information is also submitted in order to assist with the processing of the application:

A signed declaration that the equipment and installation fully complies with the ICNIRP requirements.

Site type (micro or macro).

Confirmation as to whether the Council's mast register and/or the industry site database has been checked for suitable sites.

Details of annual rollout and pre application discussions with the Council.

Details of all consultations carried out and copies of all written comments.

Details of any consultations carried out with a particular school or further education college if relevant.

Details of any consultation carried out with the CAA/Secretary of State for Defence/Aerodrome operator if relevant.

Area of search.

Details of the proposed structure including the type of structure and its dimensions, height of existing building and details of the size of equipment housing and materials.

A map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity.

A statement explaining the reasons for the choice of the design.

Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna.

Technical justification – details about the purpose of the site and why the particular development is required.

Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area.

An explanation if no alternatives considered.

Visual impact assessment where relevant.

Acoustic report where relevant.

Any other relevant additional information.

Agricultural Applications

Complete blue edge on plan

Additional Agricultural Information (new buildings or farmhouses)

# Planning Services

## VALIDATION CHECKLIST

### HOUSEHOLDER APPLICATIONS

The following additional plans will be required:



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

- 2 sets of the existing and proposed site layout at a scale of not less than 1:100 or 1:200. This should include all buildings and structures, gardens, open spaces and car parking in the context of adjacent buildings including the location of any window.
- 2 sets of the existing and proposed elevations to a scale of not less than 1:100.
- 2 sets of existing and proposed floor plans at a scale of not less than 1:100.
- All proposed elevation plans to have annotated dimensions on the plans.
- In addition to the information that **MUST** be submitted with your application, the following information may also be required:
- 2 sets of existing and proposed sections at a scale of not less than 1:100.
- All submitted plans should have a reference number.
- Design statement (including details of proposed materials to be used for walls, roofs, windows, doors, hardstanding and boundary treatments).
- Supporting Planning Statement.
- New or Altered Access to a Public Highway or a Public Right of Way.
- Details on existing and proposed car parking arrangements.
- Drainage Strategy or Flood Risk Assessment.
- Tree Survey.
- Heritage Statement (if in Conservation Area)
- Bat Survey
- Design and Access Statement
- Street Scene Plan
- Plan showing development in relation to adjoining/adjacent properties, showing window and door openings.

# Planning Services

## VALIDATION CHECKLIST

### LISTED BUILDING AND CONSERVATION AREA CONSENT APPLICATIONS

The following additional plans will be required:



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

- CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.
- 2 sets of existing and proposed elevations where alterations are proposed to a scale of not less than 1:100.
- 2 sets of Block Plans to a scale not less than 1:500 showing the boundaries of the site, the position of all existing buildings and the position of new extensions and buildings.
- 2 sets of Building Plans to a scale not less than 1:100 including plans of each floor where works are proposed.
- 2 sets of sections through the building.
- 2 sets of detail plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details.
- All submitted plan should have a reference number.
- All proposed elevations to have dimensions annotated on plans.
- In addition to the information that **MUST** be submitted with your application, the following information may also be required:
- Structural Survey of the building.
- Supporting Planning Statement including reasoned justification for the proposed works which may include the submission of a structural survey or other analysis of the character or appearance of the Conservation Area.
- Heritage Statement which analyses the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact.
- Design Statement including the type colour, make and name of all materials to be used both internally and externally, including roofing and the surfacing of car parking areas etc.
- 3 sets of Photographs – up to date photographs showing the whole building and its setting and/or the particular section of the building affected by the proposals.

# Planning Services

## VALIDATION CHECKLIST

### CERTIFICATES OF LAWFULNESS

The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided. This may include the following:



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.

Existing and proposed floor plans (for all applications involving use of a building) to a scale not less than 1:100

Existing and proposed extensions (for all proposed building works) to a scale not less than 1:100 – annotated with dimensions

Sworn affidavit(s) from people with personal knowledge of the existing use or works carried out

Description of all uses of land within the site (if relevant)

Supporting Planning Statement (to include statement of grounds on which the Certificate is sought)

All submitted plans should have a reference number

# Planning Services

## VALIDATION CHECKLIST

### TREE APPLICATIONS

In addition to the information that MUST be submitted with your application, the following information may also be required:



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.

2 sets of dimensioned plan showing the precise location of all tree(s). The tree(s) should be numbered.

Tree Survey identifying the types of tree(s) and full details of the proposed works eg thin crown by X%.

In addition to the information that MUST be submitted with your application, the following information may also be required:

Supporting Statement stating reasons for the proposed work.

Photographs.

All submitted plans should have a reference number.

# Planning Services

## VALIDATION CHECKLIST

### ADVERTISEMENT CONSENT

In addition to the information that MUST be submitted with your application, the following information may also be required:



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

CD including all plans and supporting documents is often useful but an application will not be made invalid without such details.

2 sets of all advertisement drawings (showing advertisement size, position on the land or building, materials to be used, colours, height above the ground and extent of projection).

If the advertisement is to be illuminated, give full details of the method of illumination, including the colour.

In addition to the above, the following information may also be required:

Photomontages.

Supporting Statement.

2 sets of existing and proposed sections at a scale of not less than 1:100.

2 sets of the advertisements in the context with adjacent buildings.

All submitted plans should have a reference number.