



**Appendix 1**

**Harborough Council**

**Planning application validation list.**

**Draft September 2020**

**1. National Validation Requirements**

National Requirement	Application type	What is needed	Statutory or Policy background
Application form	All	See <a href="http://www.planningportal.co.uk">www.planningportal.co.uk</a>	General Development Procedure Order
Agricultural holding certificate (Article 7)	All	Signed to either confirm if the land to which the application relates is not part of an agricultural holding; or if it is that you have notified any tenants.	General Development Procedure Order
Ownership certificate (A,B,C, or D as applicable)	All	Signed form.	General Development Procedure Order

Site location plan	All	<p>A site location plan at a scale of either 1:1250 or 1:2500 which identifies the site and the surrounding area and shows at least two roads and the north point.</p> <p>The site should be outlined in red on all copies and any other land owned by the applicant in blue. 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, visibility splays, car parking and open areas around buildings).</p>	General Development Procedure Order
Design and Access Statement	<ul style="list-style-type: none"> <li>• Applications for major development</li> <li>• Applications for development in a conservation area, where the proposed development consists of:</li> <li>• One or more dwellings; or</li> <li>• A building or buildings with a floor space of 100 square metres or more</li> </ul>	<p>Design and Access Statement must:</p> <p>(a) Explain the design principles and concepts that have been applied to the proposed development; and</p> <p>(b) Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account</p> <p>A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual</p>	General Development Procedure Order.

	<ul style="list-style-type: none"> <li>Applications for listed building consent</li> </ul>	<p>application and a design and access statement should be tailored accordingly.</p> <p>Design and access statements must also explain the applicant's approach to access and how relevant local plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed</p>	
Application fee	All	Payment required.	National regulations.

## 2. Local Validation Requirements – Plans and drawing for householder applications.

Local Requirement	Application type	What is needed	Statutory or Policy background
Site plan/block plan	All	The site plan should be drawn at an identified standard metric scale (eg 1:500 or 1:200). It should accurately show: the direction of	General Development Procedure Order  Local Plan policy GD8

Local Requirement	Application type	What is needed	Statutory or Policy background
		north; the proposed development in relation to the site boundaries and other existing buildings on site. Car parking arrangements to be shown. Plans to have written dimensions including those to the boundaries.	
Existing and proposed floor plans	All	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and scale bar.	General Development Procedure Order  Local Plan policy GD8
Existing and proposed elevations	All	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal. Proposed plans to have key written dimensions	General Development Procedure Order Local Plan policy GD8
Plans and drawings – detail	Roof extensions, dormer windows and window and door replacement	<ul style="list-style-type: none"> <li>• Submit elevations of the whole property, not just the roof and upper floor(s)</li> <li>• Submit existing and proposed sections through the roof</li> </ul>	General Development Procedure Order  Local Plan policy GD8

### 3. Local Validation Requirements – Plans and drawing for all applications (excluding householder).

Local Requirement	Application type	What is needed	Statutory or policy background
Site plan/block plan	All	The site plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show: the direction of north; the proposed development in relation to the site boundaries and other existing buildings on site, with written dimensions including those to the boundaries. The following may be required, unless these would not influence or be affected by the proposed development:	General Development Procedure Order  Local Plan policy GD8
Existing and proposed floor plans	All applications including change of use	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and scale bar.	General Development Procedure Order  Local Plan policy GD8
Existing and proposed elevations	All applications involving building work, alterations to buildings or display of advertisements	All plans to be drawn at a minimum scale of 1:500, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and a scale bar	General Development Procedure Order  Local Plan policy GD8

Levels	All applications involving building work	Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels relating to fixed datum points off site) and also show the proposals in relation to adjoining buildings	General Development Procedure Order  Local Plan policy GD8
Parking plan	Where proposals increase or reduce parking.	Submit existing and proposed parking plans to scale showing	General Development Procedure Order  Local Plan policy GD8

#### 4. Local Validation Requirements – Information for specific application types.

Proposals	Application type	What is needed	Statutory or policy background
Advertisements	Advertisements	Plans, elevations and selections Show the following details on drawings: <ul style="list-style-type: none"> <li>• The method, type and colour of illumination</li> <li>• Is it externally or internally lit</li> <li>• Type of lighting – spot lights, trough lights, halo illumination</li> <li>• The size of light fittings</li> </ul>	Local Plan

		<ul style="list-style-type: none"> <li>• Submit existing and proposed sections through any fascia or projecting sign making sure the section is cut through to show the illumination at scale 1:20</li> </ul>	
Listed building consent	Listed building consent	<p>Alterations and extensions to a listed building</p> <ul style="list-style-type: none"> <li>• Existing and proposed internal elevations affected by proposed work at scale 1:50</li> <li>• Existing and proposed sections in cases involving the removal or insertion of floors, ceilings, and alterations to staircases</li> <li>• Drawings of new or replacements architectural features, for example joinery and cornices, at a minimum scale of 1:20</li> <li>• Demolition of a listed building</li> <li>• Show the location and extent of demolition work on existing plan and elevation drawings either by labelling or hatching</li> </ul>	
Lawful development certificate for a proposed building or use (LDC)	Various	Submit plans, including elevations and sections at scale 1:100 or 1:50	General Development Procedure Order

		that clearly show the full extent of use or building works	
Permission in Principle	Permission in Principle	Details of location, land use and amount of development	The Town and Country Planning (Permission in Principle) (Amendment) Order 2017
Outline planning applications	Various	Details of matters not reserved for later approval (if consent is granted.) .	Town and Country Planning Act.
Non material amendments	Various	Submit drawings/plans/elevations/ and/or sections showing the amendment which are being sought, where necessary. A schedule should be submitted setting out the differences, describing the changes proposed	General Development Procedure Order

## 5. Validation Requirements – Residential developments .

Proposals	Application type	What is needed	Statutory or policy background
Affordable housing statement	Proposal for more than 10 dwellings.	<p>A statement showing:</p> <ul style="list-style-type: none"> <li>• the mix of private and affordable units with numbers of bedrooms</li> <li>• any different levels or types of affordability or tenure for different units you should explain this clearly and fully</li> <li>• Location of affordable units.</li> </ul>	<p>NPPF 64</p> <p>Local Plan</p>



## 6. Validation Requirements – Information for Heritage proposals.

Requirement	Application type	What is needed	Statutory or policy background
Heritage statement	All listed building consent applications and applications which impact on the setting of listed buildings. All proposals which affect designated heritage assets and their settings.	Statement to include: <ul style="list-style-type: none"> <li>• The significance of the heritage asset affected</li> <li>• The contribution the setting of heritage asset makes to its significance (where relevant)</li> <li>• The principles of and justification for the proposed works; and</li> <li>• The impact of the proposal on the significance of the heritage asset</li> </ul>	NPPF 189  Local Plan
Schedule of works	Structural alterations to a listed building.	Details on works such as removal of any part of the building including ceilings, partitions, fixtures and fittings, indicate the location, extent and character of the items to be removed on the existing elevations, plans and sections and cross referenced to a schedule of works	NPPF 189  Local Plan

## 7. Validation Requirements – Supporting Information (all relevant proposals).

Requirement	Application type	What is needed	Statutory or policy background
Flood risk assessment (FRA)	Planning applications for development proposals of one hectare or greater in Flood Zone 1 and all development proposals located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment	The information provided in the flood risk assessment should be credible and fit for purpose. Site-specific flood risk assessments should always be proportionate to the degree of flood risk and make optimum use of information already available, including information in a strategic flood risk assessment for the area, and the interactive flood risk maps available at: <a href="https://flood-map-for-planning.service.gov.uk/">https://flood-map-for-planning.service.gov.uk/</a> . A flood risk assessment should also be appropriate to the scale, nature and location of the development.	NPPF 155-165 Local Plan
Archaeological assessment	Proposals involving disturbance of ground within an area of archaeological potential	An archaeological desk top assessment to include a field evaluation report.	NPPF189 Local Plan
Sustainable urban drainage systems (SUDS)	Major development	Details of the implementation, adaption, maintenance and management of a sustainable drainage system	NPPF 155-165 Local Plan
Transport statement or transport assessment and travel plan	Major development	Full details of what the reports should contain and consider are given in the Leicestershire Highways Design Guide: <a href="https://resources.leicestershire.gov.uk/envir">https://resources.leicestershire.gov.uk/envir</a>	NPPF 108-111 Local Plan

		<a href="#">onment-and-planning/planning/leicestershire-highway-design-guide</a>	
Retail impact assessment	Retail development over 2,500 square metres gross floor space	Assessment of impact on town centre vitality, see paragraph 29 of NPPF	NPPF 89 Local Plan
Tree survey/arboricultural statement and landscaping schemes	If there are trees within the application site or on adjacent sites including street trees All applications that include external space must be accompanied by a detailed scheme for landscaping	Tree survey and arboricultural statement You will need to provide information about: <ul style="list-style-type: none"> <li>• Species, spread, roots and position of trees</li> <li>• Which tree you are proposing to fell, and which are to be retained</li> <li>• Which trees will be affected in any way by the proposed development, and</li> <li>• The measures that will be used to protect them during construction.</li> </ul> Landscaping Scheme Should not include trees to be removed within the plans and should clearly differentiate between retained existing trees and those proposed. You must provide details of the planting of trees and/or shrubs, surface materials, boundary screen walls and fences. The scheme would describe the: <ul style="list-style-type: none"> <li>• Materials</li> <li>• Species</li> </ul>	NPPF 175 Local Plan

		<ul style="list-style-type: none"> <li>• Tree and plant sizes, numbers and planting densities</li> <li>• Levels, gradients and any earthworks required</li> </ul> <p>Proposed timing of the implementation of the scheme.</p>	
Landscape & Visual impact assessment	Major development having significant visual effects	Assessment to meet guidelines of the Landscape Institute and the Institute of Environmental Management and Assessment or similar standard.	NPPF170 Local Plan
Biodiversity survey and report/ecological survey/protected species survey and report	Proposals likely to affect species protected under the Wildlife and Countryside Act 1981 (as amended), the Conservation of Habitats and Species Regulations 2010, the Protection of Badgers Act 1992	<p>The survey to an appropriate level of scope and detail and should:</p> <ul style="list-style-type: none"> <li>• Record which species are present and identify their numbers (may be approximate)</li> <li>• Map their distribution and use of the area, site, structure or feature (for example, for feeding, shelter and breeding).</li> <li>• Include mitigation strategies where needed.</li> </ul>	NPPF Local Plan
Air quality assessment	Proposal that may have a significant impact on air quality, either directly or indirectly, including Air Quality Management Areas.	An air quality assessment indicate the change in air quality resulting from the proposed development and may mitigation if needed.	NPPF 181 Local Plan
Contaminated land assessment	Proposals to re-develop or significantly change the use of a piece of	Contaminated land survey	NPPF 178-179 Local Plan

	land which could potentially be contaminated as a result of current or historic use		
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