



UTTESFORD DISTRICT COUNCIL

Council Offices, London Road, Saffron Walden, Essex CB11 4ER
Telephone (01799) 510510, Fax (01799) 510550
Telephone Users 18001
DX 200307 Saffron Walden
Email uconnect@uttesford.gov.uk Website www.uttesford.gov.uk
Chief Executive: John Mitchell

Appendix 1: Validating Aid for Agents and Applicants:

Check lists and handy tick list

Validation is a process by which an application is received and checked to ensure the application has enough information in order for the Planning Officer to make a decision. Although applications require different things, dependent on what they are for, the principle for validating them is much the same.

The application for is checked to ensure it is fully completed; the 'national' and 'local' validation checklists' which outline what is required to be submitted with an application are referred to, and the plans and documents are checked for accuracy, to ensure they relate to the proposal and that plans correspond with each other in terms of fenestration and measurement.

Below is a guide to assist with what to check for before submitting your application.

Index

- A – What to check on when completing the application form
- B – What to check on when drawing the plans
- C- What to check for with regards to the National and Local Lists
- D – The Fee
- E – Handy check list (tick list)

A – What to check on when completing the application form:

Application Form/Certificates:

1. Check you have completed the correct form for what you are applying for - for example – if it's a full application, check the application form is for 'Application for Planning Permission'
 2. Check all questions have been completed, even if not applicable put N/A for the avoidance of doubt.
 3. Check the declaration has been signed and dated
 4. Check the correct certificates are completed signed and dated.
 5. Check anything referred to on the form corresponds with any plans and further documents submitted, such as plan numbers.
-

B – What to check for when drawing the plans:

Location Plan:

1. Check there is a Red Line outlining the site and that it meets an adopted highway (not private drive). If the red line includes a private drive, notice will need to be served on any other owners of the site. If the applicant owns/controls adjoining land ensure that area is outlined in blue.
2. Check this plan corresponds in size with the block plan.
3. Check the plan 'title' relates to the proposal
4. Check there is a North Point
5. Check it is to the scale stated and that metric measurements are used.

Block Plan:

1. Show any fences/floodlights/sheds/hard standings etc that require planning permission. Include the layout of the site and how each section of the site is to be used e.g. manege, paddock
2. Show any trees on site
3. Show any proposed demolitions on the site plan (usually by a dashed line)
4. Check the plan 'title' relates to the proposal
5. Check that it is to the scale stated and that metric measurements are used
6. Ensure that the site boundaries are the same as the location plan.
7. Ensure that the proposed work is clearly shown

Floor Plans:

1. Check the proposal shown on the block plan corresponds in size with the floor plans
2. Check the floor plans correspond in size with the elevations
3. Check the annotations are correct (such as 'ground floor' 'first floor')
4. Check all windows/doors are shown and correspond with the elevation plans
5. Check the plan 'title' relates to the proposal
6. Check that it is to the scale stated and that metric measurements are used
7. Check existing and proposed plans are provided for all the floors affected by the proposal

Elevation Plans:

1. Check the elevation plans correspond in size with the floor plans and the site plan
2. Check the annotations are correct (such as 'north', 'west' or 'front', 'side')
3. Check the plan 'title' relates to the proposal
4. Check all windows/door are shown and correspond with the floor plans
5. Check that it is to the scale stated and that metric measurements are used

6. Check existing and proposed plans are provided for all the elevations affected by the proposal

C – Check the National & Local Lists in conjunction with the criteria for the application type

Locate the correct application type and the corresponding validation checklist – for example if it's a Householder application; refer to the Householder validation checklist. To view the checklists refer to the link on the webpage.

Design and Access Statement:

Check the national list to see if a statement is required, if one is required:

1. Check if anything referred to in the statement that would require plans for such as lighting columns.
2. Check the D&A Statement 'title' relates to the proposal
3. Check any plans shown in the D&A statement corresponds with those submitted with the application
4. Ensure 'use', 'amount', 'layout', 'scale', 'landscaping', 'appearance', 'access' and 'inclusive access' are covered by the statement.

Affordable Housing Statement:

Check the local list to see if a report is required. If one is required:

1. Check the 'title' on the statement relates to the proposal
2. Check if any plans shown in the report correspond with those submitted with the application

Biodiversity:

In most case a checklist is required as a minimum. Check the local list and refer to the Natural England website <http://www.naturalengland.org.uk/> (search for: 'Standing Advice'). If one is required:

1. Check you have put the site address in the title box on the checklist
2. If providing a report, check the 'title' on the report relates to the proposal
3. If providing a report, check any plans shown in the report correspond with those submitted with the application

Contamination:

If a report or desk top study is required:

1. Check the 'title' on the document relates to the proposal
2. Check if any plans shown in the report correspond with these submitted with the application

Flood Risk Assessment:

Check the local list and Environment Agency matrix (<http://www.environment-agency.gov.uk/>) to establish if a Flood Risk Assessment is required. If one is required:

1. Check the 'title' on the document relates to the proposal
2. Check if any plans shown in the Flood Risk Assessment correspond with those submitted with the application

Justification statement:

Check the local list to see if required. If one is required:

1. Check the 'title' on the document relates to the proposal

Photographs

Check the local list to see if photos are required.

Structural Surveys:

A recent survey (not more than 12 months old) is required for all proposals for conversions of barns, chapels, churches and replacement dwellings and any application relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building.

If one is required:

1. Check the survey is not more than 12 months old
2. Check the 'title' on the document relates to the proposal

Schedule of works:

Required for Listed Building applications when carrying out works. A schedule of works should show clearly what changes are proposed in each room affecting the layout, feature, including method of undertaking repairs. If one i.e. required:

1. Check the 'title' on the document relates to the proposal

Telecommunications Supplementary info:

Check the local list to see if required. If one is required:

1. Check the 'title' on the document relates to the proposal

Transport Assessment:

Required for major applications that fall within the guidance to transport assessments DoT March 2005 –

<http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta>

If one is required:

1. Check the 'title' on the document relates to the proposal

Tree Reports:

Required for trees with Tree Preservation Orders or Trees within a Conservation Area either on or within 5.0 metres of the site.

If one is required:

1. Check the 'title' on the document relates to the proposal
 2. Check the document related to and corresponds with the trees shown on the tree survey plan/site plan, numbered for example T1, T2 etc and that the plan show the extent of the canopies.
-

D – Fee

Check that you have included the relevant fee – If not included the application cannot be validated.

For advice on the fees refer to circular 4/2008 for guidance.

E - Handy Check list (Tick list)

FORMS:

Application form:

Correct form completed

All questions completed

Ownership Certificate completed, signed and dated.

Agricultural Holding completed, signed and dated

Declaration signed and dated

PLANS:

Location Plan:

Site and access (up to and adjoining an adopted highway) outlined in red

Blue line outlining adjoining land if applicable

North point on plan

Plan title correct

Scale 1:1250 (town/village) or 1:2500 (rural)

Block Plan:

Boundaries same as the location plan.

Boundary treatments/floodlights/sheds/hard standings shown etc

Trees shown

Proposed demolitions shown (usually by a dashed line)

Plan title correct

Scale to 1:200 or 1:500 or recognised scale

Floor Plans:

Corresponds in size and fenestration with other plans submitted

Annotated correctly

Plan title correct

Scale to 1:100 or 1:50 or recognised scale

Existing and proposed plans provided for all floors affected by the proposal

Elevation Plans:

- Corresponds in size and fenestration with other plans submitted
- Annotated correctly
- Plan title correct
- Scale to 1:100 or 1:50 or recognised scale
- Existing and proposed plans provided for all elevations affected by the proposal

NATIONAL AND LOCAL LIST REQUIREMENTS:

Design and Access Statement:

- Required?
- Document title correct
- 'Use' covered in document
- 'Amount' covered in document
- 'Layout' covered in document
- 'Scale', covered in document
- 'Landscaping' covered in document
- 'Appearance' covered in document
- 'Access' covered in document
- 'inclusive access' covered in document

Affordable Housing Statement:

- Required?
- Document title correct

Biodiversity Checklist

- Required? - (In most cases it is)
- Document title correct
- If yes to any potential habitat has biodiversity survey/report been provided?

Contamination:

- Required?
- Document title correct
- Plans provided correspond with those submitted as part of the application

Flood Risk Assessment:

Required?

Document title correct

Plans provided correspond with those submitted as part of the application

Justification statement:

Required?

Document title correct

Photographs

Required?

Planning obligations statement:

Required?

'Title' or 'Option to Purchase' completed

Structural Surveys:

Required?

Document title correct

Survey not more than 12 months old

Schedule of works:

Required?

Document title correct

Telecommunications Supplementary info:

Required?

Document title correct

Transport Assessment:

Required?

Document title correct

Tree Reports:

Required?

Document title correct

Corresponding tree survey plan/site plan submitted showing trees referred to

FEES:

Fee enclosed?