



VALIDATION CHECKLIST FOR APPLICATIONS FOR PLANNING PERMISSION AND CONSERVATION AREA CONSENT

This checklist sets out the information that should be supplied with a planning application accompanied by an application for Conservation Area Consent and contains minimum national requirements and the local requirements that may be applicable.

N.B. Conservation Area Consent is not required to alter or extend a property in a Conservation Area. This type of consent is only required for DEMOLITION of buildings above a certain size or demolition of certain walls in a Conservation Area..

The Validation Checklist- Supporting Information Document should be referred to so that any additional supporting information requirements can be established.

The national requirements are those which are set out in the CLG document "The Validation of Planning Applications: Guidance for Local Planning Authorities" issued in December 2007. The local requirements were approved by Warwick District Council Planning Committee on 30 January 2008

NATIONAL REQUIREMENTS

Application Form - to correspond with the type of application being submitted

Location Plan

- A plan which identifies the land to which the application relates drawn to an identified scale e.g. 1: 1250 or 1: 2500 , based on an up to date map and showing the direction of North. The plan should show wherever possible at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development e.g. land required for access to the site from a public highway. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Plans and Drawings or information necessary to describe the subject of the application including:

- **Site layout Plan** at a scale of 1:500 or 1:200 accurately showing:
 - the direction of north
 - the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to boundaries
 - all the buildings, roads and footpaths on land adjoining the site including access arrangements
 - all public rights of way crossing or adjoining the site
 - the position of all trees on the site, and those on adjacent land that could influence or be affected by the development
 - the extent and type of any hard surfacing
 - boundary treatment including walls or fencing where proposed
- **Block plan** of the site (eg at a scale of 1:100 or 1:200) showing any site boundaries; the type and height of boundary treatment; the position of any building or structure on the other side of such boundaries.
- **Existing and proposed elevations** (eg at a scale of 1:50 or 1:100). These should clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the building, and detail the positions of the openings on each property.

- **Existing and proposed floor plans** (eg at a scale of 1:50 or 1:100). These should explain the proposal in detail and clearly distinguish the new works in relation to the existing building. Where existing buildings or walls are to be demolished these should be clearly shown.
- **Existing and proposed site sections and finished floor and site levels** (eg at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto surrounding land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing ground levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings

Roof plans (e.g. at a scale of 1:50 or 1:100) to show the shape of the roof

Ownership Certificates

- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995. N.B. for this purpose an “owner” is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be completed and served in accordance with this Article.
- Agricultural Holdings Certificate- this is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application.

A Design and Access Statement will be required unless the application is for a change of use (where no operational development is involved), engineering or mining operations, or householder development (unless the dwelling house is in a Conservation Area).

The Appropriate Fee

LOCAL REQUIREMENTS – At the present time, we require FOUR copies of the application and all associated documentation unless it is submitted electronically

.ADDITIONAL SUPPORTING INFORMATION may include some or all of the following:

- 1 Supporting Planning Statement
- 2 Design and Access Statement
- 3 Affordable Housing Statement
- 4 Village/Parish Housing Needs Survey
- 5 Transport Assessment
- 6 Green Travel Plan

- 7 Flood Risk Assessment
- 8 Contamination/Land Stability Survey
- 9 Archaeological Statement
- 10 Environmental Impact Assessment
- 11 Noise Impact Assessment
- 12 Tree Survey
- 13 Biodiversity and Geological Conservation
- 14 S106 Planning Obligations
- 15 Open Space
- 16 Air Quality Assessment
- 17 Heritage Statement
- 18 Retail Assessment
- 19 Sustainability Statement
- 20 Landscaping Statement
- 21 Lighting/Light Pollution Assessment
- 22 Structural Survey
- 23 Foul sewerage and Utilities Statement
- 24 Car Parking Provision
- 25 Ventilation/extraction equipment
- 26 Photographs and photomontages.
- 27 Community facilities statement
- 28 Noise Insulation Details
- 29 Agricultural/Equestrian/Rural Economy Statements
- 30 Sustainable Buildings Statement



If you need help or advice, please telephone numbers given below during office hours:-

8.45 am - 5.15 pm Monday - Thursday; 8.45 - 4.45 pm on Fridays: Planning Department,
P.O. Box 2178, Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5QH

For your information, the District is split into two area teams which deal with the following areas:-

Western Area Team: Direct Line (01926 456532) :-

Warwick, Kenilworth, Burton Green, Leek Wootton/Hill Wootton, Barford, Sherbourne, Wasperton, Norton Lindsey, Budbrooke, Hatton, Haseley, Rowington, Beausale, Wroxall, Honiley, Shrewley, Baddesley Clinton, Lapworth, Bushwood, Stoneleigh, Ashow.

Eastern Area Team: Direct Line (01926 456538):-

Leamington Spa, Cubbington, Whitnash, Bishops Tachbrook, Radford Semele, Old Milverton, Blackdown, Baginton, Bubbenhall, Offchurch, Eathorpe, Hunningham, Wappenbury, Weston-under-Wetherley.

Warwick District Council strives to ensure that all people, regardless of ethnic origin or disability have equal access to its services. All information will be made available in braille, cassette tape or other languages on request.

Issue date: January 2008