

## **All Other Application Types – Validation Checklist**

This document indicates the national and local validation requirements for all the following planning application types;

- Advertisement Consent (short code ADV)
- Condition approval (short code CON)
- Removal or variation of condition (short code VAR)
- Conservation Area Consent (short code CAC)
- Listed Building Consent (short code LBC)
- Prior notification of telecom developments (short code TEL)
- Prior notification of demolition (short code DEM)
- Works to trees (short code TRE)

Please check what the short code for your application type is and using this code, check what the national and local validation requirements are for the application type.

For the National requirements:, identify the short code column. Look down the column, where it is a ticked, see across for National requirement.  
For the Local requirements: identify the short code in the green boxes; answer the questions about what the proposal involves to identify the local requirements. For information on the areas that apply, select and complete the application address in the link “validation requirement property search” on the website [www.brent.gov.uk/planningvalidation](http://www.brent.gov.uk/planningvalidation),

## National Validation Requirements

ADV	CON	VAR	CAC	LBC	TE L	DEM	TRE	National Requirement	Included √ or X
√	√	√	√	√	√	√	√	Standard application form completed	
√	√		√	√	√			<b>Location plan</b>	
			√	√				<b>Block plan of the site</b> (eg at a scale of 1:100 or 1:200) showing any site boundaries	
√			√	√				<b>Existing and proposed elevations</b> (eg at a scale of 1:50 or 1:100)	
				√				<b>Existing and proposed floor plans</b> (eg at a scale of 1:50 or 1:100)	
				√				<b>Roof plans</b> (eg at a scale of 1:50 or 1:100)	
		√	√	√				<b>Ownership Certificate</b> (A, B, C or D - as applicable) completed, as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.	
		√	√	√				Where Ownership Certificates B, C or D have been completed, <b>notice(s)</b> as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article	
		√		√				<b>Agricultural Holdings Certificate</b> completed, as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.	
		√		√				<b>Design and Access Statement</b> , if required	
√	√	√			√	√		<b>The appropriate fee</b>	
√								Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])	
	√							A copy of other plans and drawings or information necessary to describe the subject of the application	
				√				Plans to a scale of not less than 1:20 to show all new doors, windows, shop front's, panelling, fireplaces, plaster moulding and other decorative details	
					√			Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995	
					√			Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.	
						√		A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995	
							√	<ul style="list-style-type: none"> <li>• Sketch plan showing the location of all tree(s)</li> <li>• A full and clear specification of the works to be carried out</li> <li>• Statement of reasons for the proposed work</li> <li>• Evidence in support of statement of reasons, where required by the standard application form.</li> </ul>	

## Local Validation Requirements

<b>CAC</b>	<b>Conservation Area Consent</b>	<b>Included</b>
Local requirement:		√ or X
<a href="#">Heritage statement</a>		

<b>LBC</b>	<b>Listed Building Consent</b>	<b>Included</b>
Local requirement:		√ or X
<a href="#">Heritage statement</a>		

<b>DEM</b>	<b>Prior notification of demolition</b>	<b>Included</b>
Does proposal involve:	√ or X	Local requirement
Demolition		<a href="#">Site Waste Management Plan</a>
Trees or hedges within or adjacent to the site that could be influenced or effected by development		<a href="#">Tree Survey/arboricultural implications</a>

<b>ADV</b>	<b>Advertisement Consent</b>	Local Requirement: None
<b>CON</b>	<b>Condition approval</b>	
<b>VAR</b>	<b>Removal or variation of condition</b>	
<b>TEL</b>	<b>Prior notification of telecom developments</b>	
<b>TRE</b>	<b>Works to trees</b>	