

Full, Outline & Reserved Matters Applications – Validation Checklist

This document indicates the national and local validation requirements for Full (short code FUL), Outline (short code OUT) and Reserved Matters (short code RES) planning applications. 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,

National Validation Requirements

FUL	OUT	RES	National Requirement	Included <input checked="" type="checkbox"/> or X
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard application form completed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Location plan	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Block plan of the site (eg at a scale of 1:100 or 1:200) showing any site boundaries	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Existing and proposed elevations (eg at a scale of 1:50 or 1:100)	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Existing and proposed floor plans (eg at a scale of 1:50 or 1:100)	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Roof plans (eg at a scale of 1:50 or 1:100)	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Ownership Certificate (A, B, C or D - as applicable) completed, as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		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 given and/or published in accordance with this Article	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Agricultural Holdings Certificate completed, as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Design and Access Statement , if required	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The appropriate fee	
	<input checked="" type="checkbox"/>		A basic level of information is required on <ul style="list-style-type: none"> • use - the use or uses proposed for the development and any distinct development zones within the site identified • amount of development - the amount of development proposed for each use. (For retail this should be the gross retail floor space expressed as square metres) • indicative layout - an indicative layout with separate development zones proposed within the site boundary where appropriate • scale parameters - an indication of the upper and lower limits for height, width and length of each building within the site boundary • indicative access points - an area or areas in which the access point or points to the site will be situated 	

Local Validation Requirements

FUL	Full planning permission
OUT	Outline planning permission including all and some matters reserved
RES	Reserved matters

Proposal based validation requirement

Does proposal involve:	√ or X	If √, local requirement is:	Included √ or X
Existing and/or proposed parking provision for non-residential floor space, change of use, loss of garages or parking, conversion increasing number of dwellings or new dwelling units?		Site plan showing existing and proposed parking provision (Only where the matters to determine are access and/or layout on RES and OUT applications)	
Vehicle crossover, vehicle access or new hard standing?		Detailed site layout and elevation plans to a scale of not less than 1:100, showing all changes to garden or land affected, such as soft and hard landscaping, walls, gate, pathways etc.	
Trees or hedges on the proposed development site?		Site plan showing their existing position	
<ul style="list-style-type: none"> Creation of 10 or more dwellings by new build or conversion 1000sqm or more of additional Use Class B1, B2 or B8 floor space created? 		Planning obligations - draft heads of terms	
<ul style="list-style-type: none"> New building or an extension of a 100 square metres, or more, of gross internal floor space the creation of one or more dwellings 		CIL liability form	
Creating 10 or more dwellings by new build or conversion or if not stated on outline application, site is more than 0.5 hectares?		Affordable housing statement	
A major development?, i.e. <ul style="list-style-type: none"> 10 or more new dwellings and/or 1000sqm or more of non residential floor space to be built or obtained by change of use 		Sustainability document including; <ul style="list-style-type: none"> Sustainability statement Sustainability checklist Energy demand and renewable options assessment 	
A large scale major development? i.e. <ul style="list-style-type: none"> 200 or more residential units 10,000 or more square metres of any other use 		Foul sewage and utilities statement (FUL & RES not OUT)	
		Planning statement	
		Statement of community involvement	

Proposal based validation requirement**Included**

Does proposal involve:	√ or X	If √, local requirement is:	√ or X
Change of use to Use Class A3, A4 or A5?		Ventilation / Extraction Statement	
Floodlighting?		Lighting assessment (FUL & RES not OUT)	
Site adjoining railway operational land and/or major A roads that is for conversion to or new build of dwelling or noise sensitive development (e.g. school, care home, nursery etc)		Noise assessment (FUL & RES not OUT)	

Area based local validation requirement**Included**

Is site in:	√ or X	If √, local requirement is:	√ or X
<ul style="list-style-type: none"> • Archaeological Priority Area APA's • Site of Archaeological Importance • Listed Building 		Heritage Statement	

Area AND Proposal based local validation requirement**Included**

Is site in:	√ or X	Does proposal involve	√ or X	If both √, local requirement is:	√ or X
Flood Risk Zone 1		New floor space or hard surfacing and the site is 1 hectare or over?		Flood risk assessment FRA surface water FRA	
Flood Risk Zone 2		More than 250sqm of new floor space or hard surfacing?		Flood risk assessment FRA Appropriate level of FRA	
Flood Risk Zone 3		More than 250sqm of new floor space or hard surfacing?		Flood risk assessment FRA Full FRA	