

## Validation list for: **Applications for Outline Planning Permission**

You must submit the information set out below (on both the national and local validation lists) with your application for it to be accepted as a valid application and for the processing of your application to start.

We strongly encourage you to submit all applications online via the Planning Portal. However, if you choose to submit your application via the post, 2 hard copies are required of all application documents.

If you have not included any of the information that is required with your application, you should provide written justification why you consider that the information is not required. The Council will make your application invalid if it does not agree with the justification.

### National Validation Requirements

Requirement	When required
A completed application form	All applications
The appropriate fee	All applications
A location Plan	All applications
Design and Access Statement	<p>When required – any application for:</p> <ul style="list-style-type: none"> <li>• Major developments</li> <li>• Listed Building Consent</li> <li>• one or more dwellings or a building or buildings where the floorspace created is 100 square metres or more within a Conservation Area</li> </ul> <p>But it is not required for:</p> <ul style="list-style-type: none"> <li>• Section 73 applications</li> <li>• -material change of use of land or buildings</li> </ul>
Information about the proposed use or uses, and the amount of development proposed for each use. Applications must also indicate the area or areas where access points to the development will be situate	All Outline Planning applications
Environmental Statement and non-technical summary	<p>Applications that are subject to Environmental Impact Assessment in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017. A screening opinion to determine whether an EIA is required can be requested before submitting a planning application. Guidance can be found at:</p> <p><a href="https://www.gov.uk/guidance/environmental-impact-assessment">https://www.gov.uk/guidance/environmental-impact-assessment</a></p>

Ownership Certificate and Agricultural Land Declaration	All applications
Plans, drawings or information necessary to describe the development	All applications

### Local Validation Requirements

Requirement	When required
Affordable Housing Statement	For all major residential developments
Air Quality Assessment	Where the proposed development includes new uses or buildings that have the potential to generate air pollution or where a sensitive use is proposed in close proximity to an existing source of air pollution
Air Quality Neutral Assessment	All major developments
Archaeological impact statement	Sites which include or have the potential to include heritage assets with archaeological interest, including Archaeological Priority Areas and Sites of Archaeological Importance.
Basement impact assessment	Required for all applications that include a basement.
Community Infrastructure Levy (CIL) additional information form	For all applications including: <ul style="list-style-type: none"> <li>• 100 square metres or more of new floorspace, including extensions;</li> <li>• the creation of a new residential dwelling including conversions / change of use</li> </ul>
Contaminated land survey	Where the site has been identified as being risk from contamination or a development is proposed in close proximity to a contaminated site
Daylight / sunlight assessment	Where the scale of buildings proposed has the potential to affect light to sensitive neighbouring uses or the design of development has the potential to restrict internal levels of natural light for proposed residential units
Demolition plan (at a recognised metric scale)	Where significant demolition is proposed to part of a building or to a number of buildings on a site.
Digital Model of Proposal	For all Major developments

Drainage Strategy	A Drainage Strategy is required for all Major developments not categorised as ‘Change of Use’. All Minor developments and developments categorised as ‘Change of Use’ which modify existing surface water drainage will also require a Drainage Strategy.
Ecological assessment / protected species survey	Where development has the potential to affect designated environmentally important sites or where there is a reasonable likelihood of a protected species being present.
Employment Land Assessment	<p>Applications for planning permission within which a change of use or the provision of additional floorspace is proposed for purposes that do not fall within Use Classes B1, B2 and B8, or Sui Generis uses that are closely related within a designated Strategic Industrial Location, Locally Significant Industrial Site or within a Local Employment Site.</p> <p>Local Employment Sites are defined as sites outside of Strategic Industrial Location or Locally Significant Industrial Sites which are within the B Use Class or a closely related Sui Generis Use.</p>
Energy statement	For all major developments
Flood risk assessment	<p>A Flood Risk Assessment (FRA) should be provided with a planning application for developments in the following circumstances:</p> <ul style="list-style-type: none"> <li>• New proposals in Flood Zone 2 or 3, including Minor Development and Change of Use.</li> <li>• Proposals for development areas that are 1 hectare or greater in Flood Zone 1.</li> <li>• New proposals, or a Change of Use in development type to a more vulnerable class, where the proposed development could be affected by sources of flooding other than rivers and the sea.</li> <li>• Proposals within areas with critical drainage problems as designated by the EA (<i>note that this does not include Critical Drainage Areas as defined by the Borough SWMPs – there are currently no such areas defined by the EA within the West London sub-region at the time of publication of this SFRA in March 2018</i>).</li> </ul>

Foul sewage and utilities assessment	Required for all large-scale major developments
Heritage statement	<ul style="list-style-type: none"> <li>• Applications for Listed Building Consent;</li> <li>• Householder &amp; Full applications affecting Listed Buildings (including their setting) and sites/properties within Conservation Areas;</li> <li>• Applications for works covered by an Article 4 Direction;</li> <li>• Applications for works to buildings which are Locally Listed; and</li> <li>• Any new development within a Conservation Area.</li> </ul>
Noise and/or vibration impact assessment	Where the proposed development includes new plant or machinery and has the potential to impact upon sensitive uses or where a sensitive use is proposed in close proximity to a noise or vibration source
Planning statement	For all major developments and for any development that is not in accordance with the development plan.
<p>Plans and drawings or information necessary to describe the subject of the application (or indicative drawings in the case of an outline application where the relevant matters are reserved)</p> <p>Including:</p> <ul style="list-style-type: none"> <li>• Block plan of the site (normally at a scale of 1:100 or 1:200)</li> <li>• Existing and proposed elevations (normally at a scale of 1:50 or 1:100)</li> <li>• Existing and proposed floor plans (normally at a scale of 1:50 or 1:100)</li> <li>• Existing and proposed site sections and finished floor and site levels (normally at a scale of 1:50 or 1:100)</li> <li>• Roof plans (normally at a scale of 1:50 or 1:100)</li> <li>• For the replacement of doors or windows, existing and proposed detailed window elevations (normally at a scale of 1:10) and cross sections (normally at a scale of 1:5) showing all features of the windows</li> <li>• For proposed vehicular accesses or new hardstandings, detailed site layout and elevation plans (normally at a scale not less than 1:100) showing all accesses and changes to the garden or land affected by the proposal.</li> </ul>	All applications

Retail Impact Assessment	Proposals involving 500 sqm gross retail floorspace or above, which are outside of town centres and do not accord with the Local Plan,
Servicing and refuse management plan	This is required for all major applications and for minor applications where servicing and fire access cannot be undertaken directly from the street.
Site plan	Where necessary to clarify the extent of the site in addition to the Location plan
Site survey	Where there are significant level changes within the site, and for all applications that include basements
Statement of community involvement	For all major developments
Sustainability statement including BREEAM pre-assessment	For all major non-residential developments that include non-residential floorspace
Townscape / visual impact assessment	For Major applications where structures, such as tall buildings, are proposed that have the potential to impact on protected views or the townscape
Transport Assessment, including Travel Plan	For all major developments
Tree survey / arboricultural impact assessment	Required for applications that involve the pruning or removal of existing trees and for the carrying out of demolition, building or engineering operations (including the excavation of foundations, construction of basements, any changes of level and service/utility runs) where these may affect trees both on site or on adjoining land.
TV / Radio Reception Assessment	For tall buildings (30 m high and taller) or for proposals that are significantly taller than their surroundings.
Ventilation / extraction statement	Where development includes new uses within Class A3, A4 or A5 (including changes of use) or where industrial or commercial uses require ventilation or extraction
Wind microclimate assessment	All applications that include tall buildings (30 m or more in height) and any other proposal where the development is likely to have an adverse effect upon the wind microclimate.