|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Validation Checklist Matrix** |  | | | | | | | | | |
|  | **Application types** | | | | | | | | | |
| **List of documents required** | Householder Applications | Full Planning Permission | Outline Planning Permission (some) matters reserved) | Listed Building Consent | Advertisement consent | Lawful Development Certificates | Removal or variation of condition | Approval of details pursuant to a condition | Prior Approval | Non Material Amendment |
| Completed application form |  |  |  |  |  |  |  |  |  |  |
| Ownership certificates and notices |  |  |  |  |  |  |  |  |  |  |
| Agricultural holdings certificate |  |  |  |  |  |  |  |  |  |  |
| Appropriate Fee |  |  |  |  |  |  |  |  |  |  |
| Location plan |  |  |  |  |  |  | D | D |  |  |
| Design and Access statement (if required) |  |  |  |  |  |  |  |  |  |  |
| Existing and proposed elevations |  |  |  |  |  |  |  |  |  |  |
| Existing and proposed floor plans including roof plans |  |  |  |  |  |  |  |  |  |  |
| Existing and Proposed Sections |  |  |  |  |  |  |  |  |  |  |
| Affordable Housing Appraisal |  |  |  |  |  |  |  |  |  |  |
| Air Quality Impact Assessment |  |  |  |  |  |  |  |  |  |  |
| Archaeological desk based assessment |  |  |  |  |  |  |  |  |  |  |
| Basement Impact Assessment |  |  |  |  |  |  |  |  |  |  |
| Biodiversity survey / report |  |  |  |  |  |  |  |  |  |  |
| Community Infrastructure Levy (CIL)  additional information form |  |  |  |  |  |  |  |  |  |  |
| Construction Method Statement |  |  |  |  |  |  |  |  |  |  |
| Outline Construction Logistics Plan |  |  |  |  |  |  |  |  |  |  |
| Crime Prevention/Safer Places Report |  |  |  |  |  |  |  |  |  |  |
| Daylight/sunlight assessment |  |  |  |  |  |  |  |  |  |  |
| Delivery & Servicing Plan |  |  |  |  |  |  |  |  |  |  |
| Demolition Method Statement |  |  |  |  |  |  |  |  |  |  |
| Economic Statement |  |  |  |  |  |  |  |  |  |  |
| Electronic Communications Code Operators supplementary information / Telecommunications Development |  |  |  |  |  |  |  |  |  |  |
| Energy assessment |  |  |  |  |  |  |  |  |  |  |
| Environmental Statement |  |  |  |  |  |  |  |  |  |  |
| Fire Statement |  |  |  |  |  |  |  |  |  |  |
| Foul sewage and utilities assessment |  |  |  |  |  |  |  |  |  |  |
| **List of documents required** | Householder Applications | Full Planning Permission | Outline Planning Permission (some) matters reserved) | Listed Building Consent | Advertisement consent | Lawful Development Certificates | Removal or variation of condition | Approval of details pursuant to a condition | Prior Approval | Non Material Amendment |
| Flood risk Assessment |  |  |  |  |  |  |  |  |  |  |
| Heritage statement |  |  |  |  |  |  |  |  |  |  |
| Health Impact Assessment |  |  |  |  |  |  |  |  |  |  |
| Land Contamination Assessment |  |  |  |  |  |  |  |  |  |  |
| Landscaping Scheme |  |  |  |  |  |  |  |  |  |  |
| Lighting Assessment |  |  |  |  |  |  |  |  |  |  |
| Marketing Assessment |  |  |  |  |  |  |  |  |  |  |
| Details of materials |  |  |  |  |  |  |  |  |  |  |
| Microclimate Impact Assessment |  |  |  |  |  |  |  |  |  |  |
| Noise and Vibration Assessment |  |  |  |  |  |  |  |  |  |  |
| Open Space Assessment |  |  |  |  |  |  |  |  |  |  |
| Parking Management Plan |  |  |  |  |  |  |  |  |  |  |
| Photographs CGIs |  |  |  |  |  |  |  |  |  |  |
| Planning Statement |  |  |  |  |  |  |  |  |  |  |
| Planning Obligations Statement (draft heads of terms) |  |  |  |  |  |  |  |  |  |  |
| Retail Impact Assessment |  |  |  |  |  |  |  |  |  |  |
| Sequential test and impact assessment |  |  |  |  |  |  |  |  |  |  |
| Site waste management plan |  |  |  |  |  |  |  |  |  |  |
| Statement of Community Engagement |  |  |  |  |  |  |  |  |  |  |
| Structural survey |  |  |  |  |  |  |  |  |  |  |
| Surface Water Drainage Assessment | D |  |  |  |  |  |  |  |  |  |
| Sustainability Statement |  |  |  |  |  |  |  |  |  |  |
| Transport Assessment |  |  |  |  |  |  |  |  |  |  |
| Transport Statement |  |  |  |  |  |  |  |  |  |  |
| Travel Plan |  |  |  |  |  |  |  |  |  |  |
| Tree Survey/Aboricultural Implications |  |  |  |  |  |  |  |  |  |  |
| Ventilation/ Extraction Statement |  |  |  |  |  |  |  |  |  |  |
| Viability Appraisal |  |  |  |  |  |  |  |  |  |  |

 **= Instances where such reports are required, although these should be tailored to the type of development involved**

**D = Instances where reports are discretionary. Contact with the local planning authority is firstly recommended to confirm whether required or not, preferably by way of entering into pre-application discussions**

In addition to documents required by the Local Validation Requirements this table also includes National Information Requirements as specified in the Development Management Procedure Order 2015 (as amended). In summary these include:

* A completed application form (all questions must be answered on the correct application form)
* Location Plan;
* Site Plan;
* Ownership certificates and associated notices;
* Agricultural Land declaration;
* The correct fee; and
* Design and Access Statement, where required by the Development Management Procedure Order.

For further advice on the National Information Requirements please visit: **www.planningportal.gov.uk**