

VALIDATION CHECKLIST

Application for Planning Permission and listed building consent for Alterations, extension or demolition of a listed building

3 copies of all documentation and plans plus original to be supplied unless the application is submitted electronically.

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NATIONAL REQUIREMENTS



**South Hams
District Council**

	Y/N
Completed form	
A Location plan with the application site edged red and any adjoining and owned by the applicant edged blue at a scale of 1:1250 or 1:2500 in rural areas and showing the direction of North	
A site/block of the site to a scale of not less than 1:200 showing existing features of the site eg, walls, buildings, other structures and boundary treatments. All new works shaded in red. Applicants will also need to show any trees on site and indicate their location, including species, girth and spread on the map.	
A copy of the following plans and drawings. Drawings should clearly outline any materials or finishes to be used. This may include render type and colour, roofing slates, eaves and verge details, and door and window styles:	
<ul style="list-style-type: none"> Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries 	
<ul style="list-style-type: none"> Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) 	
<ul style="list-style-type: none"> Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) 	
<ul style="list-style-type: none"> Existing and proposed cross section/site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100) 	
<ul style="list-style-type: none"> Roof plans (e.g. at a scale of 1:50 or 1:100) 	
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	
Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995	
Design and Access Statements (required except for changes of use with no works) This will include the developers reasoning behind the final design. It should also include the proposed materials and colour the applicant wishes to use. Further guidance on design statements is also available in publications by the Commission for Architecture and the Built Environment (CABE). Applicants will be required to make provision for access, parking and sanitary conveniences for people with disabilities in all applications concerning buildings that will be accessible to the public. An access statement outlines how the services provided by that building will be made available to all members of the public. Applications this may be applicable to includes offices, shops, factories, schools, other public access areas and may also include proposals for new housing schemes.	
The appropriate fee (see separate fees form)	
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 given and/or published in accordance with this Article	

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LOCAL REQUIREMENTS

Info required	When it is needed	Y/N
Affordable Housing statement	<p>All applications for New dwellings; Conversion of redundant agricultural buildings</p> <p>The Council has recently published its Affordable Housing Development Plan Document (submission stage). This accompanies development plan policy SHDC2 and provides guidance to developers outlining commitments to providing affordable housing. Developers will be expected to provide information demonstrating how the proposed development will address this issue. If it is proposed that different levels or types of affordability or tenure are proposed for different units, then it should be fully explained from the outset. The statement may also be useful in linking the application to any s106 contributions dealing with affordable housing.</p>	
Air Quality Assessment	<p>Any application that requires a permit under the IPPC Regulations or Waste Management Licensing Regime. When assessing whether such an assessment is required, the developer should also have regard as to whether the development would;</p> <ul style="list-style-type: none"> • Result in increased traffic congestion, or create a change in traffic volumes or vehicle speed; • Significantly alter the traffic composition in an area (i.e. bus stations, HGV Parks etc); • Include proposals for new car parking (>300 spaces) or coach/ lorry parks; or • have an affect on sensitive areas such as ecological sites, or areas previously defined as having poor air quality (including air quality management areas). <p>The assessment should indicate any changes in air quality as a result of a proposed development, and any mitigation measures that may be necessary. Again, this may be incorporated in an Environmental Statement, but this will not always be the case.</p>	
Assessment of agricultural activity	<p>Applications that may involve the interaction between agricultural activity and non-agricultural uses will require an assessment of agricultural activity. This is to ensure that any new agricultural development does not have an adverse affect on the amenity of nearby residents. Likewise, any proposed residential development in the countryside, whether a barn conversion or new-build will be required to demonstrate that the proposals will not restrict or unduly hinder existing agricultural activity.</p>	
Contaminated Land reports	<p>This is of particular importance at sites proposed for development where contamination is known to exist, or the proposed development would be particularly vulnerable to the effects of contamination, the developer should provide sufficient information to enable the Local Planning Authority to properly determine whether the development can proceed. Such a report should examine the existence of contaminated</p>	

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	land, its nature and risk upon the proposed development, and what remedial measures are feasible to reduce the contamination to an acceptable level. In accordance with Environment Agency good practice, an initial risk assessment should be conducted, by carrying out a desk top study and site walk. This assessment should provide the basis of any further detailed assessment that may be required. However, prior to the submission of a planning application for a Brownfield redevelopment, applicants are advised to contact the Council's Environment Health department to discuss what may be required to accompany the application. Please also refer to Planning Policy Statement 23 Annex 2 and guidance notes for contaminated land	
Environmental Statement	Developments that may require an Environmental Statement to be prepared fall under developments listed under Schedule 1 and those Schedule 2 applications defined under the Regulations, that are likely to have significant effect on the environment by virtue its nature, size and location. The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 require developers to prepare an Environmental Statement to enable the LPA to give proper consideration to the likely environmental effects of a proposed development.	
Flood Risk Assessment	Any applications for development on sites 1 ha or more within Environment Agency Zone Flood 1. Any applications for development within Environment Agency Flood Zones 2 & 3	
Foul Sewage treatment	All buildings are required to be provided with a satisfactory means of drainage for the disposal of foul water, and every effort should be made to connect to the public sewerage system. If this is not possible, applicants must demonstrate this, and provide alternative ways to do so, for example through a sewage treatment plant or septic tank. Both of these methods may require a soakaway system to properly dispose of effluent, and applicants must also prove that the site is suitable for such a system. This should include a description of the type, quantities and means of disposal of any trade waste or effluent. Please also complete drainage details at the bottom of this checklist.	
Historical features /Archaeological assessment	If a proposed development is likely to take place within a well known area of historical interest or upon green field land, the LPA will expect an initial archaeological appraisal of the site and surrounding area to be undertaken. As a result of the initial appraisal, it may be necessary to commission a full archaeological investigation, the results of which would accompany the planning application. Unless these surveys are undertaken, it will be impossible for the LPA to properly consider an application without a full understanding of the implications of the development upon any features of historical significance, if any, and what measures are proposed to reduce its impact. Supporting information may include plans showing historic features that may exist on, or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic battle fields.	

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Landscaping details	All applications for New dwellings, shops, employment, or conversion of redundant agricultural buildings Landscaping schemes should demonstrate how a development would be landscaped to avoid an adverse impact of the appearance of the development. Details should include locations, heights and densities of any planting that are proposed, and should address the anticipated species and proposals for long term maintenance and landscape management.	
Lighting scheme	All major applications for dwellings (10+ houses or >0.5ha), shops over 1000sqm floorspace or >1 ha, employment sites over 1000sqm or >1ha. Applicants will be expected to provide details of how the development will be lit on all major planning applications, as to ensure that the proposal will not cause detrimental light pollution	
Nature conservation/ecology assessment	All applications where the site is: on or adjacent to designated wildlife site; on or adjacent to a site known to support a rare or protected species; a conversion or works affecting the roof of barns, mills, traditional or derelict properties and buildings in the open countryside and rural fringe; on greenfield development including proposals on, or adjacent to, farmland, woodland, hedgerows and orchards; on a site on or adjacent to the coastline, estuaries, rivers or wetlands; a quarry, cave, bridge or culvert; a site which requires an Environmental Statement; Conversion of redundant agricultural buildings The applicant must include proposals for long term maintenance and management of mitigating the impacts of the development on those features. This may include identifying locations of any significant wildlife habitats or features protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or Protection of Badgers Act 1992. In some circumstances, this may be included in the information provided under an Environmental Statement. Where development may affect species that are protected and require derogation, developers will be expected to provide the evidence to justify that derogation with the application. Further advice on obtaining licences is available in DEFRA Circular 2/2002	
Noise Impact Assessment	Applications for development that have the potential to generate new sources of noise and will have an impact on existing land uses. Not only large industrial buildings; smaller developments where the final building may, for example, be used with power tools, or to house air conditioning/refrigeration units. Applications for noise sensitive developments such as new housing may also require such a survey to demonstrate that the amenity to the users of such a development will not be by affected existing levels of noise. These proposals should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. The assessment should outline the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to overcome these issues. Where noise is likely to be an issue, applicants are advised to contact the Council's Environmental Health Officer prior to the submission of a planning application.	

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Open space statement	All major applications for dwellings (10+ houses or >0.5ha), shops over 1000sqm floorspace or >1 ha, employment sites over 1000sqm or >1ha. In new developments, developers will be required to provide for open space, sport and recreation. The level of open space required will vary according to individual circumstances, size of development, and availability of existing open spaces in the neighbourhood. In some cases, where open space can not be provided within the site, the developer will be expected to seek an agreement with the Council through a financial contribution, over provision nearby. The Statement should therefore outline how open space will be provided for within new developments, or how open space, sport and recreation will be provided by linking the application to a s106 Agreement.	
Parking Provision to be shown on block plan	All residential or commercial development (including changes of use) where on site parking is to be provided	
Photographs/photomontages	These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should always be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.	
Planning Obligations/draft Head(s) of Terms	Occasionally, development may have an over-burdening impact on the surrounding infrastructure, facilities or amenities. For example, development could lead to additional capacity on the highway network, or could lead to saturation of local schools. This over-burden on local services is a material consideration in determining a planning application. Government policy suggests that where existing infrastructure can not cope with the needs of new development, it would be expected that contributions are made by the developer to meet these needs. Quite often, these can be addressed through planning conditions. However, where these can not be addressed on site, or certain works must be carried out by other bodies, financial contributions may be sought that reasonably address the developments impact on infrastructure provision. This process is often made through legal agreements made between the developer, the LPA and anyone else with a legal interest in the land under the provisions of Section 106 of the Town and Country Planning Act 1990. Where an applicant envisages that the proposed development will have an adverse strain on local amenities and it is likely that they will be required to make a planning agreement, they are encouraged to discuss this issue with the planning authority, or relevant authority prior to the submission of a planning application. In such cases, South Hams District Council will not register an application until draft heads of terms have been submitted with the application. Applicants are therefore encouraged to begin negotiations early, and instruct solicitors to avoid unnecessary delay at a later date. South Hams District Council appreciates that S106 negotiations are lengthy and time consuming, but applicants must appreciate that the LPA will be in a better position to determine an application once legal agreements regarding contributions are in place.	

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Private water supplies	<p>Applications where a private water supply is to be installed will require the applicant to prove that the water serving the proposed development is 'wholesome'. Applicants will also have to prove that the proposed development will not have a detrimental effect on other supplies already in use in the immediate area.</p> <p>Applicants will be required to prove that the proposed development will be served with an adequate supply of water. Applicants will also be required to demonstrate that the installation of any new supply, such as a borehole, will not have a detrimental effect on other supplies in use in the area, and that the water supply is fit for human consumption.</p> <p>Where an application for development includes the installation of a private water supply, applicants may wish to seek advice from the Council's Environmental Health service prior to the submission of an application.</p>			
Regeneration Statements	<p>All major applications for shops over 1000sqm floorspace or >1 ha, employment sites over 1000sqm or >1ha.</p> <p>A supporting statement outlining any regeneration benefits from the proposed development. This may include; details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal should be included.</p>			
Site Survey	All full applications			
Structural Survey	<p>When applications are submitted to change the use of the building, it is important to establish that the structure of the building is adequate to meet the needs of the new use without significant structural works to the exterior of the building. This is especially important with barn conversions where it is essential that the traditional appearance of the barn is kept, but is safe for human occupancy.</p>			
Supplementary planning statement	<p>All full applications - A Supporting Planning Statement provides developers the opportunity to explain how the proposed development accords with policies in the development plan, and relevant SPD or SPG or development briefs. It should also include details of any discussions with the LPA and wider community/ statutory consultees undertaken prior to submission. Large scale projects may wish to include a Statement of Community Involvement that reflects how the development has been discussed with the local community prior to the submission of the application.</p>			
Transport Assessment	Use	Land Use	Threshold (> than)	
	A1, A2, A3, A4, A5		1000 sqm	
	B1	Business	2500sqm	
	B2	Employment	5000sqm	
	B8	Storage Distribution	10,000sqm	
	D1	Non residential	2500sqm	
	D2	Assembly and Leisure	1000sqm	
	Sui generis		1000sqm	

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	<p>Transport Assessments, should provide supporting information to a planning proposal to inform the Planning and Highway Authority's of the implications, and mitigation measures required to accommodate a proposal on the transport networks. Providing sufficient content to enable the Planning and Highway Authority's to make a decision as to the proposals acceptability.</p>	
(Draft) Travel plan	<p>Any non-residential development that requires a Transport Assessment A Travel Plan should outline the way in which the transport implications of new development will be managed in order to ensure that there is the least environmental, social or economic impact. They are commitments by developers outlining how new occupiers or customers to the development will use alternative means of travel that do not involve private vehicle use.</p>	
Tree survey – Arboricultural Statement	<p>Where there are existing trees on site whether they are to be retained or not. Where any development is within the crown spread of any tree to be retained (including trees on neighbouring land). Development within a Listed Park or Garden. A Tree Survey or arboricultural implication study will be required for all applications where there are trees, or large areas of shrubs, on or adjacent to the site. Even if the development proposals do not include lopping or felling of trees, evidence must be given to show that the development will have no detrimental affect upon the well-being of these trees.</p> <p>Where the application involves works that affect any trees within the application site, the species, spread, and position of trees should be illustrated accurately on the site plan. This must indicate any trees which are to be felled or affected by the proposed development. The location of any trees within adjacent properties that may be affected by the application should also be shown. The statement should also explain the measures to be adopted during construction works as to protect those trees that are to be retained. Further guidance is also provided in BS5837:2005 'a guide for trees in relation to construction'.</p>	
Utilities statement	<p>All full applications</p> <p>The utilities statement should outline the applicants' proposals to link the development to existing utility infrastructure systems. This may include such systems such as the National Grid or connection to telephone or internet service providers</p>	
Ventilation details – noise/odour	<p>Development that includes proposal which include industrial or commercial kitchens or activities likely to give rise to odourous emissions will require details outlining the intended means of ventilation. The applicant must demonstrate how emissions will be mitigated to prevent any loss of amenity to surrounding land uses. This will include the impact caused by both noise and odour caused as a result of the development. The details may include positioning, technical specification and mitigation methods. Applicants are guided to Annexe B of the 'Guidance of Odour and Noise from Commercial Kitchen Exhaust Systems' (DEFRA 2005) that outlines the information required to support a planning application.</p>	

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Viability Assessment	Development (predominantly involving a change of use) that results in the loss of a particular use of benefit to the community will require an assessment to be submitted with the application that outlines the market evidence for justifying that loss. This is particularly important where development may result in the loss of local services, or agricultural buildings. The Assessment should justify the financial reasons for why the loss of a particular use should be permitted.	
Visual Impact Assessment	All applications for more than 10 new dwellings, shops over 1000sqm floorspace or >1 ha, employment sites over 1000sqm or >1ha The Visual Impact Assessment should identify within its report the visual effects relating to changes that arise in the composition of available views as a result in changes to the landscape, to people's responses to the changes and to the overall effects with respect to visual amenity.	
Waste Audit Statement	Required for all development that is expected to produce significant levels of waste from both the construction phase and those that shall have an overburdening affect on waste collection during the operational lifetime. <u>Construction:</u> The Devon County Structure Plan and emerging Waste Local Plan requires developers to submit Waste Audit Statements to be accompanied with all major planning applications. The statement allows developers to demonstrate how they intend to reduce, reuse or dispose of any construction waste borne out of the development. <u>Operation:</u> The Statement must also outline how the development will store and manage the waste produced once it is in use. The statement may include details of the type and quantities of waste that is likely to be produced, the nature of its storage, what infrastructure is in place that will allow for effective collection and how the waste may be reused or recycled. Developers may also be required to bear the cost under a Section 106 Obligation (see above) for the provision of waste storage containers within major developments.	

Drainage details:

- The means of fresh water supply: Mains Other

- The means of surface water drainage:

- The means of foul sewage disposal:

Mains

- Connecting to an existing cesspit, septic tank or other (*please state which type and give details on drawings*)