



South Hams  
District Council



West Devon  
Borough  
Council

*Working together*

## PRIOR NOTIFICATION / PRIOR APPROVAL Application Validation Document

(more information can be found on the [Planning Portal website](#))

Applications for Prior Notifications and Prior Approvals are not applications for planning permission, and as such are not subject to the same formal validation requirements as planning applications. However, this document provides advice about the type of information that is likely to be useful to accompany your prior notification or prior approval application. The fee will always be required.

**Complete and submit this list to indicate which supporting information documents you have provided:**

Tick if enclosed

<b>Application Form</b>	Completed form, including signed and dated declaration (2 copies in total to be supplied if not submitted electronically).	
<b>Site and Other Plans</b>	<p><b>2 copies in total to be supplied (if not submitted electronically).</b></p> <p><b>A plan identifying the land to which the application relates (commonly outlined in red) drawn to an identified scale and showing the direction of north.</b></p> <p><b>A plan to show the extent of land in the ownership of the applicant (commonly outlined in blue).</b></p> <p><b>Other details as required by the relevant part of the General Permitted Development Order 2015 (as amended).</b></p> <p>Plans should be labelled appropriately with drawing numbers (and revision references where changes have been made), annotations (materials etc.) and plans should have titles, a clearly stated metric scale (1:50, 1:100 etc.) plus a scale bar (minimum 0-10m). It may be helpful to also identify the address and number of any neighbours that abut the site.</p> <p><b>Note: If using an ordnance survey base for any plan, this must include the relevant license number.</b></p>	
<b>Fee</b>	The appropriate fee - please see the most up to date fees on <a href="#">The Planning Portal</a>	

**Crown Copyright:** please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.