



South Hams
District Council



West Devon
Borough
Council

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HOUSEHOLDER Applications Validation Document

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

N – indicates a requirement of the National List

L – indicates a requirement of the Local List

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

Tick if enclosed

N	Application Form	Completed form, including signed and dated declaration (2 copies in total to be supplied if not submitted electronically).	
N	Certificates	The completed ownership certificate (A, B, C or D – as applicable) as required by the Town and Country Planning (Development Management Procedure) Order 2015.	
N	Notices	Where ownership certificates B, C or D have been completed, notice(s) as required by the Town and Country Planning (Development Management Procedure) Order 2010 must be given and/or published in accordance with this Article.	
N	Agricultural Holdings Certificate	Agricultural holdings certificate as required by the Town and Country Planning (Development Management Procedure) Order 2015.	
N	Site and Other Plans	<p>2 copies in total to be supplied (if not submitted electronically).</p> <p>Plans must be labelled appropriately with drawing numbers and annotations (materials etc.) and that they always have titles and clearly stated metric scales (1:50, 1:100 etc.), plus a scale bar (minimum 0-10m).</p> <p>They should also identify the address and number of any neighbours that abut the site.</p> <p>Note: If using an ordnance survey base for any plan, this must include the relevant license number.</p>	



<p>N</p>		<p>Site Location Plan which identifies the land to which the application relates drawn to an identified metric scale (1:1250 or 1:2500) and wherever possible should be scaled to fit onto A4 or A3 size paper. The plan should show:</p> <ul style="list-style-type: none"> • The direction of North • <u>Identify sufficient roads and/or buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</u> • The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. • A blue line should be drawn around any other land owned by or under the control of the applicant(s), close to or adjoining the application site. 	
<p>N</p>		<p>Block plan of the site (scale of 1:100, 1:200 or 1:500) showing any site boundaries and the proposed works. If within 3m of a boundary, distances to these boundaries will need to be shown. Block plan show access/parking arrangements within the site if there are any and a finished floor level relating to a fixed point within the site.</p>	
<p>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.</p>			
<p>L</p>		<p>Existing and proposed elevations (if the proposal will create, alter or add to a building/structure) to a scale of 1:50 or 1:100, labelled north/south/east/west as appropriate and showing:</p> <ul style="list-style-type: none"> • the existing and proposed view of each side of the building or structure that will be altered or added to by the proposal • ground levels • finished floor levels • where the proposal relates to the conversion of an agricultural building, information about which parts of the original building fabric that will be retained and which parts that will comprise new build <p>Proposed elevations (contextual) to a scale of 1:50 or 1:100 (if the proposal will create a building/structure) showing:</p> <ul style="list-style-type: none"> • the proposed elevations in context with any immediately adjoining / neighbouring buildings • datum level • ground level • floor levels for the proposed building 	



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L		<p>Existing and proposed floor plans to a scale of 1:50 or 1:100 (<i>if the proposal will create, alter or add to a floor</i>) showing:</p> <ul style="list-style-type: none"> the existing and proposed layout of the whole of each floor that will be created, altered or added to by the proposal the name (or use) of each of the rooms or areas 	
L		<p>Existing and proposed site sections and finished floor and site levels where appropriate (scale of 1:50 or 1:100). In respect of site levels the position of the fixed datum point needs to be identified and highlighted for all levels shown on the plan</p>	
L		<p>Existing and proposed roof plans (<i>if the proposal will alter the roof</i>) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> layout of the roof structure (e.g. position and type of roof trusses, ridges, purlins etc.) 	

L		<p>Photographs showing the relationship with adjoining properties (identifying the use of rooms where the windows will face or overlook the proposed development)</p>	
L		<p>Drainage and Flooding</p> <p>Foul drainage: Any type of development that connects to the mains or a non-mains system will need a drainage assessment or statement to detail the proposed arrangement.</p> <p>Flooding and surface water: All applications must state whether there is a flood risk to the development.</p> <p>The Council has taken a practical approach to managing flood risk based on development type and a 3 tier risk grouping. Sites that are within a Flood Zone or a Critical Drainage Area (CDA) are higher risk and will require a Flood Risk Assessment (FRA) to ensure the risk can be managed to the appropriate level.</p> <p>NB - Please see the Other Supporting Information document (link below) which sets out in more detail the information requirements for your development type and the relevant risk level.</p>	
N	Fee	<p>The appropriate fee unless exempt. Please see the most up to date fees on The Planning Portal</p>	

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Other Supporting Information

Please see full guidance relating to each document type available here: [Other Supporting Information and guidance](#)

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

Tick if enclosed

Flood Risk Assessment	
Surface Water Drainage Assessment	
Foul Water Drainage Assessment	
Planning Statement	
Heritage Statement	
Ecological Information	
European Protected Sites	
European Protected Species	
Geo-technical Survey and Design	
Lighting Impact Assessment/Scheme	
Odour Statement	
Contaminated Land Survey	
Noise Impact Assessment	
Tree / Hedge survey	