## Outline Planning Permission Validation Checklist

### National Requirements - Plans

#### Location Plan
- **Scale**: 1:2500 or 1:1250
- **When required**: All applications
- **What information is required?**
  - Up to date map with site edged clearly with a red line, including any required visibility splays and access to the site from the public highway
  - The direction of north should be shown.
  - The plan must cover a large enough area to enable the location to be easily found.
  - A blue line should be drawn around any other land owned by the applicant

#### Site Plan
- **Scale**: 1:500 or 1:250/1:200/1:100
- **When required**: All applications
- **What information is required?**
  - The plan must show the area or areas at which the access points to the site are proposed.
  - Any trees or public rights of way affected by the development should be shown.

### Planning Policy and Where to look for further assistance
- Government Guidance on Information Requirements and Validation - paragraphs 44 - 48 - found at: [Communities and government validation guidance](#)

### Other Documents

#### Application Form
- **When required**: All applications
- **What information is required?**
  - Further guidance is available to [download on our website](#)

#### Ownership Certificate
- **When required**: All applications
- **What information is required?**
  - Completed Certificate stating the ownership of the application site

### Where to look for further assistance
- The Certificate is part of the planning application form and details on how to complete it are included in the [application forms and guidance notes](#) available on the Council's web site.

### Fee
- **When required**: Planning applications incur a fee
- **What information is required?**
  - The correct fee

### Planning Policy and Where to look for further assistance
- Full details can be found on the [Council's web site](#) or in Government Circular 04/2008
**Design & Access Statement**

When required
Any major development (10 houses or 1000 or more square metres of floorspace) anywhere in Wiltshire. In Conservation Areas and the Avebury/Stonehenge World Heritage Site only, any new residential development; or non residential buildings where the floorspace is 100 square metres or more.

What information is required?
A written statement which explains the design principles and concepts that have been applied to the development and that:
- Demonstrates the steps taken to appraise the context of the development and how the design of the development takes that into account;
- Explains the policy adopted as to access, and how development plan policies relating to access have been taken into account;
- States what consultation, if any, has been undertaken on issues relating to access and what account has been taken of the outcome of any such consultation;
- Explains how any specific issues which might affect access to the development have been addressed.

Planning Policy and Where to look for further assistance
National Planning Policy Framework paragraph 128 and Section 6 of the Government's 'Guidance on Information Requirements and Validation' 2010 [Communities and government validation guidance](#)

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**Local Requirements – Plans**

**All plans must include a scale bar**

**Layout of the site**

- **Scale** Minimum 1:500/1:200
- **When required** All outline planning applications

What information is required?
A plan showing the approximate location of buildings, routes and open spaces

Planning Policy and Where to look for further assistance
Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at: [Communities and government validation guidance](#)

**Access to the site**

- **Scale** Minimum 1:500/1:200
- **When required** Where approval of the access to the site is sought at this outline stage

What information is required?
Detailed plans showing the access to and within the site for vehicles, cycles and pedestrians and how these fit into the existing access network

Planning Policy and Where to look for further assistance
Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at: [Communities and government validation guidance](#)

**Site Survey**

- **Scale** Minimum of 1:200
- **When required** New residential development

What information is required?
Survey showing existing features and levels

Planning Policy and Where to look for further assistance
Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at: [Communities and government validation guidance](#)
**Proposed Elevations**

**Scale** 1:100 or 1:50 with figured dimension plans  
**When required**
Where approval of the appearance of the buildings is sought at this outline stage; OR Where new buildings are proposed within a conservation area  
**What information is required?**
These should show any elevations that would be created or altered by the development. These should include proposed building materials and the style and materials of windows and doors.

**Planning Policy and Where to look for further assistance**
Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at: Communities and government validation guidance

**Existing & Proposed Floor Plans**

**Scale** 1:100 or 1:50 with figured dimension plans  
**When required**
Where approval of the appearance of the buildings is sought at this outline stage; OR Where new buildings are proposed within a conservation area  
**What information is required?**
These should show the uses of the floorspace

**Planning Policy and Where to look for further assistance**
Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at: Communities and government validation guidance

**Existing & Proposed Roof Plans**

**Scale** 1:100 or 1:50 with figured dimension plans  
**When required**
Where approval of the appearance of the buildings is sought at this outline stage and the roof details are not evident from the elevations OR where new buildings are proposed within a conservation area  
**What information is required?**
The shape of the roof, including any areas cut-away or proposed to be used for balconies; seating

**Planning Policy and Where to look for further assistance**
Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at: Communities and government validation guidance

**Site Sections/levels**

**Scale** 1:100 or 1:50  
**When required**
Where approval of the appearance of the buildings is sought at this outline stage; OR Where new buildings are proposed within a conservation area  
**What information is required?**
These should show existing and proposed site levels, and finished floor levels, with levels related to a defined datum point

**Planning Policy and Where to look for further assistance**
Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at: Communities and government validation guidance

**Flood Risk Assessment**

**When required**
When the development is within Environment Agency Flood Zone areas Areas 2 or 3 OR is over 1 hectare in size in Flood zone 1  
**What information is required?**
Proportionate Flood Risk Assessment

**Planning Policy and Where to look for further assistance**
Detailed Guidance from the Environment Agency can be found at: http://www.environment-agency.gov.uk/research/planning/82584.aspx

The site also shows flood risk areas

National Planning Policy Framework paragraphs 100 to 104
<table>
<thead>
<tr>
<th><strong>Archaeological Assessment</strong></th>
<th><strong>Land Contamination Assessment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When required</strong></td>
<td><strong>When required</strong></td>
</tr>
<tr>
<td>Where the site includes, or has the potential to include, a heritage asset of archaeological interest</td>
<td>For redevelopment of former petrol filling sites; commercial garages; landfill sites and other brownfield sites where contamination is known or suspected</td>
</tr>
<tr>
<td><strong>What information is required?</strong></td>
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</tr>
<tr>
<td>Desk-based assessment Field evaluation if desk based assessment points to its necessity</td>
<td>Desk based study. Report of on-site investigative reports if warranted by desk study</td>
</tr>
<tr>
<td><strong>Planning Policy and Where to look for further assistance</strong></td>
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</tr>
<tr>
<td>National Planning Policy Framework paragraph 128</td>
<td>National Planning Policy Framework paragraphs 120 to 121</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Ecological Assessment/ Protected Species survey</strong></th>
<th><strong>Transport Assessment</strong></th>
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<tbody>
<tr>
<td><strong>When required</strong></td>
<td><strong>When required</strong></td>
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<tr>
<td>Where a roof of a building is being demolished or replaced</td>
<td>Residential development of 100 dwellings; Retail and/or employment/leisure uses of 1000m² or more; and waste management facilities</td>
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<tr>
<td>Development of green field sites for proposals that are not either agricultural or equestrian uses</td>
<td><strong>What information is required?</strong></td>
</tr>
<tr>
<td>Conversion of agricultural buildings</td>
<td>Transport implications of the proposal, including access to the site by different modes and impact on any nearby trunk road</td>
</tr>
<tr>
<td>Development within or adjacent to a Site of Special Scientific Interest (SSSI)</td>
<td><strong>Planning Policy and Where to look for further assistance</strong></td>
</tr>
<tr>
<td>Proposed new buildings within 20 metres of River Avon SAC</td>
<td>National Planning Policy Framework paragraphs 29 to 41</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Waste Audit</strong></th>
<th><strong>Ventilation/Extraction Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When required</strong></td>
<td><strong>When required</strong></td>
</tr>
<tr>
<td>For residential developments of 10 or more houses; new employment premises of 300m²; new retail facilities 500m²</td>
<td>For proposed new restaurants; hot food takeaways and public houses and other premises selling/serving hot food</td>
</tr>
<tr>
<td><strong>What information is required?</strong></td>
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</tr>
<tr>
<td>Details of means of minimising waste during the development process; and for encouraging post development recycling</td>
<td>Details of the ventilation/extraction proposals, including the associated alterations/additions to the external appearance of the building required to accommodate them</td>
</tr>
<tr>
<td><strong>Planning Policy and Where to look for further assistance</strong></td>
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</tr>
<tr>
<td>Wiltshire &amp; Swindon Waste Core Strategy DPD Policy WCS 6</td>
<td>National Planning Policy Framework paragraph 123</td>
</tr>
</tbody>
</table>
Noise Impact Assessment

When required
For industrial uses falling within class B2 (general industrial uses) and that are proposed within 10 metres of a boundary with residential property and waste management facilities. For proposed residential uses that are adjacent to or within close proximity of noise generating industrial uses

What information is required?
A professional noise assessment that demonstrates the impact of the use on the amenity of existing residential properties or in the case of proposed new residential development demonstrates the likely impact on the amenity of the occupiers of the proposed dwellings including any mitigation proposals

Planning Policy and Where to look for further assistance
National Planning Policy Framework paragraph 123

Landscape and visual impact appraisal

When required
Proposals for major development or waste management facility within or adjacent to an area of outstanding natural beauty

What information is required?
A professional landscape and visual impact assessment that demonstrates the impacts on the character and appearance of the landscape and includes an appropriate mitigation strategy

Planning Policy and Where to look for further assistance
National Planning Policy Framework paragraph 109 and 116 and Policy WDC 7 of the Wiltshire and Swindon Waste Development Control Policy DPD

Statement of Community Involvement

When required
- Major developments of 10 dwellings or more, including sheltered housing
- Retail developments of 1,000 square metres or more
- Waste management facilities
- Large road schemes
- Mineral extraction; and other developments of 1,000 square metres or more likely to generate significant public interest

What information is required?
Submission of a report outlining what public consultation has been undertaken and how the results have been taken into account in the application

Planning Policy and Where to look for further assistance
Wiltshire Council Statement of Community involvement, pages 31-38 available on the Council's web site

Planning Obligations Draft Heads of Terms

When required
For any proposal that requires the completion of a legal agreement or where one is being offered, including those where the Council has given written confirmation in pre-application discussions that an agreement will be required

What information is required?
Heads of Terms covering the relevant areas

Planning Policy and Where to look for further assistance
Wiltshire Council Statement of Community Involvement, pages 31-38 available on the Council's web site