

## Full 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

**Planning Policy Drivers and Where to look for further assistance**

Government Guidance on Information Requirements and Validation - paragraphs 44 - 47  
- found at: [Communities and government validation guidance](#)

#### 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 proposed development in relation to the site boundaries and other existing buildings on the site.
- Written dimensions, including those to the boundary, should be shown.
- Any trees or public rights of way affected by the development should be shown, together with the proposed parking arrangements
- Any new boundary walls or fencing proposed as part of the development

**Planning Policy and Where to look for further assistance**

Government Guidance on Information Requirements and Validation - paragraph 48  
- found at: [Communities and government validation guidance](#)

### Other Documents

#### Application Form

**When required**

All applications

**What information is required?**

Completion of the forms, further guidance is available on the Planning Portal at [Full planning consent - Consent types - Planning Portal](#)

#### 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 can be found at [Making an application - GOV.UK \(www.gov.uk\)](#).

**What information is required?**

Where a third party own all or part of the application site, Notice of the application must be given to them. Notice under article 6 can be found on the government's website [The Town and Country Planning \(General Development Procedure\) Order 1995 \(legislation.gov.uk\)](#)

#### Fee

**When required**

Planning applications incur a fee

**What information is required?**

The correct fee

**Planning Policy and Where to look for further assistance**

For full details of fees and to calculate your planning fee, go to [Fees for planning applications - GOV.UK \(www.gov.uk\)](#) or the [Planning Portal](#) website

## 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, including any impact on a heritage asset,

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](#)

## Local Requirements – Plans *All plans must include a scale bar*

### Existing Elevations

Scale 1:100 or 1:50

#### When required

Where alterations and/or extensions to an existing building are proposed

#### What information is required?

Drawings that clearly show the existing appearance of the building

#### 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

#### When required

For all new buildings and for all proposals where extensions or alterations to an existing building are proposed

#### 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.

Where new developments are proposed, plans should show the relationship of the new building to neighbouring buildings

#### 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 and Proposed Floor Plans

Scale 1:100 or 1:50

For all new buildings and for all proposals where extensions are proposed

#### What information is required?

These should highlight any walls to be demolished and show the uses of the any proposed new rooms

#### 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 and Proposed Roof Plans

Scale 1:100 or 1:50

#### When required

Where any roof is being altered and the change cannot be adequately shown on the elevation plans

#### 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**

When a change in level is proposed e.g. on a sloping site

**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](#)

### 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](#)

## Other Documents

### 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 165 to 175

### Ecological Assessment/ Protected Species survey

**When required**

Find out if your application needs to be supported by ecological information, by going to [Biodiversity and development - Wiltshire Council](#) and clicking on the guidance form "Does my application need to be supported by ecological Information?" Please note this is a guide only and may not pick up all ecological constraints relevant to your application.

**What information is required?**

This depends on the nature of your proposal and its geographical location within Wiltshire. This link [Biodiversity and development - Wiltshire Council](#) can help you decide what to include in ecology survey and assessment reports and what to submit if you need to demonstrate Biodiversity Net Gain and / or nutrient neutrality. From this link you can also access information about mitigation strategies and contribution rates where development affects protected sites.

**Planning Policy and Where to look for further assistance**

National Planning Policy Framework [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#); protected species and sites [Protected species and development: advice for local planning authorities - GOV.UK \(www.gov.uk\)](#); biodiversity net gain [Biodiversity net gain - GOV.UK \(www.gov.uk\)](#); nutrient neutrality [Nutrient Neutrality and Mitigation: A summary guide and frequently asked questions - NE776 \(naturalengland.org.uk\)](#).

### Land Contamination Assessment

**When required**

For redevelopment of former petrol filling sites; commercial garages; landfill sites and other brownfield sites where contamination is known or suspected

**What information is required?**

Desk based study. Report of on-site investigative reports if warranted by desk study

**Planning Policy and Where to look for further assistance**

National Planning Policy Framework paragraphs 189 to 194

### Transport Assessment

**When required**

Residential development of 100 dwellings; Retail and/or employment/leisure uses of 1000m2 or more; and waste management facilities

**What information is required?**

Transport implications of the proposal, including access to the site by different modes and impact on any nearby trunk road

**Planning Policy and Where to look for further assistance**

National Planning Policy Framework paragraphs 108 to 117

### **Archaeological Assessment**

#### **When required**

Where the site includes, or has the potential to include, a heritage asset of archaeological interest

#### **What information is required?**

Desk-based assessment Field evaluation if desk based assessment points to its necessity

#### **Planning Policy and Where to look for further assistance**

National Planning Policy Framework paragraph 200

### **Functional and viability assessment**

#### **When required**

When the proposal includes an isolated dwelling in the countryside for agricultural; equestrian or other rural based enterprises business

#### **What information is required?**

Professional assessment by independent expert/consultant on whether there is an essential need for a rural worker to live near their place of work in the countryside

#### **Planning Policy and Where to look for further assistance**

PPS7 Annex A - Whilst withdrawn as Government guidance offers sound advice on contents of any assessment

### **Waste Audit**

#### **When required**

For residential developments of 10 or more houses; new employment premises of 300m<sup>2</sup>; new retail facilities 500m<sup>2</sup>

#### **What information is required?**

Details of means of minimising waste during the development process; and for encouraging post development recycling

#### **Planning Policy and Where to look for further assistance**

[Minerals and Waste - Wiltshire Council Wiltshire and Swindon Waste Development Control Policy 2006 - 2026](#)

### **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 180 and 191.

### **Ventilation/Extraction Details**

#### **When required**

For proposed new restaurants; hot food takeaways and public houses and other premises selling/serving hot food

#### **What information is required?**

Details of the ventilation/extraction proposals, including the associated alterations/additions to the external appearance of the building required to accommodate them

#### **Planning Policy and Where to look for further assistance**

### **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 Section 12 'Achieving well-designed and beautiful places'  
[Wiltshire and Swindon Waste Development Control Policy 2006 - 2026](#)

## 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

[Statement of Community Involvement - Wiltshire Council](#)

## 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

[Statement of Community Involvement - Wiltshire Council](#)

## Planning Statement

### When required

Where demolition of the building in a Conservation Area is proposed

### What information is required?

Assessment of the contribution of the building to the character and appearance of the Conservation Area. Explanation and justification for the proposed demolition.

### Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraph 200.