

Planning Application National Validation Requirements

A comprehensive list of the national statutory requirements is provided below, based upon requirements contained within the Town and Country Planning (Development Management) Order 2015 (as amended) and the National Planning Practice Guidance. However, the information required will vary depending on the type of application. This should be viewed in conjunction with the Local Validation requirements.

1. The completed standard application form

Applicants should apply electronically through the Planning Portal https://www.planningportal.co.uk/info/200232/planning_applications. However paper copies will be accepted. Where applications are not submitted electronically, four copies (Original plus copies) of all forms, plans and documents will be required. For complex applications further copies may be requested to assist in the speed with which applications are dealt with. The electronic forms are available from the Planning Portal. The standard application form can be viewed for information on the [GOV.UK website](https://www.gov.uk). All questions should be completed, and in an accurate manner relevant to the proposed development.

2. Community Infrastructure Levy

The Local Authority has a Community Infrastructure Levy in operation for certain types of application. As such additional information is required to determine whether a charge is due and to determine the amount will be required. Applicants are required to answer additional questions to enable authorities to calculate levy liability. <https://www.lichfielddc.gov.uk/planning-policy/planning-obligations-1/2>

3. The correct fee

Where a fee is necessary, it must be provided in accordance with the statutory fee scale applicable at the time of making the application. If the applicant considers that no fee is necessary, the applicant should specify the reasons for this view. If, however, no fee is required because the application is a resubmission of a previous proposal, the planning reference number of the previous application should be provided. A fee calculator is available at the Planning Portal <https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1>

4. Ownership Certificates and Agricultural Holdings Certificates

All applications for planning permission, except for approval of reserved matters, must include the appropriate certificate of ownership / **Agricultural Holdings Certificate**. One of the following Certificates A, B, C and D must be completed stating the ownership of the property:-

a) Certificate A (**Sole Ownership and no agricultural tenants**):

When applicant is the sole owner and there are no agricultural tenants;

b) Certificate B (**Shared Ownership (All other owners/agricultural tenants known)**): This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants; or

c) Certificate C **Shared Ownership (Some other owners/agricultural tenants known)**: This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants..

d) Certificate D **Shared Ownership (None of the other owners/agricultural tenants known)** This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

A Part 1 notice must be sent by the applicant to any owners of the application site other than the applicant if Certificate B has been completed. It may also be required if Certificate C has been completed. A copy must be served on each of the individuals identified in the relevant certificate.

Copies of forms can be found at <http://www.legislation.gov.uk/ukxi/2015/595/schedule/2/made>

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

Any hard copy certificate submitted with the standard application form must be signed by hand. For any electronically submitted certificate, a typed signature of the applicant's name is acceptable. Ownership certificates must also be completed for applications for listed building consent, although no agricultural declaration is required.

An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate has been completed. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to £5,000.

An Agricultural Holdings certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

5. Design and Access Statements

See the Planning Application Local Validation Requirements document for further information.

6. Plans

A. Location Plan

All applications must include 4 copies of a location plan (unless submitted electronically) based on an up-to-date map at a scale of 1:1250 or 1:2500. In exceptional circumstances, plans of other scales may also be required. For complex applications additional copies may be required. Plans should show the application site in relation to the surrounding area including at least one named road and 2 surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The location plan must show the direction of north and include a linear scale bar to assist with electronic scaling / measuring.

The application site must be edged clearly with a red line. This should include all land necessary to carry out the proposed development including, for example, land required for access to the site from a public highway, visibility splays, landscaping, septic tanks, car parking and open areas around buildings. A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site. The location plan must be given a plan / drawing reference number.

B. Block Plans

Four copies (unless submitted electronically) of the site plan must be submitted at a scale of 1:500 or 1:200 and must accurately show:

- a) The direction of North;
- b) The proposed development in relation to the site boundaries and other existing buildings on the site and the position of any building or structure on the other side of such boundaries;
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) All public rights of way crossing or adjoining the site;
- e) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- f) The extent and type of any hard surfacing;
- g) Boundary treatment including walls or fencing where this is proposed;
- h) Proposed / existing vehicle parking facilities;
- i) a linear scale bar to assist with electronic scaling / measuring, and
- j) A plan / drawing reference number.

C. Existing and Proposed Floor Plans

Three copies (unless submitted electronically) of existing and proposed floor plans at a scale of 1:50 or 1:100 must be submitted. Where existing buildings or walls are to be demolished these must be clearly shown. New

buildings should also be shown in context with adjacent buildings (including property numbers where applicable). All plans must include a linear scale bar to assist with electronic scaling / measuring, and be given a plan / drawing reference number. **The floors MUST correspond exactly with the Existing / proposed block plan drawings.**

D. Existing and Proposed Elevations

Three copies (unless submitted electronically) of all existing and proposed elevations at a scale of 1:50 or 1:100 must be submitted showing clearly the proposed works in relation to what is already there. All elevations of the proposal must be shown and these should indicate where possible the proposed building materials and the style, materials and finish of windows and doors. Any intervening features e.g. fencing / hedges / trees must be omitted so as not to obscure the proposals. **The elevations MUST correspond exactly with the Existing / proposed floor plan drawings.**

Blank elevations must also be included, if only to show that this is in fact the case.

Where a proposed elevation adjoins an existing building or is in close proximity to one, the drawings must clearly show the relationship between the buildings, and detail the positions of the openings on each building. All plans must include a linear scale bar to assist with electronic scaling / measuring, and be given a plan / drawing reference number.

E. Existing and proposed site sections and finished floor and site levels

Three copies (unless submitted electronically) of such plans drawn at a scale of 1:50 or 1:100 must be submitted where relevant, and should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and to neighbouring development. The plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements. All plans must include a linear scale bar to assist with electronic scaling / measuring, and be given a plan / drawing reference number.

F Roof plans

Three copies (unless submitted electronically) of a roof plan at a scale of 1:50 or 1:100 should be submitted, where relevant. A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. The details such as the roofing material, vents and their location are typically specified on the roof plan. All plans must include a linear scale bar to assist with electronic scaling / measuring, and be given a plan / drawing reference number.

G. Advertisement elevations / sections

Three copies (unless submitted electronically) of all existing and proposed elevations /sections at a scale of 1:20 or 1:50 must be submitted showing clearly the proposed advertisements. Further proposed and existing elevations shall be provided of the building elevation where the advertisement/s are to be located at 1:00 / 1:50 scale.

Important Notes

1. Clearly it will not be possible for the Local Planning Authority to assess the accuracy of all the submitted information until the case officer has made a site visit e.g. with regard to matters such as accurate plotting of trees. However, if after making a site visit such information is found to be lacking or inaccurately presented, this will need to be requested and may delay the determination of your application. It is therefore essential that the application is accurately submitted in the first place so as to prevent any delays in its assessment.

2. If submitted electronically, all the above will be required except signatures on the planning application form and certificate. Any electronic submission will only require the provision of one electronic copy of all relevant documents As well as the national statutory requirements for submitting a valid application, the Council has prepared a local list of supporting documentation – Planning Application Local Validation Requirements. These **MUST** be read in conjunction with the above requirements as both must be complied with in order for an application to be considered as valid.