

Validation Checklists

March 2007

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1. Introduction

Detailed drawings are the most important part of your planning application. It is essential therefore, that drawings are of a suitable standard and include all of the information necessary to describe your proposal in detail. This guidance will assist you in making your application, help to avoid most common mistakes and reduce the delay in your proposal being considered. It is in your own interests, therefore, to ensure that your plans and drawings meet the standards set out here before you submit your planning application. If drawings are received that do not contain sufficient detail, the registration of your planning application may be delayed until revised or further drawings are submitted.

It is also important that your proposals can be clearly understood by third parties (such as neighbours) who may not be familiar with reading plans and drawings. This series of Validation Checklists provide guidance on the information you will be required to submit with different types of planning applications and they supplement the guidance notes prepared to assist you in completing a planning application form. Links to other sources of information can be found on the web site.

You should be aware that the Council makes all planning application submissions available for inspection on its web site and drawings are digitally scanned for this purpose. If you are not submitting your application on-line, you are encouraged to submit plans of a suitable quality for scanning (avoiding use of dyeline prints) and, where submitting complex drawings, particularly those which include colour, or photographs, to provide a copy of these in a PDF format on a CD. Some development may require a formal Environmental Impact Assessment. This is subject to separate legislation and is therefore not addressed in this advice note.

2. The Importance of Pre-Application Discussions

Effective pre-application consultation is desirable if applications for development are to be determined within the time scales expected by central government. Such consultation can provide greater speed and certainty for the applicant and help the City Council by reducing the need for extensive dialogue with the applicant after the applications have been submitted and accepted as valid.

You can submit a Pre-Application enquiry on all types of development. There are key benefits of using our Pre-Application service:-

- The council can offer general advice and comment on whether the scheme is viable and make recommendations before the application is submitted.
- Particular issues with the development can be identified and taken account of when submitting the application. This should speed up the formal decision making process for the developer and provide a clearer view of what is under consideration for consultees.
- Costly and time consuming amendments which may lead to re-consultation can be minimised.
- Officers will be available to check the application for validity and completeness as the scheme is finalised. This should ensure that the application is not held up prior to registration.

3. Use of Planning Terminology

For definitions of some of the terms used in this document please refer to our 'A to Z of Definitions' available to download from our website at www.newcastle.gov.uk/planning

4. Application for Full Planning Consent

Application Checklist for Full Planning Permission	
1 original and 3 copies of the completed application form, signed and dated (forms can be completed on-line or downloaded from web site)	<input type="checkbox"/>
1 original and 3 copies of the completed, signed and dated Ownership Certificate (A, B, C or D)	<input type="checkbox"/>
1 original and 3 copies of the completed, signed and dated Agricultural Holdings Certificate	<input type="checkbox"/>
1 original and 3 copies of the location plan.	<input type="checkbox"/>
4 copies of a Design & Access Statement. (unless your application is for engineering or mining operations or relates to an existing dwellinghouse or its curtilage which is not within a designated Conservation Area or is for advertisement consent or works to trees)	<input type="checkbox"/>
The correct fee (see published Schedule of Fees)	<input type="checkbox"/>
4 copies of the existing and proposed site layout plan	<input type="checkbox"/>
4 copies of the proposed elevations of the new development and, if there is an existing building, the existing elevations	<input type="checkbox"/>
4 copies of the proposed floor plans of the new development and, if there is an existing building, the existing floor plans	<input type="checkbox"/>
4 copies of existing and proposed cross sections and finished floor levels	<input type="checkbox"/>
Where there is to be a change in ground levels, 4 copies of plans showing existing and proposed finished levels	<input type="checkbox"/>

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In addition to the above documents which MUST be submitted with your Full application, the following documents may also be required (please contact Development Control for further guidance):			
Transport Related		Environmental	
Draft Travel Plan	<input type="checkbox"/>	Air Quality Assessment	<input type="checkbox"/>
Transport Assessment	<input type="checkbox"/>	Energy Efficiency Statement	<input type="checkbox"/>
Nature / Ecology		Environmental Statement	<input type="checkbox"/>
Bat / Endangered Species Survey	<input type="checkbox"/>	Flood Risk Assessment	<input type="checkbox"/>
Nature Conservation & Ecological Assessment	<input type="checkbox"/>	Impact on Sunlight and/or Daylight Assessment	<input type="checkbox"/>
Tree Survey	<input type="checkbox"/>	Lighting Assessment / Details of Lighting	<input type="checkbox"/>
Heritage / Conservation		Noise Impact & Sound Insulation Assessment	<input type="checkbox"/>
Historical and Archaeological Assessment	<input type="checkbox"/>	Sewage Treatment and Disposal Assessment	<input type="checkbox"/>
Listed Building & Conservation Area Appraisal	<input type="checkbox"/>	Utilities Statement	<input type="checkbox"/>
Other		Ventilation / extraction and refuse disposal details	<input type="checkbox"/>
Affordable Housing Statement	<input type="checkbox"/>		
Planning Obligations / Draft Heads of Terms	<input type="checkbox"/>		
Retail Assessment	<input type="checkbox"/>		
Supporting Planning Statement	<input type="checkbox"/>		
Sustainability Appraisal	<input type="checkbox"/>		

5. Application for Changes of use where external alterations are required

Application for Changes of use where external alterations are required	
1 original and 3 copies of the completed application form, signed and dated (forms can be completed on-line or downloaded from web site)	<input type="checkbox"/>
1 original and 3 copies of the completed, signed and dated Ownership Certificate (A, B, C or D)	<input type="checkbox"/>
1 original and 3 copies of the completed, signed and dated Agricultural Holdings Certificate	<input type="checkbox"/>
1 original and 3 copies of the location plan.	<input type="checkbox"/>
4 copies of a Design & Access Statement. (unless your application is for engineering or mining operations or relates to an existing dwellinghouse or its curtilage which is not within a designated Conservation Area or is for advertisement consent or works to trees)	<input type="checkbox"/>
The correct fee (see published Schedule of Fees)	<input type="checkbox"/>
4 copies of the existing and proposed site layout plan	<input type="checkbox"/>
4 copies of the proposed elevations of the new development and, if there is an existing building, the existing elevations	<input type="checkbox"/>
4 copies of the proposed floor plans of the new development and, if there is an existing building, the existing floor plans	<input type="checkbox"/>
4 copies of existing and proposed cross sections and finished floor levels	<input type="checkbox"/>
Where there is to be a change in ground levels, 4 copies of plans showing existing and proposed finished levels	<input type="checkbox"/>

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In addition to the above documents which MUST be submitted with your Full application, the following documents may also be required (please contact Development Control for further guidance):			
Transport Related		Environmental	
Draft Travel Plan	<input type="checkbox"/>	Air Quality Assessment	<input type="checkbox"/>
Transport Assessment	<input type="checkbox"/>	Energy Efficiency Statement	<input type="checkbox"/>
Nature / Ecology		Environmental Statement	<input type="checkbox"/>
Bat / Endangered Species Survey	<input type="checkbox"/>	Flood Risk Assessment	<input type="checkbox"/>
Nature Conservation & Ecological Assessment	<input type="checkbox"/>	Impact on Sunlight and/or Daylight Assessment	<input type="checkbox"/>
Tree Survey	<input type="checkbox"/>	Lighting Assessment / Details of Lighting	<input type="checkbox"/>
Heritage / Conservation		Noise Impact & Sound Insulation Assessment	<input type="checkbox"/>
Historical and Archaeological Assessment	<input type="checkbox"/>	Sewage Treatment and Disposal Assessment	<input type="checkbox"/>
Listed Building & Conservation Area Appraisal	<input type="checkbox"/>	Utilities Statement	<input type="checkbox"/>
Other		Ventilation / extraction and refuse disposal details	<input type="checkbox"/>
Affordable Housing Statement	<input type="checkbox"/>		
Planning Obligations / Draft Heads of Terms	<input type="checkbox"/>		
Retail Assessment	<input type="checkbox"/>		
Supporting Planning Statement	<input type="checkbox"/>		
Sustainability Appraisal	<input type="checkbox"/>		

6. Applications for Change of Use where no external alterations are required

Applications for Change of Use where no external alterations are required	
1 original and 3 copies of the completed application form, signed and dated (forms can be completed on-line or downloaded from web site)	<input type="checkbox"/>
1 original and 3 copies of the completed, signed and dated Ownership Certificate (A, B, C or D)	<input type="checkbox"/>
1 original and 3 copies of the completed, signed and dated Agricultural Holdings Certificate	<input type="checkbox"/>
1 original and 3 copies of the location plan.	<input type="checkbox"/>
4 copies of a Design & Access Statement. (unless your application is for engineering or mining operations or relates to an existing dwelling house or its curtilage which is not within a designated Conservation Area or is for advertisement consent or works to trees)	<input type="checkbox"/>
The correct fee (see published Schedule of Fees)	<input type="checkbox"/>
4 copies of the proposed site layout plan	<input type="checkbox"/>
4 copies of the existing and proposed floor plans	<input type="checkbox"/>

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In addition to the above documents which MUST be submitted with your Full application, the following documents may also be required (please contact Development Control for further guidance):			
Transport Related		Environmental	
Draft Travel Plan	<input type="checkbox"/>	Air Quality Assessment	<input type="checkbox"/>
Transport Assessment	<input type="checkbox"/>	Energy Efficiency Statement	<input type="checkbox"/>
Nature / Ecology		Environmental Statement	<input type="checkbox"/>
Bat / Endangered Species Survey	<input type="checkbox"/>	Flood Risk Assessment	<input type="checkbox"/>
Nature Conservation & Ecological Assessment	<input type="checkbox"/>	Impact on Sunlight and/or Daylight Assessment	<input type="checkbox"/>
Tree Survey	<input type="checkbox"/>	Lighting Assessment / Details of Lighting	<input type="checkbox"/>
Heritage / Conservation		Noise Impact & Sound Insulation Assessment	<input type="checkbox"/>
Historical and Archaeological Assessment	<input type="checkbox"/>	Sewage Treatment and Disposal Assessment	<input type="checkbox"/>
Listed Building & Conservation Area Appraisal	<input type="checkbox"/>	Utilities Statement	<input type="checkbox"/>
Other		Ventilation / extraction and refuse disposal details	<input type="checkbox"/>
Affordable Housing Statement	<input type="checkbox"/>		
Planning Obligations / Draft Heads of Terms	<input type="checkbox"/>		
Retail Assessment	<input type="checkbox"/>		
Supporting Planning Statement	<input type="checkbox"/>		
Sustainability Appraisal	<input type="checkbox"/>		

7. Household Applications

Household Applications	
1 original and 3 copies of the completed application form, signed and dated (forms can be completed on-line or downloaded from web site)	<input type="checkbox"/>
1 original and 3 copies of the completed, signed and dated Ownership Certificate (A, B, C or D)	<input type="checkbox"/>
1 original and 3 copies of the completed, signed and dated Agricultural Holdings Certificate	<input type="checkbox"/>
1 original and 3 copies of the location plan.	<input type="checkbox"/>
4 copies of a Design & Access Statement.(only required where property is within a designated Conservation Area)	<input type="checkbox"/>
The correct fee (see published Schedule of Fees)	<input type="checkbox"/>
4 copies of the existing and proposed site layout plan	<input type="checkbox"/>
4 copies of the existing and proposed floor plans	<input type="checkbox"/>
4 copies of the existing and proposed elevations	<input type="checkbox"/>

In addition to the above documents which MUST be submitted with your application, the following documents may also be required (please contact Development Control for further guidance):	
Existing and proposed cross sections and finished floor levels	<input type="checkbox"/>
Supporting Planning Statement	<input type="checkbox"/>
Details of any new or altered access to a public highway or public right of way	<input type="checkbox"/>
Details of existing and proposed car parking arrangements	<input type="checkbox"/>
Flood Risk Assessment or Drainage Strategy	<input type="checkbox"/>
Tree Survey	<input type="checkbox"/>
Bat Survey	<input type="checkbox"/>

8. Applications for Outline Planning Consent

Application Checklist for Outline Planning Consent	
If you are proposing to erect buildings but do not wish to submit all the details at this time and would like to 'reserve' some or all of the details for future consideration, you will need to submit the following:	
1 original and 3 copies of the completed application form, signed and dated (forms can be completed on-line or downloaded from web site)	<input type="checkbox"/>
1 original and 3 copies of the completed, signed and dated Ownership Certificate (A, B, C or D)	<input type="checkbox"/>
1 original and 3 copies of the completed, signed and dated Agricultural Holdings Certificate	<input type="checkbox"/>
1 original and 3 copies of the location plan.	<input type="checkbox"/>
The correct fee (see published Schedule of Fees)	<input type="checkbox"/>
Supporting Planning Statement	<input type="checkbox"/>
4 copies of the maximum envelope of the proposed buildings (to show whether the proposed floor pace can be adequately accommodated within the site)	<input type="checkbox"/>
4 copies of other plans/drawings or details which you would like to be considered at this stage (eg. layout, scale, appearance, access and/or landscaping)	<input type="checkbox"/>

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In addition to the above documents which MUST be submitted with your Full application, the following documents may also be required (please contact Development Control for further guidance):			
Transport Related		Environmental	
Draft Travel Plan	<input type="checkbox"/>	Air Quality Assessment	<input type="checkbox"/>
Transport Assessment	<input type="checkbox"/>	Energy Efficiency Statement	<input type="checkbox"/>
Nature / Ecology		Environmental Statement	<input type="checkbox"/>
Bat / Endangered Species Survey	<input type="checkbox"/>	Flood Risk Assessment	<input type="checkbox"/>
Nature Conservation & Ecological Assessment	<input type="checkbox"/>	Impact on Sunlight and/or Daylight Assessment	<input type="checkbox"/>
Tree Survey	<input type="checkbox"/>	Lighting Assessment / Details of Lighting	<input type="checkbox"/>
Heritage / Conservation		Noise Impact & Sound Insulation Assessment	<input type="checkbox"/>
Historical and Archaeological Assessment	<input type="checkbox"/>	Sewage Treatment and Disposal Assessment	<input type="checkbox"/>
Listed Building & Conservation Area Appraisal	<input type="checkbox"/>	Utilities Statement	<input type="checkbox"/>
Other		Ventilation / extraction and refuse disposal details	<input type="checkbox"/>
Affordable Housing Statement	<input type="checkbox"/>		
Planning Obligations / Draft Heads of Terms	<input type="checkbox"/>		
Retail Assessment	<input type="checkbox"/>		
Supporting Planning Statement	<input type="checkbox"/>		
Sustainability Appraisal	<input type="checkbox"/>		

9. Application for Listed Building Consent

Application Checklist for Listed Building Consent	
1 original and 3 copies of the completed application form, signed and dated (forms can be completed on-line or downloaded from web site)	<input type="checkbox"/>
1 original and 3 copies of the completed, signed and dated Ownership Certificate (A, B, C or D)	<input type="checkbox"/>
1 original and 3 copies of the completed, signed and dated Agricultural Holdings Certificate	<input type="checkbox"/>
1 original and 3 copies of the location plan.	<input type="checkbox"/>
4 copies of a Design & Access Statement.	<input type="checkbox"/>
The correct fee (see published Schedule of Fees)	<input type="checkbox"/>
Where alterations are proposed 4 copies of the existing and proposed elevations	<input type="checkbox"/>
4 copies of the existing and proposed site layout plan	<input type="checkbox"/>
4 copies of building plans including plans of each floor where works are proposed	<input type="checkbox"/>
4 copies of sections through the building	<input type="checkbox"/>
4 copies of detail plans to a scale of not less than 1:20 to show any architectural details such as new doors, windows or shop fronts or fine details such as panelling, fireplaces or plaster moulding / decorative details	<input type="checkbox"/>

In addition to the above documents which MUST be submitted with your Full application, the following documents may also be required (please contact Development Control for further guidance):

Structural Survey of the building	
Supporting Planning Statement (providing reasoned justification for the works or other analysis of the character and appearance of the Conservation Area)	
Heritage Statement (analysis of significance of archaeology, history, character of the building / structure, the principles of and justification for the proposed works and their impact.	
4 sets of up-to-date photographs showing the whole building and its setting and/or the section of the building affected by the proposals	

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Transport Related		Environmental	
Draft Travel Plan	<input type="checkbox"/>	Air Quality Assessment	<input type="checkbox"/>
Transport Assessment	<input type="checkbox"/>	Energy Efficiency Statement	<input type="checkbox"/>
Nature / Ecology		Environmental Statement	<input type="checkbox"/>
Bat / Endangered Species Survey	<input type="checkbox"/>	Flood Risk Assessment	<input type="checkbox"/>
Nature Conservation & Ecological Assessment	<input type="checkbox"/>	Impact on Sunlight and/or Daylight Assessment	<input type="checkbox"/>
Tree Survey	<input type="checkbox"/>	Lighting Assessment / Details of Lighting	<input type="checkbox"/>
Heritage / Conservation		Noise Impact & Sound Insulation Assessment	<input type="checkbox"/>
Historical and Archaeological Assessment	<input type="checkbox"/>	Sewage Treatment and Disposal Assessment	<input type="checkbox"/>
Listed Building & Conservation Area Appraisal	<input type="checkbox"/>	Utilities Statement	<input type="checkbox"/>
Other		Ventilation / extraction and refuse disposal details	<input type="checkbox"/>
Affordable Housing Statement	<input type="checkbox"/>		
Planning Obligations / Draft Heads of Terms	<input type="checkbox"/>		
Retail Assessment	<input type="checkbox"/>		
Supporting Planning Statement	<input type="checkbox"/>		
Sustainability Appraisal	<input type="checkbox"/>		

10. Applications to Carry out Works to Trees Covered by a Tree Preservation Order / Trees within a Conservation Area

Application for Works to Trees	
1 original and 3 copies of the completed application form, signed and dated (forms can be completed on-line or downloaded from web site)	<input type="checkbox"/>
4 copies of a dimensioned plan showing the precise location of all the trees. The trees should be numbered (using references from the Tree Preservation Order if applicable)	<input type="checkbox"/>
Tree Survey identifying the types of trees and full details of the proposed works (eg. felling, crown thin by 20%)	<input type="checkbox"/>
Supporting statement giving reasons for the proposed works	<input type="checkbox"/>
Relevant photographs	<input type="checkbox"/>

11. Application for Advertisement Consent

Application Checklist for Advertisement Consent	
1 original and 3 copies of the completed application form, signed and dated (forms can be completed on-line or downloaded from web site)	<input type="checkbox"/>
1 original and 3 copies of the completed, signed and dated Ownership Certificate (A, B, C or D)	<input type="checkbox"/>
1 original and 3 copies of the completed, signed and dated Agricultural Holdings Certificate	<input type="checkbox"/>
1 original and 3 copies of the location plan.	<input type="checkbox"/>
4 copies of drawings showing the advertisement size, position, materials, colours, height above ground level and extent of projection	<input type="checkbox"/>
If it is to be illuminated, full details of the method of illumination and hours illumination is required	<input type="checkbox"/>

In addition the following information may also be required:	
Photomontages	<input type="checkbox"/>
Supporting Statement	<input type="checkbox"/>
4 copies of existing and proposed cross sections	<input type="checkbox"/>
4 copies of street scene plan showing advertisements in the context of adjacent buildings	<input type="checkbox"/>

12. Application for Certificates of Lawfulness

Certificates of Lawfulness:	
When making this type of application, the burden of proof rests with you as the applicant and you will need to submit sufficient and precise information which may include:	
Where there is a proposed change of use - existing and proposed floor plans	<input type="checkbox"/>
Where there are proposed building works – existing and proposed extensions	<input type="checkbox"/>
For existing use - sworn affidavit(s) from people with personal knowledge of the existing use or works carried out (eg. employees, builders)	<input type="checkbox"/>
Description of all uses of land within the site	<input type="checkbox"/>
Supporting Statement (including grounds on which the Certificate is sought)	<input type="checkbox"/>

9. Telecommunications Applications

Telecommunications Applications:	
Requirements for a prior approval application are set out in Part 24 of Schedule 2 of the Town & Country Planning (General Permitted Development) Order 1995 (as amended). No specific form is available but you are required to submit:	
Written description of the proposed development	<input type="checkbox"/>
Plan indicating its proposed location (site area outlined in red and showing at least two public highways for reference where feasible)	<input type="checkbox"/>
The correct fee	<input type="checkbox"/>

In addition, the following information should also be submitted in accordance with the published Code of Best Practice on Mobile Phone Network Development (ODPM 2002):	
Signed declaration that the equipment and installation fully complies with the ICNIRP requirements	<input type="checkbox"/>
Elevations showing the height, materials and external appearance of the equipment and (if relevant) details of the building to which it will be fixed	<input type="checkbox"/>
Where the equipment will be partially hidden by other structures a cross-section	<input type="checkbox"/>
Map showing the location of the equipment and any other existing equipment in the proposed and adjoining cells	<input type="checkbox"/>
Map showing alternative sites which have been considered Site type (micro or macro)	<input type="checkbox"/>
Confirmation whether the Council's mast register and/or the industry site database has been checked for suitable sites	<input type="checkbox"/>
Details of annual rollout and any pre-application discussions with the Council	<input type="checkbox"/>
Details of all consultations carried out and copies of all written comments received as a result	<input type="checkbox"/>
Details of any consultations carried out with a particular school or further education establishment if relevant	<input type="checkbox"/>
Details of an consultation carried out with the Civil Aviation Authority or Aerodrome operator or the Secretary of State for Defence	<input type="checkbox"/>
Area of Search	<input type="checkbox"/>
Details of any associated equipment housing and materials proposed	<input type="checkbox"/>

Map showing relationship of proposed location to schools or other telecommunications equipment in the vicinity	<input type="checkbox"/>
A statement explaining the reasons for the choice of design	<input type="checkbox"/>
Technical information on the frequency, modulation characteristics, power output and height of the proposed antenna	<input type="checkbox"/>
Technical justification – details about the purpose of the site and why the development is required	<input type="checkbox"/>
Details of other sites considered and the reasons for their rejection	<input type="checkbox"/>
Confirmation that the Developers Notice has been served	<input type="checkbox"/>

10. Applications for Agricultural Buildings and Operations

Agricultural Buildings and Operations:	
On agricultural land of 5 hectares or more the erection, the extension or alteration of a building, the formation or alteration of a private way, or the carrying out of excavations or the deposit of waste material where the relevant area exceeds 0.5 hectares for the purpose of agriculture the following information must be provided prior to beginning development:	
A written description of the proposed development and the materials to be used.	<input type="checkbox"/>
A plan indicating the site	<input type="checkbox"/>
The correct fee	<input type="checkbox"/>