

Validation criteria checklists for planning applications – information requirements

For an application to be valid it must include the relevant forms, plans and other details to provide sufficient information to determine the application. This checklist explains what should be provided under the (A) Statutory National and Local requirements (B) plans and drawings, (C) information. If you do not submit this information, or include written justification about why it is not relevant, your application will be invalid.

Please note for an **extension of time limit** application, further information must be provided to address any changes in planning policy or other material considerations which have occurred since the grant of the original planning permission, if this is relevant to the proposal as listed in the checklists below.

Separate checklist are available for the following application types:-

Householder Applications

Conservation Area Consents

Advertisement Applications

Certificates of Existing and Proposed Use

Notification for Agricultural Building, Demolition and Telecom Code Operators

Listed Building Applications

Tree Works and Hedgerow removal

(A) Statutory National Requirements

The original plus 3 copies (ie 4) of the information referred to below shall be provided unless the application is submitted electronically.

- completed **application form**, with all questions answered, signed and dated
- completed and dated **Ownership Certificate** (either A, B, C or D) including details of Notice No. 1 or 2 if relevant
- completed and dated **Agricultural Land Declaration** (Article 7)
- a **Design and Access Statement** detailing the design, context and access (both vehicular/pedestrian and disabled), crime prevention measures and climate change considerations for the proposal if required, (see Appendix 1 for applications that do not need a design and access statement also Article 4C(1)(e) GDPO as amended by SI 2010/567 www.leeds.gov.uk/planningforms)
- the correct **fee**. If you consider that no fee is required please state why eg disabled, exempt or resubmission.
- a summary of a major planning application where the submitted information exceeds 100 sheets (excluding the application form).
- an environmental statement, if necessary.

- additional supporting information specified by the Local Authority in the local lists of information requirements.

As a minimum you must provide information on the following for all **outline** applications:

- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified.
- **Amount of development** – the amount of development proposed for each use.
- **Indicative layout** – an indicative layout with separate development zones proposed within the site boundary where appropriate.
- **Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary.
- **Indicative access points** – an area or areas in which the access point or points to the site will be situated.

Location plan based on an up-to-date map which should

- be at a scale of 1:1250 or 1:2500
- show at least two named roads
- show surrounding buildings
- show properties numbered or named
- show the direction of North
- the application site should be clearly edged with a red line and any other land adjacent to the application site which is in the applicant's ownership should be edged with a blue line

Existing and proposed site layout which should

- be at an appropriate scale
- show the direction of North
- show all existing buildings and structures, property/ownership boundaries, gardens, open spaces, boundary treatments (walls, gates, hedges and fences) and car parking with written dimensions including those to the boundaries
- show adjacent houses and buildings, including the position of windows in these adjacent properties and roads and footpaths on land adjoining the site including existing access arrangements with written dimensions
- show all public rights of way crossing or adjoining the site
- show the position, spread and species of all trees on the site, and those on adjacent land influencing or that might be affected by the development, within 12 metres of the site. (Trees are any plant having a stem diameter over 75mm at 1.5m in height.)
- show the proposed layout and how this relates to the existing details referred to above
- show the extent and type of any proposed hard surfacing
- show any proposed boundary treatment including walls, fencing, hedges and/or trees
- show details of any vehicular/pedestrian access

(B) Local Requirements – Plans and Drawings

Block plan of the site which should

- be at a scale of 1:100 or 1:200
- show all site boundaries
- show the position, type and height of boundary treatment (walls, gates, fences etc);
- show the position of any building or structure on the other side of such boundaries

Existing and proposed relevant elevations which should

- be at a scale eg 1:50 or 1:100
- show the proposed works in relation to existing
- show all sides of the proposal including any blank elevations
- show proposed building materials
- show the style, materials and finish of windows and doors
- where the proposed elevation adjoins another building (or is in close proximity) the relationship between the buildings and the position of the openings in each property should be clearly shown

Existing and proposed relevant floor plans which should

- be at a scale eg 1:50 or 1:100
- show each floor of a new building
- show each floor to be altered with existing and proposed floor layout and the dimensions of each room
- show internal and external doors and windows
- show where existing buildings, walls, staircases, structures and fittings are to be demolished
- show the relationship of the proposal to adjacent buildings

Existing and proposed sections, finished floor and site levels which should

- be at a scale eg 1:50 or 1:100
- show cross section(s) through the proposed building(s) together with details of foundations and eaves, including their relationship to the site boundary
- where a change in ground level is proposed, show both existing and finished levels
- show how proposed buildings will relate to existing site levels and neighbouring development.
- show existing site levels and finished floor levels (related to a fixed datum point off site).

Existing and proposed roof plans which should

- be at a scale eg 1:50 or 1:100
- show the shape of the roof
- indicate the proposed roofing material
- show any vents
- show details of dormer windows including their sides
- show sections through the roof where solar panels are to be fitted

(C) Local Requirements – Information Required

Information item	Policy Driver	Type of application	Geographic location	What is required	Further Assistance
Air Quality Assessment	PPS 23	Major applications	1. Within or adjacent to Air Quality Area 2. Result in designation of new Air Quality Area 3. Development near designated industrial process 4. Industrial development where emissions could affect surrounding neighbourhood.	Air Quality Report	Air Quality
Biodiversity Survey & Report	PPS 9 UDPR Policy N49, N50 & N51 Biodiversity and waterfront development SPD		Affecting a designated site or priority habitat	Ecological/geological survey and assessment including an Air Quality Report where applicable.	Local Requirements Template Natural England
Coal Mining Risk Assessment Report	PPS14 Para 20	All Full and Outline non householder applications in Coal Mining Development Referral Areas where the ground is disturbed eg foundations, fence posts etc;	Coal Mining Development Referral Areas	Coal Mining Risk Assessment Report	Guidance on Coal Mining Risk Assessment Reports The Coal Authority Planning and Local Authority Liaison Department: www.coal.gov.uk/services/planning 01623 637 119 Email planningconsultation@coal.gov.uk
Daylight/sunlight assessment	UDPR Policy BD5 & GP5	Where adverse impact on current levels			Building Research Establishment Guidelines
Environmental Statement	EIA Regulations 1999 Circular 02/99	Where application meets EIA criteria		Environmental Impact Statement	Schedule I cases - Minerals Planning Officer 0113 2478155.

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Flood risk assessment	UDPR policies N38A & N38B Leeds Strategic Flood Risk Assessment PPS 25 March 2010	Sites of 1ha or more in zone 1 and new development in zones 2 & 3	All areas for sites of more than 1 HA and within flood zones 2 & 3 for other developments	Flood Risk Assessment and Sequential/Exception tests	Flood risk vulnerability and exception tests Strategic flood risk assessment Environment Agency http://www.environment-agency.gov.uk/research/planning/93498.aspx and for standing advice http://www.environment-agency.gov.uk/research/planning/82584.aspx or contact 08708506506.
Foul sewerage, surface water drainage & utilities assessment	UDPR policies GP5, N38A and N38B Leeds SPG 22, Sustainable Drainage in Leeds and Circular 3/99	All applications		<u>All applications</u> How foul & surface water is dealt with, showing details on a plan <u>Major applications</u> Drainage Effective Appraisal / Impact Assessment Utilities Statement	Drainage standards Sustainable drainage
Heritage statement	PPS5 March 2010	Where a proposal is likely to affect a heritage asset as defined by Annex 2 of PPS5 In addition for listed building applications		Written statement including plans, proportionate to its importance and sufficient to understand the impact of the proposal on the significance of the heritage asset. Existing and proposed plans at 1:20 including sections, manufacturers brochures and specifications showing windows, doors, guttering, architectural & plaster mouldings, shop-fronts,	Policy HE6 of PPS5 Paragraphs 53 to 69 Planning for the Historic Environment Practice Guide Conservation Detailed validation checklists are available for Conservation Area & Listed Buildings Applications

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				panelling, fireplaces etc	
Land contamination	Environmental Protection Act 1990 and PPS 23	<u>Requirement A</u> Vulnerable end use such as allotments, schools, nurseries, residential other than B. <u>Requirement B</u> Single house in garden <u>Requirement C</u> Low vulnerability such as offices, shops and industrial		<u>Requirement A</u> - Phase I Desk Study Report. A Phase II Site Investigation Report and/or a Remediation Statement may also be required. <u>Requirement B</u> - Complete review of historical maps and whether you think further investigation is needed. A landfill search may be needed. <u>Requirement C</u> - Phase I Desk Study Report.	Leaflets
Landscaping	PPS1, PPG2, PPS9. UDPR Policies GP5, SA1, N8, N12, N23, N24, N25, N26, N37, N49, N51, LD1, LD2. SPG13 – Neighbourhoods for Living SPG25 – Greening the Built Edge	All applications which have landscaping. Major applications		Details on layout plan as minimum for all applications. <u>Major applications:</u> Landscaping plan at a scale of 1:200 including <ul style="list-style-type: none"> • existing planting and all trees/shrubs to be removed • size, species, density and position of all shrubs/trees • existing and proposed boundary treatments hard standing/parking • five year management & maintenance schedule • any levels to be altered 	Landscape information
Lighting Assessment	PPS23	Where external lighting proposed	Residential area or conservation area	Lighting scheme including hours of use, assessment of light pollution/trespass, upward light output ratio (ULOR) and overall	

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				lighting levels.	
Noise Assessment	PPG 24	Noise sensitive developments ie residential, hospitals, offices A3, A4, A5, D2 uses & industry generating noise	Town & City Centre locations or within or adjacent to noise eg busy roads, airports, industry, railway stations. Close to residential or other noise sensitive uses	Noise impact assessment including noise attenuation measures	Noise Design Advice
Parking Provision	UDPR Policy T24 Street Design Guide – SPD	Any application likely to generate parking requirements.		Existing & proposed parking arrangements (including disabled, cycle and motorcycle parking) Cycle storage areas.	UDPR Vol 2 Appendix 9 Street Design Guide
Planning Obligations				Heads of terms of agreement.	S106 Template , Guidance and Leaflet .
1. Affordable Housing	Affordable Housing SPG3, Informal Housing Policy, UDPR H11, H12, H13, H14	15 dwellings or more		Affordable Housing Proforma detailing provision	Guidance note Proforma Current Affordable Housing Policy
2. Education / Buildings Contribution	UDPR policy GP7. Contributing for School Provision SPG11	50 dwellings or more. Sites of 2 ha or more.		Details of the contribution proposed	ldf@leeds.gov.uk
3. Employment and Training Initiatives	UDPR policies GP7 and R5. PPS 4	Significant developments where S106 is required.		Employment and Training Initiatives to be adopted for local people	Jobs and Skills Service.
4. Open Space Provision / Contribution	UDPR policy N4	10 dwellings or more		Plans detailing the proposed new open space.	ldf@leeds.gov.uk Greenspace relating to new housing development SPG 4

Information item	Policy Driver	Type of application	Geographic location	What is required	Further Assistance
5. Open Space Provision within UDPR city centre area.	UDPR policy CC10	Sites over 0.5 ha in size within the City Centre UDPR boundary		Minimum of 20% of the site area to be provided as public space.	Planning Services -Central Team at planning@leeds.gov.uk
6. Loss of greenspace or protected playing fields as defined in the UDPR	PPG17 UDPR policies N1, N1A, N6.	Applications where the result will be a loss of greenspace and for developments affecting playing fields		Submission of a justification for the loss of the protected space and for developments affecting playing fields	ldf@leeds.gov.uk Sport England information checklist for playing fields Facilities and Planning section, Sport England http://www.sportengland.org/facilities_planning/developing_policies_for_sport.aspx
7. Public Transport Contribution	UDPR policies T2 and T2D Public Transport Improvements and Developer Contributions SPD	Applications meeting the thresholds defined in the Public Transport SPD Appendix 2		Level of Public Transport Contribution	Public Transport Improvements and Developer Contributions SPD
8. Travel Plans	PPG 13 UDPR policy T2C Draft Travel Plan SPD	Applications meeting the threshold defined in the Draft Travel Plans SPD (Aug 2011)		Travel Plan	Draft Travel Plan SPD Travelwise Good Practice Guidelines Delivering Travel Plans Through the Planning Process CLG/ DFT April 2009 West Yorkshire Local Transport Plan
9. Statement of Community Involvement	PPG12 Adopted SCI PPS 1	Major developments & other sensitive schemes		Statement of Community Involvement including details of consultations, a summary of responses and how these have been taken	Statement of Community Involvement

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				into consideration.	
Structural Survey for Green Belt Development	UDPR Policy GB4 GB9	Involves substantial demolition, extension or rebuild or to prove sound condition.	Particularly affecting barn conversions in Green Belt	Structural survey	
Sustainability	PPS1 Supplement on Climate Change PPS22 Building for Tomorrow Today Sustainable Design and Construction SPD. UDPR Policies SG4, GP11 and GP12	Major Developments		Sustainability statement including proposed Code for Sustainable Homes or BREEAM rating.	Building for Tomorrow Today including an interactive checklist and a downloadable checklist
Tall Buildings	PPS1 and PPS5 UDPR policies: SA1, BD2, CC3, CC4, CC5, CC6, N12, N13. Tall Buildings Design Guide SPD 2010	Any proposal for a building which is substantially taller than its neighbours and/or which significantly changes the skyline.		Analysis and Design statement in accordance with chapter 5 of the Tall Buildings Design Guide SPD 2010	Tall Buildings Design Guide CABE / English Heritage guidance on Tall Buildings. July 2007 Urban Design Team
Tele-communications		Telecommunications applications		Supplementary information & signed compliance declaration	Code of Practice on Mobile Network Development (2002).
Town Centres Uses – sequential test	PPS4 UDPR policies S5 and S9	Main town centre uses as defined by paragraph 7 of PPS4 – except for extensions to retail or leisure uses	Main town centre uses proposed outside a defined centre and are not in accordance with an up to date development plan.	The statement should address the matters raised in policy EC15 of PPS4.	ldf@leeds.gov.uk

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		where the gross floorspace of the proposed extension is 200sqm or less.			
Town Centres Uses – Impact Assessment	PPS4 UDPR policies S5 and S9	<ol style="list-style-type: none"> 1. Retail and leisure developments over 2,500sqm not in a defined centre and not in accordance with an up to date development plan. 2. Retail and leisure developments under 2,500sqm not in a defined centre and not in accordance with an up to date development plan that would be likely to have a significant impact on other centres. 3. Main town centre uses (as defined by paragraph 7 of PPS4) in an existing centre, which are not in accordance with the development plan and would substantially increase the attraction of the centre to an extent that the development could have an impact on other centres. 		As defined by policies EC16.1 and EC14.7 of PPS4	ldf@leeds.gov.uk

Information item	Policy Driver	Type of application	Geographic location	What is required	Further Assistance
Transport	PPG13 UDPR T2B Street Design Guide SPD 2009	Significant travel demand implications as defined in Appendix B of Guidance on Transport Assessment DFT (March 2007)		Transport Assessment or Transport Statement	Guidance on Transport Assessments, DFT (March 2007). West Yorkshire Local Transport Plan
Travel Plans	PPG13 Draft Travel Plan SPD	Significant transport implications – threshold in document		Travel Plan A Planning Obligation may also be required (see above)	Travel Plan SPD Travelwise Good Practice Guidelines Delivering Travel Plans Through the Planning Process CLG/ DFT April 2009 West Yorkshire Local Transport Plan
Trees	PPS1, PPG2, PPS9. UDPR Policies GP5, SA1, N8, N12, N23, N24, LD1. SPG13 – Neighbourhoods for Living SPG25 – Greening the Built Edge	All with trees (stem over 75mm at 1.5m height) on or near the site		How trees to be retained and protected in construction	BS5837 ‘Trees in relation to construction – Recommendations’.
Ventilation	PPS 23 PPG 24	Use Classes A3 (ie Restaurants and cafes), A4 (ie Drinking establishments), A5 (ie Hot food takeaways) and significant retail, business, industrial or		Position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics	Guidance in regard to the requirements of Reg 6 can be found in the Approved Code of Practice L2 : http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=97807176041354

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		leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed			
Visual Representations	UDPR policies N12, N13 and N14. Neighbourhoods for Living SPG	Will include major developments and development proposals affecting Conservation Areas or having a significant impact in Conservation Areas.		Visual information may include photographs, artists impressions and computer generated images	All can be part of any design and access statement
Wind Study	UDPR policy BD5 Tall Buildings Design Guide SPD 2010	Any proposal for a building which is substantially taller than its neighbours and/or which significantly changes the skyline.		Wind Study in accordance with guidance on pages 88 and 89 of the Tall Buildings Design Guide SPD 2010	UK Wind Engineering Society

Appendix 1

Design and Access Statements

Design and access statements are required for all planning applications except:-

- i. engineering or mining operations
- ii. householder or flat applications except where they are Listed Buildings or within a Conservation Area
- iii changes of use unless it also involves operational development
- iv. extension of time applications
- v. non-domestic applications where the floorspace created is less than 100 square metres and not within a Conservation Area
- vi. gates, fences, walls or other means of enclosure, up to 2m high if they are not in a Conservation Area or within the curtilage of a listed building
- vii. erection of a building up to 100 cubic metres and 15m in height and where it is not in a Conservation Area
- viii. the alteration of an existing building which doesn't increase the size and where it is not in a Conservation Area
- ix. plant or machinery where it would not exceed 15 metres and where it is not in a Conservation Area
- x. Section 73 applications (determination of applications to develop land without conditions previously attached) of the Town and Country Planning Act 1990.