

# Draft Planning Application Validation Checklist 2024

Planning Department Service

Draft June 2024 – For  
Consultation

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Wigston** | Our borough -  
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## Introduction

- Oadby and Wigston Borough Council (the Council) has produced this Planning Application Validation Checklist document in accordance with the relevant parts of the Planning Practice Guidance (NPPG) and paragraph 44 of the National Planning Policy Framework (NPPF).
- Validation is a process undertaken by the Council on a planning application (and associated information) prior to starting the formal process of determining whether to grant or refuse planning permission. The validation of applications is the process to check that the correct documents and fee (where applicable) have been submitted in order for the Council to make an informed decision based on the impact of the application proposal. This document sets out the level of information that will be required for certain types of planning applications in order that they can be accepted and processed by the Council.
- Validation requirements for planning applications are set both nationally and locally. This document sets out the expectations for planning applications submitted to the Council, helping to reduce unnecessary delay at the validation stage due to the omission of required information.
- As mentioned above, there are two levels of mandatory documents: national and local. The national checklist sets out the essential (minimum) requirements for validating all applications. The local list is prepared by the Council and provides a list of additional local requirements which will need to be met in certain circumstances, dependent on factors such as the location or characteristics of the site and the scale and nature of the development.
- Paragraph 44 of the NPPF states that *'local planning authorities should publish a list of their information requirements for applications for planning permission'*. It goes on to state that *'these requirements should be kept to the minimum needed to make decisions and should be reviewed at least every two years'*. Further, paragraph 44 suggests that *'local planning authorities should only request supporting information that is relevant, necessary and material to the application in question'*. This document sets out both the national requirements and the local requirements in terms of the information needed in order for an application to be valid.
- It must be recognised that there may still be situations arising where a validated application will not contain all the information required for a decision to be made by the Council and the Council may seek additional information post-validation under the existing statutory provisions set out within the relevant parts of the Town and Country Planning (Application) Regulations.

## **Pre-application Advice**

- The Council is committed to ensuring that all new development occurring within the Borough area is of the highest quality and promotes sustainable living, whilst positively impacting the character and vibrancy of an area. NPPF paragraph 39 states that *‘early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality preapplication discussion enables better coordination between public and private resources and improved outcomes for the community’*.
- Whilst the Council cannot require an applicant to seek pre-application advice for a development proposal, it would advise that this process is undertaken, for all but the most straight forward of planning proposals.
- Pre-application discussions can assist applicants by clarifying and narrowing down the information required to support a planning application. This will have the advantage of avoiding unnecessary work and expenditure and minimising delay in the handling of planning applications.
- In addition to addressing the information requirements of formal applications, pre-application discussions can bring about a better mutual understanding of the planning history, planning policies, objectives and constraints that apply to the particular site.
- Further information relating to the pre-application process, including all of the forms, fees and information requirements can be accessed via the Council’s planning web-pages or via contacting the Council’s Planning team.

[https://www.oadby-wigston.gov.uk/pages/do\\_i\\_need\\_planning\\_permission](https://www.oadby-wigston.gov.uk/pages/do_i_need_planning_permission)

## Validation process

- Planning applications should be submitted on-line on the Planning Portal website the [Planning Portal](#). This will speed up the registration and validation process for your application, however, if you would like to submit a paper application, please contact the Council's Planning team for help.
- The application validation process is undertaken in-house by the Council's Planning Department and can take a number of days, specifically if the application submission is complex. However, ordinarily the Council will endeavour to begin the process within 5- 10 working days of an application being received.
- If information which is required by the relevant Validation Checklist is not included with an application and is considered by the Council to be reasonable and necessary in order to properly assess the application, the Council will be entitled to declare the application invalid. Further, if once the applicant has been informed by the Council that the application is invalid and that further information is needed; if the further information is not received by the Council within 15 working days (or an agreed period of time), then the Council will return the application and it will be treated as 'withdrawn'.
- For any planning applications withdrawn at validation stage a 10% handling charge will be applied by the Council (capped at £1,000) to seek to recover some of the costs already incurred by the Council in handling the application to date. The remaining 90% planning application fee will be returned to the applicant. This fee has been introduced due to the high number of invalid planning applications that the Council receives and has to deal with. **Note – the fee return will not apply once a planning application is deemed valid by the Council, therefore if a planning application is withdrawn after the validation process, no fee will be returned to the applicant.**
- It should be noted that there may be circumstances when planning applications are deemed valid but further information may be required by the Case Officer to ensure that an informed and robust decision can be made. The Council holds the right to refuse planning applications if requested further information is not submitted.
- If the applicant does not agree that a particular piece of information is required to accompany the application, the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended), under Part 3, Article 12, sets out a procedure for both the applicant and the Local Planning Authority to follow to resolve the dispute.

## Checklists

- As mentioned earlier, there are two ‘levels’ to validation checklists, one at a national level, which is the minimum information required to validate a planning application, and at local level, which is the information that the Council considers is required to make an informed decision.
- The below tables set out the **national level checklist requirements**.

Validation Item	Type of application that information is required for	Policy / Guidance driver	Other information
Completed Application Form	All application types.	The Town and Country (Development Management Procedure) (England) Order as amended.	All sections of the form must be completed with as much detail as possible. The Declaration must be signed.
Relevant application fee	All application types (except for Listed Building Consent).	The Town and Country (Development Management Procedure) (England) Order as amended.	The relevant fee must be paid in full at the time of submitting your application.
Ownership certificate and Agricultural Land Declaration	All application types where an application form is required and where there are owners of the application site other than the applicant.	The Town and Country (Development Management Procedure) (England) Order as amended.	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.
Full suite of Biodiversity Net Gain documentation	All application types other than set out in the following guidance – <a href="https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments">https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments</a>	The Town and Country Planning Act (as amended).	Developers must deliver a BNG of 10%. At validation stage developers must provide at least the following: ecological report and mapping; pre and post development plans; BNG design stage report (including metrics).

## Checklists

- The below tables set out the **national level checklist requirements**.

<b>Validation Item</b>	<b>Type of application that information is required for</b>	<b>Policy / Guidance driver</b>	<b>Other information</b>
Location Plan	All application types.	The Town and Country (Development Management Procedure) (England) Order as amended.	<p>This is a plan that shows the location of the application site in relation to its surroundings. The plan must have: a red line showing the application boundary; a blue line around any other land owned by the applicant, close to or adjoining the application site; and, a north arrow.</p> <p>The plan also must be: a plan of the site as is sited on the day of application and where possible must show at least two named roads and surrounding buildings; and scaled to either 1:1250 or 1:2500.</p>
Design and Access Statement	<p>Applications for major development.</p> <p>Applications for development in a designated area, where the proposed development consists of: one or more dwellings; or a building or buildings with a floor space of 100 square metres or more.</p> <p>Applications for listed building consent. Such applications can combine a Design and Access Statement and a Heritage Statement.</p>	National Planning Practice Guidance and National Planning Policy Framework.	<p>The purpose of a Design and Access Statement is to explain the design thinking behind the proposed development and why the proposal is a suitable response to the site and its setting, and to demonstrate it can be adequately accessed by prospective users.</p> <p>The scope and level of detail contained within the Statement should be proportionate to the type, scale and complexity of the proposal.</p> <p>For the purposes of Design and Access Statements, a designated area means a World Heritage Site or a conservation area.</p>

## Checklists

- The below tables set out the **local level checklist requirements**.
- It should be noted that the national level checklist requirements will not be repeated below. In order for a planning application to be deemed valid, both levels of checklist requirements will need to be met where required to do so.

Validation Item	Type of application that information is required for	Policy / Guidance driver	Other information
Additional Plans and Drawings	All application types.	<p>The Town and Country (Development Management Procedure) (England) Order as amended.</p> <p>Oadby and Wigston Local Plan and all other key SPD and guidance documents.</p>	<p>The plans and drawings set out below are required for all development proposals. These are required so that informed and robust planning decisions can be made.</p> <ul style="list-style-type: none"> <li>- Existing and Proposed block plan at 1:100, 1:200 or 1:500 scale, including north arrow. The plans should clearly illustrate the proposed development in relation to the site boundaries and other existing buildings on-site, along with parking arrangements post development also. The position and canopy extent of all trees and hedges on site, both pre and post proposed development should also be clearly illustrated.</li> <li>- Existing and proposed elevations at 1:50 or 1:100 scale.</li> <li>- Existing and proposed floor plans at 1:50 or 1:100 scale. Plans should clearly illustrate the buildings current floor plan and the floor plan post development.</li> <li>- Roof plan at 1:50 or 1:100 scale.</li> </ul> <p>All plans and drawings must clearly illustrate all critical dimensions and not contain the phrase ‘do not scale from this plan’ (or similar wording). It is for the applicant to clearly illustrate to the Council the scale of the proposed development and not for the Council to interpret what is being proposed.</p> <p>All plans and drawings must specify the printing page size for which the scale applies; be correctly orientated for on-screen display; include a scale bar; and, be given a meaningful title and dated with a unique plan reference.</p>

## Checklists

- The below tables set out the **local level checklist requirements**.

Validation Item	Type of application that information is required for	Policy / Guidance driver	Other information
<p>Additional Plans and Drawings continued. (existing and proposed site sections, FFL and site levels).</p>	<p>Applications for extensions to existing buildings, for example dwellings, or commercial units.</p>	<p>The Town and Country (Development Management Procedure) (England) Order as amended.</p> <p>Oadby and Wigston Local Plan and all other key SPD and guidance documents.</p>	<p>Plans and drawings should clearly illustrate:</p> <ul style="list-style-type: none"> <li>- Existing and proposed site sections at a scale of 1:50 or 1:100</li> <li>- Existing and proposed finished floor levels (FFL) at a scale of 1:50 or 1:100</li> <li>- Existing and proposed site levels at a scale of 1:50 or 1:100.</li> </ul> <p>Note – the above information can be shown on the same plan or drawing.</p> <p>All plans and drawings must clearly illustrate all critical dimensions and not contain the phrase ‘do not scale from this plan’ (or similar wording). It is for the applicant to clearly illustrate to the Council the scale of the proposed development and not for the Council to interpret what is being proposed.</p> <p>All plans and drawings must specify the printing page size for which the scale applies; be correctly orientated for on-screen display; include a scale bar; and, be given a meaningful title and dated with a unique plan reference.</p>

## Checklists

- The below tables set out the **local level checklist requirements**.

Validation Item	Type of application that information is required for	Policy / Guidance driver	Other information
Advertising drawings and sections	Advertisement planning applications.	National Planning Practice Guidance and National Planning Policy Framework.	Drawings and sections should clearly illustrate the following: <ul style="list-style-type: none"> <li>- The size and position of the proposed advertisement(s) and any associated illumination in relation to the buildings;</li> <li>- The height above ground level;</li> <li>- The amount of projection;</li> <li>- Materials and colours;</li> <li>- Method of fixing; and Levels of illumination.</li> </ul>
Affordable Housing Statement	Major development planning applications comprising 10 dwellings or more.	Oadby and Wigston Local Plan Policy 13 – Affordable Housing.	The statement should include the number and mix of residential homes and floor space of habitable areas of the residential homes. Plans showing the location, type, floor space of homes and number of bedrooms should be submitted.
Agricultural Land Classification Report	Any development on land of 1ha or more that is currently or last in use for agriculture.	National Planning Practice Guidance and National Planning Policy Framework.	Should include a Statement setting out the agricultural land classification and whether the proposals would involve the loss of any Best and Most Versatile (BMV) agricultural land (Class 1, 2 or 3a). See: <a href="#">PPG – Natural Environment</a>

## Checklists

- The below tables set out the local level checklist requirements.

Validation Item	Type of application that information is required for	Policy / Guidance driver	Other information
Arboricultural Assessment	Required for all development affecting trees and hedgerows within or adjacent to the application site.	National Planning Practice Guidance and National Planning Policy Framework.	All trees and hedges on or adjacent to the proposed development site should be identified and appropriately annotated on the Proposed block plan. Where the development has the potential to adversely affect trees or hedges, both within and adjacent to the application site, an Arboricultural Assessment should be undertaken by a suitably qualified arborist. For the arboricultural implications and method statements, all sections of the British Standard 5837 should be addressed. A topographical survey should indicate current and proposed levels showing all trees on the plan and all features listed in the latest edition of BS5837 Section 4.1. Information will be required on which trees are to be retained and on the means of protecting those trees during construction works. For a tree protection plan all temporary fencing, ground protection and other physical means of protection should be identified.

## Checklists

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<b>Validation Item</b>	<b>Type of application that information is required for</b>	<b>Policy / Guidance driver</b>	<b>Other information</b>
Biodiversity Survey and Report	<p>Required for all major development proposals (comprising 10 dwellings or more) and developments which impact upon:</p> <p>Biological Heritage Sites; Geological Heritage Sites; Wildlife Corridors; Sites of Special Scientific Interest; priority habitats (such as barn conversions; demolition; works impacting roof spaces; removal of trees and hedgerows; and works within an Ecology consultation zone), and priority species (for example, bats, owls and newts).</p>	National Planning Practice Guidance and National Planning Policy Framework.	<p>All surveys should be undertaken and prepared by competent persons with suitable qualifications and experience in the appropriate topic area and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines / methods where available.</p> <p>The Council requires such surveys so that it can consider the potential impacts of development on protected and priority species and habitats, and the scope to avoid or mitigate any impacts.</p> <p>Surveys over 24 months old will be considered out of date and a new survey will be required.</p> <p>The scope and level of detail contained within any survey should be proportionate to the type, scale and complexity of the proposal, and the potential impact upon priority species and habitats.</p>
Environmental Impact Assessment (EIA)	EIA is required for schedule 1 developments and maybe required for schedule 2 developments.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 as amended.	Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 of the Regulations must be provided. Where an EIA is not required, the Council may still require environmental information to be provided.

## Checklists

- The below tables set out the **local level checklist requirements**.

Validation Item	Type of application that information is required for	Policy / Guidance driver	Other information
Heritage Statement	All applications for Listed Building Consent. Applications in or immediately adjacent a scheduled Ancient Monument or a site on the Register of Parks and Gardens. All development within or adjoining a Conservation Area. All applications affecting any known or suspected archaeological sites. Applications whose scale or nature could impact on heritage assets(designated and non-designated)	National Planning Practice Guidance and National Planning Policy Framework.	<p>Applicants are expected to describe in their application the ‘significance’ of any heritage assets affected, including any contribution made by their setting. Applicants should include analysis of the significance of the asset and its setting, and, how this has informed the development of the proposals. The level of detail should be proportionate to the asset’s importance, as to understand the potential impact of the proposal on its significance.</p> <p>For works to Listed Buildings, the Statement should also include a method statement as to how the development will be carried out and the listed property will not be negatively impacted.</p> <p>For works to windows of a listed building or a site within a conservation area, including replacements, a full window audit should be submitted that illustrates the condition of all existing windows.</p>
Site Specific Flood Risk Assessment	Required for: all developments within flood zones 2 and 3; developments on sites of 1 hectare and over within flood zone 1; developments in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency.	National Planning Practice Guidance and National Planning Policy Framework.	A Site Specific Flood Risk Assessment should assess risks from all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The Site Specific Flood Risk Assessment should identify opportunities to reduce the probability and consequence of flooding, including the design of surface water management systems including Sustainable Drainage Systems (SuDS) and address the requirement for safe access to and from the development in areas at risk of flooding.
Streetscene drawings	For all development proposals that include new residential dwellings.	National Planning Practice Guidance and National Planning Policy Framework.	To ensure that the Council can ascertain the full impact of new residential dwellings on the existing and / or proposed street scenes. Allows the Council to easily determine a proposals height and bulk relative to neighbouring residential dwellings.

## Checklists

- The below tables set out the **local level checklist requirements**.

Validation Item	Type of application that information is required for	Policy / Guidance driver	Other information
Technical Housing Space Standards Statement	All development involving new dwellings stemming from either - changes of use, conversions, and / or sub-division.	Oadby and Wigston Local Plan Policy 11 – Housing Choices.	To ensure that new homes are of the size appropriate for modern living, the Council requires that any proposal for conversion, change of use and / or sub-division takes into account the Governments Technical Housing Standards. The statement must set out the appropriate dimensions for each room and dwelling overall, as well as stating the square metre area for each room, in line with the Governments Technical Housing Standards.
Tele – communications area of search	All tele - communication proposals that could impact amenity.	General Permitted Development Order and Oadby and Wigston Local Plan.	The area of search for tele – communications proposals should be justified and robust. Searches should include the potential for co-location and siting apparatus on buildings. Outcomes of the search and conclusions as to why sites have been discounted should be fully justified, directly relevant to the individual site, and not generic. Generic and crude assessments will not be acceptable.  Search outcomes and / or conclusions such as <i>'discounted due to unsuitable pavements at this location'</i> , will not be considered justified or robust.
Active Travel England – Planning Application Assessment Toolkit	All development proposals 150 residential homes or more, creation of 7,500 square metres of floorspace or more, or site area of 5 hectares or more.	Active Travel England Guidance	The Active Travel England Toolkit must be completed and submitted to the Council during the validation process. If the toolkit is not completed and submitted during the validation process, the application will be deemed invalid.  Active Travel England will assess the toolkit and proposal as a statutory consultee. ( <a href="https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit">https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit</a> )

## **Development proposals made under the GPDO**

- For development proposals made under the General Permitted Development Order, for example householder prior approvals, applications will only be deemed valid that clearly contain all of the required information to enable the Council to assess the proposal against the relevant parts of the General Permitted Development Order.