

Local Requirements/Validation Checklist for Full Planning Permission and Listed Building Consent

List of National Requirements – mandatory

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Plans to a scale of not less than 1:20 to show all new doors, window, shop-front, panelling, fireplaces, plaster moulding and other decorative details
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and access statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

List of additional requirements that may be required by the Local Planning Authority – Local Requirements

Document	When/Additional Information	Tick if included
All completed forms, plans and documents (except Ownership and Agricultural Holdings Certificates)	5 copies of each is required between size A4 and A0 and on white paper, unless submitted electronically. Plans should include title, reference number, paper size, key dimensions, scale, and a scale bar indicating a minimum of 0-10 metres)	

Affordable housing statement	Required for applications providing 15 or more residential units or on a site more than 0.5 hectares in total or on a Rural Exception Scheme	
Air quality assessment	As required by West Somerset, in line with the guidance set out in Planning Policy Statement (PPS) 23: Planning and Pollutions Control (November 2004)	
Biodiversity survey and report	Required for major developments (10 or more residential units, 1,000 sq metres non-residential floorspace) and those on or adjoining public open space. See also PPS9: Biodiversity and Geological Conservation (August 2005)	
Daylight/sunlight assessment	As required by West Somerset e.g. potential adverse impact on current levels.	
Drainage Statement	Required if change to watercourse or ditch. Contact Drainage Authority - Local Authority or Internal Drainage Board where applicable .	
Economic Statement	To include regeneration benefits. For example new job creations, community benefits	
Environmental . Statement.	According to the Town and Country Planning (Environmental Impact Assessment) Regulations (1999). Some environmental information may be still required, even if an Environmental Impact Assessment is not. To also include reference to landfill if applicable.	
Evidence to accompany applications for Town Centre uses	e.g. edge of centre or out of centre location. See also PPS 6: Planning for Town Centres (March 2005)	
Flood risk assessment	If in Environment Agency Flood Zone. See also PPS 25: Development and Flood Risk . (Contact Drainage Authority - Local Authority or Internal Drainage Board where applicable)	
Foul Sewage and Utilities Assessment	Includes impact on existing sewers and supplies	
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments	To take account of “impact on” and the “setting of the historic environment” including individual historic assets. See also PPG 15: Planning and the Historic Environment (September 1995) and PPG 16: Archaeology and Planning (November 1990) and “ A Charter for English Heritage Advisory Services ”.	
Impact assessment (retail and leisure developments)	Developments over 2500 square metres of gross floor space, and sometimes smaller. See also PPS 6: Planning for Town Centres	
Land contamination assessment	Required for contaminated sites, sites previously used for industrial processes and major developments (10 or more residential units, 1,000 square metres non-residential floorspace) and those on or adjoining public open space. See also PPS 23: Planning and Pollution Control (November 2004)	

Landscaping details	To include proposals for long term maintenance and landscape management. To follow from Design and Access Statement. Retention and protection of existing where practicable.	
Lighting assessment	See also " Lighting in the Countryside: Towards good practice (1997) "	
Noise impact assessment	As required by West Somerset, in line with the guidance set out in Planning Policy Guidance (PPG) 24: Planning and Noise (September 1994) .	
Open space assessment	As required by West Somerset. See also PPG 17: Planning for open space, sport and recreation (July 2002)	
Parking Provision	Details of existing and proposed parking provision if affected. Could be included in site layout plan.	
Photographs & photomontages	Useful background information. If included to be listed with context and purpose explained. Required if demolition involved.	
Planning Obligations/draft Head(s) of Terms	As required by the Council. See Circular 05/2005 – Planning Obligations .	
Planning Statement	Including details of any pre-applications consultations, and how development accords with planning policies	
Public Rights of Way (PROW) Statement	Required if site crossed by PROW. Include how it can be accommodated, improved or diverted. To be shown on block plan.	Public Rights of Way (PROW) Statement
	West Somerset	
Site waste management plan (including relevant refuse disposal details)	As required by West Somerset. See also Site Waste Management Plans: guidance for construction, contractors and clients	
Statement of community involvement (SCI)	See West Somerset's SCI, and also Chapter 7 of Creating Local Development Frameworks: A Companion Guide to PPS12 (November 2004)	
Structural survey	Required for applications if substantial demolition involved, e.g. the conversion of a rural building.	
Telecommunications Development	Supplementary information to include range of details and a signed declaration that the equipment and installation fully complies with the ICNIRP requirements	
Transport Assessment	As required by West Somerset. See also PPG 13 Transport (March 2001) , and Guidance on Transport Assessment (March 2007)	
Travel plan	As required by West Somerset if significant transport implications. See also "Using the planning process to secure travel plans: best practice guidance for local authorities, developers and occupiers", and "Making residential travel plans work"	

Tree survey/arboricultural implications	See also the current BS5837 – “Trees in relation to construction – Recommendations”. Required if building works are within 5 metres of a tree.	
Ventilation/extraction details	Required for applications which include commercial extraction flues	

Please seek further advice from West Somerset planning officers if you are unsure if a particular document is required for your proposed development.
