

Validation Checklist

Application for removal or variation of a condition following grant of Planning Permission

Common Invalid reasons

There are many reasons as to why an application can be made invalid. This can lead to delays in validating and determining the planning application. These are the top reasons for invalidity:

Invalid reason	Definition
Drawing discrepancies	<ul style="list-style-type: none"> Missing or incorrect sizes of doors and windows. Inconsistent measurements when comparing plans. Drawings do not have scale bars on them. Drawings are not to scale. Drawings have not been provided in a metric scale.
Missing plans	<ul style="list-style-type: none"> Site location plan at 1:1250 or 1:2500 Scaled existing and proposed block plan 1:200 or 1:500 Existing and proposed full floor plans and elevations
Fee – missing or incorrect	<ul style="list-style-type: none"> View the Council's planning application fees.
Missing CIL Form	<ul style="list-style-type: none"> CIL forms are required where there is a change in floorspace.
Incorrect or missing form	<ul style="list-style-type: none"> Every application type needs an application form in order to meet national requirements. Ensuring the correct certificate has been signed.

NATIONAL REQUIREMENTS (2 copies (original and 1 copy) of the application form, documents, statements and plans unless stated otherwise or submitted electronically)

Forms, plans and documents	Yes
Application form Fully completed including full description of all proposed development, declaration and applicant details. Clearly identify the condition to change, how you wish to vary the condition and the reasons why. <i>For further information refer to the Planning Portal.</i>	<input type="checkbox"/>
Certificate of ownership Completion of certificate A, B, C or D.	<input type="checkbox"/>
The appropriate fee: <i>View the Council's planning application fees.</i>	<input type="checkbox"/>
Location Plan Set to scale of 1:1250 or 1:2500 with the application site clearly marked in red and any other owned land marked in blue. Red line should extend up to the public highway where works to a building(s) or alterations to parking and access are proposed. Direction of north indication. Relationship to neighbouring properties or sites to enable the application site to be located. Only required where redline boundary is being made smaller than original/linked application.	<input type="checkbox"/>

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Forms, plans and documents	Yes
<p>Site/Block Plan Must include:</p> <ul style="list-style-type: none"> • Set to 1:200 or 1:500 scale, with matching scale bar. • Changes in footprint of the building(s). • Relationship to the site boundaries and other existing buildings on the site. • The existing and proposed parking arrangements, details of the access to the highway (with visibility splays) where relevant to proposed works. <p>See Kent County Council's Design Guide for more information.</p> <ul style="list-style-type: none"> • Any changes to the boundaries and landscaping of the site. 	<input type="checkbox"/>
<p>Floor Plans Existing and proposed plans required when any alterations, extensions and new buildings are proposed. Must include:</p> <ul style="list-style-type: none"> • Highlight proposed areas of changes • Set to 1:50 or 1:100 scale with scale bar to match. • Clearly showing all windows, doors and rooflights to match elevations. • All floors of the existing dwelling and outbuildings (within 5m of the property) required when located within the Metropolitan Green Belt. 	<input type="checkbox"/>
<p>Elevations Existing and proposed plans showing any external alterations, including fenestrations and roof openings, boundaries and enclosures, and any other structures i.e. renewable energy sources. All relevant elevations should be shown.</p> <p>Same parameters as section above.</p>	<input type="checkbox"/>
<p>Roof Plans Where any roof is being altered and the change cannot be adequately shown on the elevation plans. Must include:</p> <ul style="list-style-type: none"> • 1:50 or 1:100 scale and matching scale bar. 	<input type="checkbox"/>
<p>Site Sections: Required where development results in changes to the site topography, or where there are existing significant level changes. Sections to also show any excavation/below ground works, and any patios, raised platforms and decking.</p> <p>Must include</p> <ul style="list-style-type: none"> • 1:100 or 1:200 scale and matching scale bar. 	<input type="checkbox"/>

LOCAL REQUIREMENTS.

Note – the following documents and information are required at a local level to validate the application where they are relevant to the proposal.

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<p>CIL (Community Infrastructure Levy) additional information form The charge will apply to the development of new homes and change of use to a dwelling. It also applies to residential extensions and outbuildings, supermarkets, convenience stores and retail warehousing where the proposed floor space is 100 square metres or more. For more information see the Council's CIL guidance.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Planning Obligations	Yes	N/A
<p>S106 Deed of Variation A S106 Deed of Variation will be required where a proposed variation/removal of a condition alters any clauses of the original S106 Legal Agreement. See the Council's Section 106 templates.</p> <p>Financial Viability Report When required: In instances where affordable housing is not proposed, or where the requirements of policy SP3 and/or the Affordable Housing SPD are not met, a Viability Report will be required.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Additional information that may be required for the application, subject to site constraints.

Note – the following might not be requested to make the application valid, though it may be helpful to submit additional information to address issues that may arise during the course of the application – where they are relevant to the proposal.

Forms and documents	Yes	N/A
<p>Air quality assessment Required where:</p> <ul style="list-style-type: none"> • Where 5 or more dwellings are proposed; • Any dwellings are proposed within 10 metres of an Air Quality Management Area (AQMA); • All major development, including other development over 1000m² <p>For further information see the National Guidance on Air Quality</p> <p>Further air quality appraisal with damage cost analysis may be required to evaluate the harm of a development. [See damage cost guidance].</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Arboricultural assessment Arboricultural Assessment report that conforms with British Standard BS:5837 required where proposals are likely to affect trees that are covered by a TPO or located within a Conservation Area. 'Likely to affect' includes where trees are adjacent to or within the development area, or where foundations and trenches are proposed within the RPA (Root Protection Area) or falling distance of trees (i.e. where the distance to the trees is less than (or equal to) their height).</p>	<input type="checkbox"/>	<input type="checkbox"/>

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Forms and documents	Yes	N/A
<p>Details of any necessary tree protection measures are also required within the report.</p> <p>Arboricultural assessment report also required where development effects veteran trees or is within 15m of Ancient Woodland. <i>For further information, see the Government's tree guidance, Ancient Woodland Guidance and the Arboricultural Association website.</i></p>		
<p>Contaminated Land Assessment Required for development on sites where there is a history of industrial, commercial or agricultural uses. Also required where non-mains drainage is proposed. As a minimum a Phase 1 (desk-top) risk assessment will be required. <i>For further information see the National Guidance on land affected by contamination</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Daylight/Sunlight Assessment Where the development will clearly impact a neighbouring property.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Drainage Strategy Where non-mains drainage is proposed the General Binding rules for a septic tank or small sewage treatment plant must be met.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ecology reports Preliminary Ecology Appraisal (PEA) and further surveys if PEA recommends. For habitat specific guidance i.e. timber framed buildings, ponds, or rough grassland see Natural England guidance.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Flood Risk Assessment (FRA) When the application site is located within Flood Zone 2 or 3, or Flood Zone 1 if development site is greater than 1 hectare. Refer to national flood risk information.</p> <p><i>Further information on the necessary information to support a planning application required can be found within the National Guidance for Flood Risk Assessments.</i></p> <p>Where development is at risk from other flooding i.e. surface water, a site specific FRA will be required, in particular where more vulnerable uses are introduced in accordance with Annexe 3 of the NPPF. <i>Check the long term flood risk website for information on other sources of flooding.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Heritage Statement Required when the application site is within a designated area (which includes conservation areas and Registered Parks & Gardens), or relates to a statutory or locally listed building and their setting. Also required if the site is located within the setting of a scheduled monument.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Noise Assessment If the site is located in close proximity to commercial or industrial uses.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Structural survey/statement Required for conversions of agricultural/rural buildings to residential or commercial use.</p>	<input type="checkbox"/>	<input type="checkbox"/>

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Forms and documents	Yes	N/A
Technical or Manufacture specifications Technical documentation for plant and equipment i.e. Air source heat pumps, Solar panels, Air Conditioning units.	<input type="checkbox"/>	<input type="checkbox"/>

Other documents	Yes	N/A
Affordable Housing Statement	<input type="checkbox"/>	<input type="checkbox"/>
Design and Access Statement	<input type="checkbox"/>	<input type="checkbox"/>
Drainage strategy	<input type="checkbox"/>	<input type="checkbox"/>
Economic Statement	<input type="checkbox"/>	<input type="checkbox"/>
Employment Land Study	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Impact Statement	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure and Utility statement	<input type="checkbox"/>	<input type="checkbox"/>
Open Space provisions	<input type="checkbox"/>	<input type="checkbox"/>
Refuse strategy	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Community Involvement	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability strategy	<input type="checkbox"/>	<input type="checkbox"/>
3D Digital Model	<input type="checkbox"/>	<input type="checkbox"/>