

Validation Checklist

Application for Outline and Hybrid 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 chimneys. • Red line does not reach the public highway.
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"> • For Hybrid applications the fee is calculated based on the site area for the Outline development and the proposed development that falls under the Full Planning application. • For Outline applications the fees are based on site area. • View the Council's planning application fees.
Missing CIL Form	<ul style="list-style-type: none"> • CIL forms are required for the Full planning element of a Hybrid development/application.
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 (For Outline Applications). 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 description of development, declaration and applicant details. <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: View the Council's planning application fees .	<input type="checkbox"/>
Location Plan <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/>

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Forms, plans and documents	Yes
<p>Design and Access Statement Required for all new dwellings or replacement dwellings and required for major development. Required for all development/uses where floor space to be created is 100m² or more in a Conservation area or World Heritage Site.</p>	<input type="checkbox"/>
<p>Biodiversity Net Gain forms, metric and plans. Required: Following information to be included within the completion of the mandatory application form (as above), or via a Biodiversity Statement.</p> <ol style="list-style-type: none"> 1. Statement/confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition. See the National Guidance on Biodiversity net gain and the Council's information about biodiversity net gain. 2. The pre-development biodiversity value(s), either on the date of application or earlier proposed date (as appropriate); 3. Where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date; 4. A statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('degradation'), and where they have: <ul style="list-style-type: none"> • a statement to the effect that these activities have been carried out; • the date immediately before these activities were carried out; • the pre-development biodiversity value of the onsite habitat on this date; • the completed metric calculation tool showing the calculations, and • any available supporting evidence of this; 5. Description of any irreplaceable habitat, on the land to which the application relates, that exists on the date of application, (or an earlier date). <p>Other required information:</p> <ol style="list-style-type: none"> 1. The completed biodiversity metric calculation tool showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value. 2. Plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable). <p><i>Further information for Kent County can be found on the Making Space for Nature in Kent and Medway website.</i></p>	<input type="checkbox"/>
<p>Environmental Statement Environmental Impact Assessment (EIA) are required in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.</p>	<input type="checkbox"/>

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<p>Where an EIA is required, Schedule 4 of the regulations sets out the information that should be included in an Environmental Statement. Applications for a 'screening opinion' to determine whether an EIA is required or a 'scoping opinion' to establish the level of detail to be provided in the environmental statement can also be applied for.</p> <p>Refer to the Guidance on Environmental Impact Assessments.</p>	

Outline Requirements

Matters:	Reserved:	Not reserved:
Layout	<p>Site Plan required:</p> <p><i>Parameters:</i></p> <ul style="list-style-type: none"> • Set to 1:200 or 1:500 scale, with matching scale bar. • Indicative layout with the proposal together with gross floor-space for each proposed use. 	<p>Detailed Site Plan required:</p> <p><i>Parameters:</i></p> <ul style="list-style-type: none"> • Set to 1:200 or 1:500 scale, with matching scale bar. <p><i>Requirements:</i></p> <ul style="list-style-type: none"> • The position of all new buildings on site. • Routes and open spaces within the development. • The relationships of buildings, routes and open spaces to buildings and spaces outside the development. • Provision for the parking and turning of vehicles and cycles.
Scale	<p>Information required:</p> <ul style="list-style-type: none"> • Details indicating the upper and lower limits for height, width and length of each building within the site boundary. 	<p>Elevation drawings:</p> <p><i>Parameters:</i></p> <ul style="list-style-type: none"> • Set to 1:100 or 1:200 scale, with matching scale bar. <p><i>Requirements:</i></p> <ul style="list-style-type: none"> • Drawings to show relationship between buildings, both within and adjacent to the site i.e. street scene elevation drawings.
Appearance	N/A	<p>Existing and proposed elevations, floor and roof plans.</p> <p><i>Parameters:</i></p> <ul style="list-style-type: none"> • Set to 1:50 or 1:100 scale with scale bar to match. <p><i>Requirements:</i></p> <ul style="list-style-type: none"> • Clearly showing all windows and doors, to match elevations. • External appearance including materials and finishes. • Any subterranean works. <p>Section drawing where significant land level changes are present or are proposed.</p>
Access	<p>Site Location Plan required:</p> <ul style="list-style-type: none"> • Site location plan to detail the location access. 	<p>Site Location Plan required:</p> <ul style="list-style-type: none"> • Site location plan to detail the location access.

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Matters:	Reserved:	Not reserved:
	<ul style="list-style-type: none"> Access must adjoin the public highway. 	<ul style="list-style-type: none"> Access must adjoin the public highway. <p>Detailed Site/Block Plan required and/or access plan:</p> <p><i>Parameters:</i></p> <ul style="list-style-type: none"> Set to 1:200 or 1:500 scale, with matching scale bar. <p><i>Requirements:</i></p> <ul style="list-style-type: none"> Vehicle, bicycle and pedestrian access. The position and treatment of the proposed access. The position and treatment of circulation routes within the site. How access and circulation routes connect to surrounding area.
Landscaping	N/A	<p>Landscaping plan required:</p> <ul style="list-style-type: none"> Set to 1:200 or 1:500 scale, with matching scale bar. <p><i>Requirements:</i></p> <ul style="list-style-type: none"> The position of all existing trees/shrubs to be retained and those to be removed. Size, species and density of all proposed trees/shrubs. Proposed finished levels or contours. All means of enclosure and boundary details. Vehicle parking layout, pedestrian access. Hard surfacing materials. Minor structures (e.g. play equipment, refuse or other storage units, signs, lighting etc.). Existing and proposed functional services above and below ground (e.g. drainage, power, communications cables, pipelines etc). Retained landscape features.

LOCAL REQUIREMENTS – for both Outline and Hybrid Applications

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

Documents	Yes	N/A
<p>Air Quality assessment</p> <p>Required where:</p> <ul style="list-style-type: none"> Where 5 or more dwellings are proposed 	<input type="checkbox"/>	<input type="checkbox"/>

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Documents	Yes	N/A
<ul style="list-style-type: none"> 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 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>		
<p>Arboricultural assessment</p> <p>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). Details of any necessary tree protection measures are also required within the report.</p> <p>Arboricultural assessment report also required where development affects veteran trees or is within 15m of Ancient Woodland.</p> <p>For further information, see the Government's tree guidance, Ancient Woodland Guidance and the Arboricultural Association website.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>CIL (Community Infrastructure Levy) additional information form</p> <p>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.</p> <p>For more information see the Council's CIL guidance.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Design and Access Statement</p> <p>Required for all new dwellings or replacement dwellings and required for major development.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Drainage assessment</p> <p>Required for major developments or development where non-mains drainage is proposed.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ecology reports</p> <p>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>Heritage Statement</p> <p>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.</p> <p>Also required if the site is located within the setting of a scheduled monument.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Fire Statement</p>	<input type="checkbox"/>	<input type="checkbox"/>

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Documents	Yes	N/A
<p>Where development is for two or more dwellings or educational accommodation <u>and</u> meets the height condition of 18m or more, or 7 or more storeys. A Fire Statement form is required. <i>[For further information see National Guidance on Fire Safety and high-rise residential buildings].</i></p>		
<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. <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. Check the long term flood risk website for information on other sources of flooding.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Noise Assessment/Acoustic Report Required for all major development. Also required when the site is located in close proximity to commercial or industrial uses and where development is sited adjacent to a main road or railway line. Where plant or equipment is proposed (including for existing industrial or commercial development). Assessment must demonstrate no adverse impact to occupiers of the site and neighbouring sites/dwellings. <i>See National Guidance for Noise.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Technical or Manufacture specifications Technical documentation for plant and equipment i.e. Air source heat pumps, Solar panels, Air Conditioning units.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Planning Obligations	Yes	N/A
<p>S106 Legal Agreement <i>When required:</i> Where the development proposes 10 or more residential units, a floor area greater than 1000sqm, or where 6 or more units are proposed in a Designated Rural Area. <i>See the Council's Affordable Housing Supplementary Planning Document and the Section 106 templates.</i></p> <p>Financial Viability Report <i>When required:</i> 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"/>

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Hybrid Applications

A Hybrid application is where part of the proposal is for Outline Planning Permission and part is for full Planning Permission.

NATIONAL REQUIREMENTS

Forms, plans and documents	Yes
<p>The appropriate fee: View the Council's planning application fees.</p>	<input type="checkbox"/>
<p>Location Plan:</p> <ul style="list-style-type: none"> • 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. • The red line boundary needs to encompass both the Outline development area and the FUL planning permission area/development. • 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. 	<input type="checkbox"/>
<p>Block Plan (indicating Hybrid areas):</p> <ul style="list-style-type: none"> • Set to 1:200 or 1:500 scale, with matching scale bar. • Showing the proposed development and the area sizes for each individual aspect of the application. • 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>	<input type="checkbox"/>
<p>Floor Plans Existing and proposed floor plans required for all proposals, including for replacement dwellings and for buildings proposed to be demolished.</p> <p>Must include:</p> <ul style="list-style-type: none"> • Set to 1:50 or 1:100 scale with scale bar to match. • Clearly showing all windows, doors and rooflights to match elevations. • Any subterranean works. 	<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 'must include' section above.</p>	<input type="checkbox"/>
<p>Roof Plans</p>	<input type="checkbox"/>

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Forms, plans and documents	Yes
Where any roof is being altered and the change cannot be adequately shown on the elevation plans. Same parameters as 'must include' section above.	
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. Must include <ul style="list-style-type: none"> • 1:100 or 1:200 scale and matching scale bar. 	<input type="checkbox"/>
Biodiversity Net Gain forms, metric and plans. As per parameters outlined on page 2 above.	<input type="checkbox"/>

Additional information that may be required for the application (Outline or Hybrid), 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
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 for Land affected by contamination]</i>	<input type="checkbox"/>	<input type="checkbox"/>
Daylight/Sunlight Assessment Where development has the potential to impact daylight and/or sunlight levels for a neighbouring property, or to demonstrate the development will achieve sufficient light levels.	<input type="checkbox"/>	<input type="checkbox"/>
Drainage Strategy Where non-mains drainage is proposed the General Binding rules for a septic tank or small sewage treatment plant must be met.	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping Strategy Required where any significant hard and soft landscaping works are proposed.	<input type="checkbox"/>	<input type="checkbox"/>
Landscape and Visual Impact Assessment Required for major applications and development in sensitive areas i.e. Sites of Special Scientific Interest (SSSI), National Landscapes (AONB) etc.	<input type="checkbox"/>	<input type="checkbox"/>
Lighting strategy	<input type="checkbox"/>	<input type="checkbox"/>

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Forms and documents	Yes	N/A
Required for development in rural landscapes and within National Landscapes (AONB), or sites of Ecological Importance. Required for major development proposals.		
Planning Statement Statement to outline history, constraints, policy, justification and proposals for example.	<input type="checkbox"/>	<input type="checkbox"/>
Transport and parking statement, or Travel Plan Required for all developments which generate significant amounts of movements. <i>[For further information see National Guidance on Travel Plans and Statements].</i>	<input type="checkbox"/>	<input type="checkbox"/>

Other documents	Yes	N/A
Affordable Housing 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"/>
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"/>