

# Validation Checklist

## Application for 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"> <li>Missing or incorrect sizes of doors and windows.</li> <li>Inconsistent measurements when comparing plans.</li> <li>Drawings do not have scale bars on them.</li> <li>Drawings are not to scale.</li> <li>Drawings have not been provided in a metric scale.</li> <li>Missing chimneys.</li> <li>Red line does not reach the public highway.</li> </ul>
Missing plans	<ul style="list-style-type: none"> <li>Site location plan at 1:1250 or 1:2500</li> <li>Scaled existing and proposed block plan 1:200 or 1:500</li> <li>Existing and proposed full floor plans and elevations.</li> </ul>
Fee – missing or incorrect	<ul style="list-style-type: none"> <li>View the <a href="#">Council's planning application fees</a>.</li> <li>Development over 1,000sqm, the fee will be calculated on the proposed development and is classed as a small-scale major application up to 10,000sqm.</li> </ul>
Missing CIL Form	<ul style="list-style-type: none"> <li>CIL forms are required for a new dwelling.</li> </ul>
Incorrect or missing form	<ul style="list-style-type: none"> <li>Every application type needs an application form in order to meet national requirements.</li> <li>If the works are relating to a flat or a dwelling still under construction this would fall under a Full Planning application form not a householder.</li> <li>Ensuring the correct certificate has been signed.</li> </ul>

**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
<b>Application form</b> Fully completed including description of development, declaration and applicant details. <i>For further information refer to the <a href="#">Planning Portal</a></i>	<input type="checkbox"/>
<b>Certificate of ownership</b> Completion of certificate A, B, C or D.	<input type="checkbox"/>
<b>The appropriate fee:</b> <i>View the <a href="#">Council's planning application fees</a>.</i>	<input type="checkbox"/>
<b>Location Plan</b> 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><b>Site/Block Plan</b> Must include:</p> <ul style="list-style-type: none"> <li>• Changes in footprint of the building(s).</li> <li>• Relationship to the site boundaries and other existing buildings on the site.</li> <li>• The existing and proposed parking arrangements, details of the access to the highway (with visibility splays) where relevant to proposed works. <i>See <a href="#">Kent County Council's Design Guide</a> for more information</i></li> <li>• Any changes to the boundaries and landscaping of the site.</li> <li>• Plan should be set to 1:200 or 1:500 scale, with matching scale bar.</li> </ul>	<input type="checkbox"/>
<p><b>Floor Plans</b> 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"> <li>• 1:50 or 1:100 scale with scale bar to match.</li> <li>• Clearly showing all windows, doors and rooflights to match elevations.</li> <li>• Any subterranean works.</li> </ul>	<input type="checkbox"/>
<p><b>Elevations</b> 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><b>Roof Plans</b> Where any roof is being altered and the change cannot be adequately shown on the elevation plans.</p> <p>Same parameters as 'must include' section above.</p>	<input type="checkbox"/>
<p><b>Site Sections:</b> 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"> <li>• 1:100 or 1:200 scale and matching scale bar.</li> </ul>	<input type="checkbox"/>
<p><b>Biodiversity Net Gain forms, metric and plans.</b> 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"> <li>1. Statement/confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition. See the <a href="#">National Guidance on Biodiversity net gain</a> and the <a href="#">Council's information about biodiversity net gain</a>.</li> <li>2. The pre-development biodiversity value(s), either on the date of application or earlier proposed date (as appropriate);</li> </ol>	<input type="checkbox"/>

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<p>3. Where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date;</p> <p>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:</p> <ul style="list-style-type: none"> <li>• a statement to the effect that these activities have been carried out;</li> <li>• the date immediately before these activities were carried out;</li> <li>• the pre-development biodiversity value of the onsite habitat on this date;</li> <li>• the completed metric calculation tool showing the calculations, and</li> <li>• any available supporting evidence of this;</li> </ul> <p>5. Description of any <a href="#">irreplaceable habitat</a>, on the land to which the application relates, that exists on the date of application, (or an earlier date).</p> <p>Other required information:</p> <ol style="list-style-type: none"> <li>1. The completed <a href="#">biodiversity metric calculation tool</a> 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.</li> <li>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).</li> </ol> <p><i>Further information for Kent County can be found on the <a href="#">Making Space for Nature in Kent and Medway</a> website.</i></p>	
<p><b>Environmental Statement</b></p> <p>Environmental Impact Assessment (EIA) are required in circumstances set out in the <a href="#">Town and Country Planning (Environmental Impact Assessment) Regulations 2017</a>.</p> <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 <a href="#">Environmental Impact Assessments</a>.</p>	<input type="checkbox"/>

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## 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.*

Documents	Yes	N/A
<p><b>Air Quality assessment</b> Required where:</p> <ul style="list-style-type: none"> <li>• Where 5 or more dwellings are proposed</li> <li>• Any dwellings are proposed within 10 metres of an Air Quality Management Area (AQMA).</li> <li>• All major development, including other development over 1000m<sup>2</sup></li> </ul> <p>[For further information see the <a href="#">National Guidance on Air Quality</a>]</p> <p>Further air quality appraisal with damage cost analysis may be required to evaluate the harm of a development. [See <a href="#">damage cost guidance</a>].</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Arboricultural assessment</b> 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. For further information, see the <a href="#">Government’s tree guidance</a>, <a href="#">Ancient Woodland Guidance</a> and the <a href="#">Arboricultural Association website</a>.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>CIL (Community Infrastructure Levy) additional information form</b> 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 <a href="#">Council’s CIL guidance</a> for planning applicants</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Contaminated Land Assessment</b> 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. [For further information see the National Guidance for <a href="#">Land affected by contamination</a>]</p>	<input type="checkbox"/>	<input type="checkbox"/>

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<p><b>Design and Access Statement</b> When required: All new dwellings (including through change of use applications) or replacement dwellings and required for major development. All commercial developments of 100sqm or more.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Drainage assessment</b> Required for major developments or development where non-mains drainage is proposed.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Ecology reports</b> Preliminary Ecology Appraisal (PEA) and further surveys if PEA recommends. For habitat specific guidance i.e. timber framed buildings, ponds, or rough grassland see <a href="#">Natural England guidance</a>.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Fire Statement</b> 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 <a href="#">Fire Statement form</a> is required. For further information see National Guidance on <a href="#">Fire Safety and high-rise residential buildings</a>.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Flood Risk Assessment (FRA)</b> 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 <a href="#">national flood risk information</a>.</p> <p><i>Further information on the necessary information to support a planning application required can be found within the National Guidance for <a href="#">Flood Risk Assessments</a>.</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. <a href="#">Check the long term flood risk website for information on other sources of flooding.</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Heritage Statement</b> Required when the application site is within a designated area (which includes conservation areas and Registered Parks &amp; 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><b>Noise Assessment/Acoustic Report.</b> 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. See <a href="#">National Guidance for Noise</a>.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Structural survey/statement</b> Required for conversions of agricultural/rural buildings to residential or commercial use.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Technical or Manufacture specifications</b></p>	<input type="checkbox"/>	<input type="checkbox"/>

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Technical documentation for plant and equipment i.e. Air Source Heat Pumps, Solar panels, Air Conditioning units.		
<b>Planning Obligations</b>	<b>Yes</b>	<b>N/A</b>
<p><b>S106 Legal Agreement</b>  <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.</p> <p>See the Council's <a href="#">Affordable Housing Supplementary Planning Document</a> and the <a href="#">Section 106 templates</a>.</p> <p><b>Financial Viability Report</b>  <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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Gypsy Status applications	Yes	N/A
<p><b>Statement of case</b> – required for all Gypsy &amp; Traveller Applications. <i>This document will remain sensitive and not for public viewing.</i></p> <p>Relevant information required to answer following questions/topics:</p> <ol style="list-style-type: none"> <li>1. Details of family background and travel for work purposes over the last 10 years.</li> <li>2. If there has been no travelling for work purposes over the last 2 years or it is proposed to give up the travelling lifestyle, please explain why?</li> <li>3. If ceased travelling temporarily, please explain why and when it is expected the applicant will return to travelling?</li> <li>4. Current accommodation arrangements, including location/area.</li> <li>5. Details of any travelling for the purposes of earning a living?</li> <li>6. Who is to be living on the site? Including names and family relationships.</li> <li>7. If more than one family (parents and children) intend to occupy the site, how long have they been travelling together and how important is it that they stay together?</li> <li>8. Details of any particular health needs which affect day to day lives or educational needs that the Council should take into account. Where possible these should be supported by written evidence from educational or medical authorities.</li> <li>9. Proposed number of caravans on site, including whether they are stable or touring.</li> <li>10. Any buildings proposed.</li> <li>11. Any business use.</li> <li>12. Requirement for a site and why this site/location?</li> <li>13. Why the Sevenoaks District.</li> <li>14. Whether there has been any other sites in the district considered.</li> <li>15. Temporary or permanent permission required.</li> <li>16. Details of any local family.</li> <li>17. Any children, and their ages.</li> <li>18. Do the children attend a local school, if so details of school.</li> <li>19. In the event permission is not granted, where would you/your client reside?</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>

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**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
<b>Daylight/Sunlight Assessment</b> 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"/>
<b>Landscaping Strategy</b> Required where any significant hard and soft landscaping works are proposed.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Landscape and Visual Impact Assessment</b> 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"/>
<b>Lighting strategy</b> Required for development in rural landscapes and within National Landscapes (AONB), or sites of Ecological importance. Required for major development proposals.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Planning Statement</b> Statement to outline history, constraints, policy, justification and proposals for example.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transport and parking statement, or Travel Plan</b> Required for all developments which generate significant amounts of movements. <i>For further information see National Guidance on <a href="#">Travel Plans and Statements</a>.</i>	<input type="checkbox"/>	<input type="checkbox"/>

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