

Validation Checklist

Application for Reserved Matters

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"> • View the Council's planning application fees. |
| 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

Note – if you are seeking to discharge conditions not relating to reserved matters pertaining to an approved outline application, separate details applications will be required.

| 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"/> |
| The appropriate fee: View the Council's planning application fees . | <input type="checkbox"/> |
| Site 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"/> |
| Environmental Statement | <input type="checkbox"/> |

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| Forms, plans and documents | Yes |
|--|-----|
| <p>Environmental Impact Assessment (EIA) are required in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.</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 Environmental Impact Assessments.</p> | |

REQUIRED PLANS.

Note – the following documents and information are required where the matters are to be considered at this application following an approved outline application. The ticks indicate when the plans are required.

| Plans | Layout | Scale | Appearance | Access | Landscaping |
|---|--------|-------|------------|--------|-------------|
| <p>Site/block <i>Parameters:</i> Set to scale of 1:200 or 1:500, with matching scale bar.</p> <p><i>Details to include:</i></p> <ul style="list-style-type: none"> • Vehicles and pedestrian access. • Circulation routes within the site. • 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. | ✓ | ✓ | ✓ | ✓ | ✓ |
| <p>Floor plans <i>Parameters:</i> Set to scale of 1:50 or 1:100, with matching scale bar.</p> <p><i>Details to include:</i></p> <ul style="list-style-type: none"> • Clearly showing all windows, doors and rooflights/roof openings to match elevations. | ✓ | ✓ | ✓ | | |

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| Plans | Layout | Scale | Appearance | Access | Landscaping |
|---|--------|-------|------------|--------|-------------|
| <ul style="list-style-type: none"> Any subterranean works. | | | | | |
| <p>Elevations <i>Parameters:</i> Set to scale of 1:50 or 1:100, with matching scale bar.</p> <p><i>Details to include:</i></p> <ul style="list-style-type: none"> All elevations of proposed dwellings/structures. Must match the proposed floor plans. All boundaries, enclosures and any other structures i.e. renewable energy sources. | ✓ | ✓ | ✓ | | |
| <p>Roof plans <i>Parameters:</i> Set to scale of 1:50 or 1:100, with matching scale bar.</p> <p><i>Details to include:</i></p> <ul style="list-style-type: none"> Roofscape and orientation of dwelling(s). All chimneys and rooflights/roof openings. | ✓ | ✓ | ✓ | | |
| <p>Section <i>Parameters:</i> Set to scale of 1:50 or 1:100, subject to specific site constraints with scale bar to match.</p> <p><i>Details to include:</i></p> <ul style="list-style-type: none"> Changes to existing site topography. Any excavation/below ground level works. Any patios, raised platforms and decking. Finished floor levels. | ✓ | | ✓ | | |
| <p>Landscaping plan: <i>Parameters:</i> Set to scale of 1:200 or 1:500, with matching scale bar.</p> <p><i>Details to include:</i></p> <ul style="list-style-type: none"> The position of all existing trees/shrubs to be retained and those to be removed. | | | | | ✓ |

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| Plans | Layout | Scale | Appearance | Access | Landscaping |
|--|--------|-------|------------|--------|-------------|
| <ul style="list-style-type: none"> • Size, species and density of all proposed trees/shrubs. • Proposed finished levels or contours. • All means of enclosure and boundary details. • 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. | | | | | |

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>Air Quality assessment Required where: 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> <p><i>[For further information see the National Guidance on Air Quality]</i></p> <p>Further air quality appraisal with damage cost analysis may be required to evaluate the harm of a development. <i>[See damage cost guidance].</i></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). 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. <i>For further information, see the Government's tree guidance, Ancient Woodland Guidance and the Arboricultural Association website.</i></p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <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,</p> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Documents | Yes | N/A |
|--|--------------------------|--------------------------|
| <p>convenience stores and retail warehousing where the proposed floor space is 100 square metres or more. <i>For more information see the Council's CIL guidance.</i></p> | | |
| <p>Design and Access Statement Required for all new dwellings or replacement dwellings and required for major development.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Drainage assessment Required for major developments or development where non-mains drainage is proposed.</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>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>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> 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>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 the National Guidance for Noise.</i></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"/> |
| <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"/> |

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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 |
|---|-----|-----|
| <p>Biodiversity Net Gain forms, metric and plans.</p> <p>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). | | |

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| Forms and documents | Yes | N/A |
|--|--------------------------|--------------------------|
| <i>Further information for Kent County can be found on the Making Space for Nature in Kent and Medway website.</i> | | |
| 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"/> |
| 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 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"/> |
| 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 the National Guidance on Travel Plans and Statements.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

| Other | 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"/> |
| 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"/> |