

Council of the Isles of Scilly  
Local Validation Checklist for Planning  
Applications  
June 2019

DRAFT FOR CONSULTATION:  
2<sup>nd</sup> August to 13<sup>th</sup> September 2019

## INTRODUCTION

---

- 1) This document has been produced in order to assist users of the Council of the Isles of Scilly Planning Department when submitting applications for planning permission or other similar consents.
- 2) In 2008 the Government introduced a mandatory Standard Application Form (1APP) accompanied by changes to the procedures involved in the validation of applications. There are two elements to the validation requirements:
  - A national list of mandatory information that must be submitted with every planning application; and
  - A local list of additional information that will be required when making an application to the Council of the Isles of Scilly.
- 3) The 1APP Form and associated National and Local lists form part of the Government's drive to provide a quicker, more predictable and efficient planning service. The Local List clearly sets out the information requirements for different types of planning applications specific to the islands and has incorporated the advice contained within the DCLG consultation response document 'Streamlining Information Requirements for Planning Applications' (July 2009) (as amended). As a result, the Local List validation criteria include:
  - When/why information is needed;
  - What sort of information is required; and
  - Where to get further guidance.
- 4) Each of the Local List items have been assessed against the principles and criteria for local list preparation of necessity, precision, proportionality, fitness for purpose and assistance in accordance with DCLG Government response on 'Streamlining the planning application process: consultation' June 2013 and 'Development Management Policy Annex: Information Requirements and Validation for Planning Applications' (2010).
- 5) The 2019 National Planning Policy Framework (NPPF)<sup>1</sup> reinforces the need to publish a list of information requirements for applications (paragraph 44). This states that Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question. The local list formalises the submission of information that is required before applications can be registered. As a consequence, everyone involved in the planning application process will enjoy greater certainty and consistency as to what information is required to accompany different applications. The level of information needs to be proportionate to the size and type of application and the local list intends to require only information that is necessary to the consideration of the application. This latest review of the Local Validation List reflects recent changes in national and local planning policy and guidance.

---

1

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/807247/NPPF\\_Feb\\_2019\\_revised.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/807247/NPPF_Feb_2019_revised.pdf)

#### **VALIDATION**

- 6) It is essential to refer to both the national and local lists of requirements before formally submitting a planning application. If an application is submitted that does not meet both the national and local requirements then the Council will be able to state that the application is invalid and refuse to determine it. Applicants are therefore strongly encouraged to discuss the list of requirements with the council prior to submission.
- 7) If an applicant considers that an item of information required by the local list is not applicable to their proposal, then a written statement must accompany the application justifying why the information is not needed in this particular circumstance.
- 8) Where an application is invalid, the Council will write to explain what information is required and indicate a time period within which it must be provided. It is possible that an application initially considered to be valid may later be found to be invalid. At this point, the applicant will be notified and the application process will stop until the additional information is submitted. The process will restart at the beginning once the required information has been submitted. To avoid any delay, it is in the interests of applicants to ensure all the relevant information is provided at submission.

#### **PRE-APPLICATION DISCUSSIONS**

- 9) Discussions prior to the submission of an application are an important stage in ensuring that they are complete in terms of their information requirements. Advice at this stage of the process can be sought from the Local Planning Authority. For further information please go to the Council's website: <http://www.scilly.gov.uk/planning-development/do-i-need-planning-permission>

#### **GENERAL ADVICE ON PLANS AND DRAWINGS**

- 10) If submitted drawings do not contain sufficient detail, the registration of a planning application may be delayed until revised or additional drawings are submitted. Detailed drawings are the most important part of a planning application therefore it is essential that they are of a suitable standard and include all the relevant information necessary to illustrate the proposed development in detail. Applicants are encouraged to follow the advice below. Further information is also available on the Planning Portal: [www.planningportal.gov.uk](http://www.planningportal.gov.uk). Every plan (including all copies) based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice.
- 11) The Location Plan must show the site outlined in red at a metric scale of 1:1250 or 1:2500 with a north arrow and named roads (note that some sites have only one road nearby and in these exceptional cases the single road must be named and the location of the site must be clearly identifiable from the plan). Any other land owned by the applicant must be outlined in blue on the plan. The location plan should ideally be provided on a separate sheet of paper to aid consultation.
- 12) All plans and drawings must be accurately drawn, using a conventional metric scale such as 1:100 or 1:50, and must be drawn true to the stated scale(s).

Plans/drawings must not contain disclaimers such as 'not to scale' and 'do not scale' (with the exception of perspective drawings). All elevations of proposed development must be shown, with corresponding existing elevation drawings. For applications that propose no changes to any elevations, and clearly state that this is the case, elevation drawings are not required. Measured dimensions on the floor plans and elevation drawings should be included. The clearest way to present proposals is to group 'existing' and 'proposed' drawings side by side, using the same scale for both.

- 13) Each plan/drawing should have a title box stating: the address and proposal; the title of the drawing (for example 'existing rear elevation, proposed floor plan'); and the date, scale of the drawing and the drawing number, with revisions clearly identified. Fully annotated plans and drawings are more understandable (for example a line between two properties could be annotated to say 'boundary fence' or building/ground surface finishes could be labelled).

#### **ONLINE PLANNING APPLICATIONS**

- 14) Online planning applications are simple and easy to make using the Planning Portal: [www.planningportal.gov.uk](http://www.planningportal.gov.uk). Use the forms and tools to create your proposal, calculate your fee and add any attachments. You can also pay the fee before you submit your proposal direct to us. An alternative is to email your application to us or if you would rather send your application by post, you can create it online, then print it out and return it to us.

#### **VALIDATION CRITERIA**

- 15) For any application to be registered as a valid application, it must be accompanied by the relevant forms, plans and associated details necessary to provide sufficient information for the determination of the application. The specified national criteria are mandatory and must be strictly adhered to if an application is to be accepted as valid.
- 16) The Town and Country Planning (General Development Procedure) Order 2010 (GDPO) (as amended) requires, as a minimum, that an application for planning permission includes the items set out in the national list; the original plus an additional copy of the application form, location plan, plans and drawings and the Design and Access Statement are required unless the application is submitted electronically in which case no paper copies are required. For major developments (where a number of A1 or A0 size plans are to be submitted electronically) applicants are requested to provide two complete sets of plans, drawings and supporting documents in paper format.

#### **LOCAL LIST OF VALIDATION REQUIREMENTS**

- 17) This list sets out the local validation requirements (listed alphabetically). For each item, the following guidance is given:
  - Where and when the item of information is required;
  - What the policy background of the need is;
  - Links to further sources of guidance/help.

- 18) Please note that this table lists the documents required to accompany planning applications before they are validated. Whilst guidance is provided for each item, the nature and extent of the information required will depend upon the individual site and proposal. The list is not exhaustive and it is possible that, once an application has been validated, further information may have to be submitted in order for the application to be determined. The list does not therefore limit the council's ability to request additional information should further issues arise during the planning application determination period. Sufficient information will be required in order for your application to be successful. To understand which items can be required for different types of application, use the application type checklists.

## Validation Checklist Forms – By Application Type

01. Householder Checklist
02. Householder and Relevant Demolition in a Conservation Area
03. Householder and Listed Building Consent Checklist.
04. Full Planning Permission Checklist
07. Full Planning Permission and Relevant Demolition in a Conservation Area
08. Full Planning and Listed Building Consent Checklist
09. Advertisement Consent and Full Planning Permission Checklist
10. Relevant Demolition in a Conservation Area Checklist
11. Listed Building Consent Checklist
12. Advertisement Consent Checklist
14. and 15. Certificate of Lawful Use (existing or Proposed) – Checklist
25. Variation or Removal of Condition – Checklist
27. Discharge of Condition - Checklist
31. Treeworks Checklist
34. Non-Material Amendments Checklist

Please note

NR – National Requirement

LR – Local Requirement

## HOUSEHOLDER APPLICATION

01. and 02. HOUSEHOLDER APPLICATIONS Validation Checklist	Tick
• Application Form <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Location Plan <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Site Plan <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Plans and Drawings <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Correct Fee <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• A Scheme of Sustainable Design Measures <a href="#">[guidance]</a> LR	
a) A Scheme of Sustainable Design Measures is included; or	<input type="checkbox"/>
b) A Scheme of Sustainable Design Measures is <u>not</u> included because the site already benefits from adequate energy and water saving measures that cannot be improved and are stated on the plans.	<input type="checkbox"/>
• Tree Survey <a href="#">[guidance]</a> LR	
a) There are no trees within 15m of building works, or areas where ground levels are proposed to be changed; or	<input type="checkbox"/>
b) The plans identify any trees within 15m of any development and the submission includes an assessment of the impact of the development on those trees, including tree protection measures in accordance with the British Standard.	<input type="checkbox"/>
• Flood Risk Assessment <a href="#">[guidance]</a> LR	
a) A flood risk assessment is included; or	<input type="checkbox"/>
b) A flood risk assessment is <u>not</u> included because the property is <u>not</u> within Flood Zone1/low lying land (below 5m datum) and the plans demonstrate how surface water will be dealt with.	<input type="checkbox"/>
• Bat Survey/Ecological Assessment, Mitigate and Enhancement <a href="#">[guidance]</a> LR	
a) A Preliminary Ecological Assessment/Bat Survey and a Presence/Absence Survey, if required, has been included; or	<input type="checkbox"/>

b) A Preliminary Ecological Assessment has not been included because there is no demolition of any structure, trees and no alterations to the roof are proposed.	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Statement of Existing and Proposed Internal Floorspace [<a href="#">guidance</a>] LR</li> </ul>	
a) The existing and proposed internal floorspace calculations have been included (please complete the table below); or	<input type="checkbox"/>
b) The existing and proposed internal floorspace calculations have <u>not</u> been included as there is no change in the internal floorspace proposed.	<input type="checkbox"/>

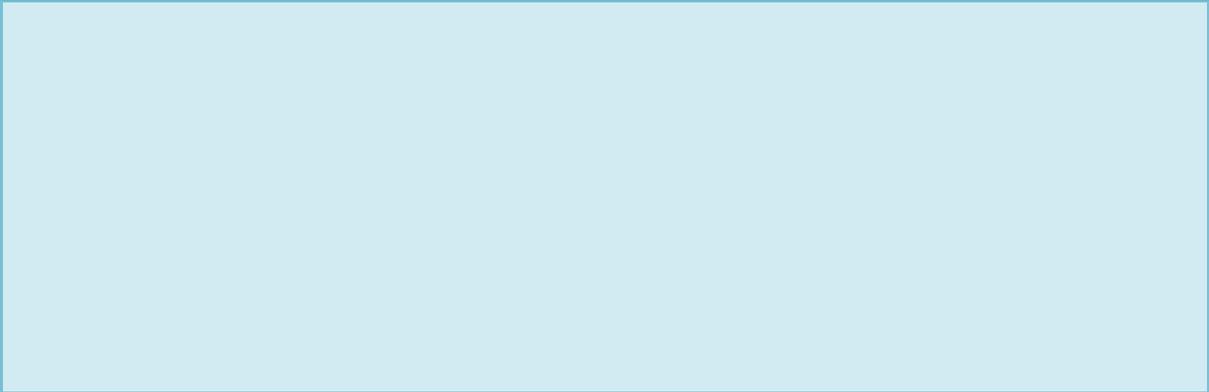
  

	No of Storeys/ floors	No of Bedrooms	No of related persons living in the property	Calculation of internal useable Floor space (M <sup>2</sup> )
Existing				
Proposed				

Listed building Consent (LBC) is required for any alterations or extensions that 'affect the character' of a listed building(s). If the work to be carried out to a listed building is 'like-for-like' (i.e. using the same materials and design to what is already there) then it is deemed repair and maintenance and does not require LBC. If, however, you plan to make any changes, either externally or internally to the building or any objects and structures associated with that building including boundary walls and gates you will require LBC.

<b>03. Validation Criteria in addition to the above if the application is a dual Household and Listed Building Consent application.</b>	<b>Tick</b>
<ul style="list-style-type: none"> <li>Detailed drawings, which may include plans, elevations, and vertical and horizontal sections, must be to a scale of 1:20, and should include all details of the work to be carried out (for example all new doors, windows, window or door furniture, shop fronts, panelling, fireplaces, plaster moulding and other decorative details) and must also indicate the relationship of the proposed works to adjacent existing structures/details [<a href="#">guidance</a>] NR</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Heritage Statement [<a href="#">guidance</a>] LR</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Design and Access Statement [<a href="#">guidance</a>] NR</li> </ul>	<input type="checkbox"/>

**Explanation for not submitting any of the above information, which will be taken into account in deciding whether your application can be registered:**



<b>Signed:</b>	
<b>Dated:</b>	

## FULL PLANNING APPLICATIONS

04. FULL PLANNING PERMISSION APPLICATIONS Validation Checklist	Tick
• Application Form <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Location Plan <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Site Plan <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Plans and Drawings <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Correct Fee <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Design and Access Statement <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• A Scheme of Sustainable Design Measures <a href="#">[guidance]</a> LR	
a) A Scheme of Sustainable Design Measures is included; or	<input type="checkbox"/>
b) A Scheme of Sustainable Design Measures is <u>not</u> included because the site already benefits from adequate energy and water saving measures that cannot be improved and are stated on the plans.	<input type="checkbox"/>
• Tree Survey <a href="#">[guidance]</a> LR	
a) There are no trees within 15m of building works, or areas where ground levels are proposed to be changed; or	<input type="checkbox"/>
b) The plans identify any trees within 15m of any development and the submission includes an assessment of the impact of the development on those trees, including tree protection measures in accordance with the British Standard.	<input type="checkbox"/>
• Flood Risk Assessment <a href="#">[guidance]</a> LR	
c) A flood risk assessment is included; or	<input type="checkbox"/>
d) A flood risk assessment is <u>not</u> included because the property is <u>not</u> within Flood Zone1/low lying land (below 5m datum) and the plans demonstrate how surface water will be dealt with.	<input type="checkbox"/>
• Bat Survey/Ecological Assessment, Mitigate and Enhancement <a href="#">[guidance]</a> LR	

c) A Preliminary Ecological Assessment/Bat Survey and a Presence/Absence Survey, if required, has been included; or	<input type="checkbox"/>															
d) A Preliminary Ecological Assessment has <u>not</u> been included because there is no demolition of any structures, trees and no alterations to the roof are proposed.	<input type="checkbox"/>															
<ul style="list-style-type: none"> <li>• Statement of Existing and Proposed Internal Floorspace [<a href="#">guidance</a>] LR</li> </ul>																
a) The existing and proposed internal floorspace calculations have been included (please complete the table below); or	<input type="checkbox"/>															
b) The existing and proposed internal floorspace calculations have <u>not</u> been included as there is no change in the internal floorspace proposed.	<input type="checkbox"/>															
<table border="1" style="margin: auto;"> <thead> <tr> <th data-bbox="327 882 512 1025"></th> <th data-bbox="512 882 662 1025">No of Storeys/ floors</th> <th data-bbox="662 882 836 1025">No of Bedrooms</th> <th data-bbox="836 882 1051 1025">No of related persons living in the property</th> <th data-bbox="1051 882 1267 1025">Calculation of internal useable Floor space (M<sup>2</sup>)</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 1025 512 1061">Existing</td> <td data-bbox="512 1025 662 1061"></td> <td data-bbox="662 1025 836 1061"></td> <td data-bbox="836 1025 1051 1061"></td> <td data-bbox="1051 1025 1267 1061"></td> </tr> <tr> <td data-bbox="327 1061 512 1097">Proposed</td> <td data-bbox="512 1061 662 1097"></td> <td data-bbox="662 1061 836 1097"></td> <td data-bbox="836 1061 1051 1097"></td> <td data-bbox="1051 1061 1267 1097"></td> </tr> </tbody> </table>			No of Storeys/ floors	No of Bedrooms	No of related persons living in the property	Calculation of internal useable Floor space (M <sup>2</sup> )	Existing					Proposed				
	No of Storeys/ floors	No of Bedrooms	No of related persons living in the property	Calculation of internal useable Floor space (M <sup>2</sup> )												
Existing																
Proposed																
<ul style="list-style-type: none"> <li>• Affordable Housing Statement [<a href="#">guidance</a>] LR</li> </ul>																
a) An Affordable Housing Statement is included; or	<input type="checkbox"/>															
b) An Affordable Housing Statement is <u>not</u> included as the proposal does not include Affordable Housing.	<input type="checkbox"/>															
<ul style="list-style-type: none"> <li>• Application for Specific Local Need [<a href="#">guidance</a>] LR</li> </ul>																
a) An application for Specific Local Need is included; or	<input type="checkbox"/>															
b) An application for Specific Local Need is <u>not</u> included because the proposal does not seek to deliver homes to meet a Specific Local Need.	<input type="checkbox"/>															
<ul style="list-style-type: none"> <li>• Air Quality Assessment [<a href="#">guidance</a>] LR</li> </ul>																
a) An Air Quality Assessment is included; or	<input type="checkbox"/>															
b) An Air Quality Assessment is <u>not</u> included as the proposal already addresses air quality as part of the submitted plans or the development does not include any aspect that triggers an Air Quality Assessment.	<input type="checkbox"/>															

<ul style="list-style-type: none"> <li>Archaeological Assessment [<a href="#">guidance</a>] <b>LR</b></li> </ul>	
a) An Archaeological Assessment is included; or	<input type="checkbox"/>
b) An Archaeological Assessment is <u>not</u> included as the proposal does not require any groundworks (foundations or trenching) and/or the applicant has checked with the Planning Department that this area is not within an Archaeological Constraint Area or within the setting of Scheduled Monument or Listed Building.	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Community Involvement Statement [<a href="#">guidance</a>] <b>LR</b></li> </ul>	
a) A Community Involvement Statement is included; or	<input type="checkbox"/>
b) A Community Involvement Statement is <u>not</u> included as the level of development does not trigger pre-application community involvement.	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Contaminated Land Assessment [<a href="#">guidance</a>] <b>LR</b></li> </ul>	
a) A Contaminated Land Assessment is included; or	<input type="checkbox"/>
b) A Contaminated Land Assessment is <u>not</u> included as the proposal is not on known contaminated land and/or the proposal does not include development that could cause land contamination issues.	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Environmental Statement [<a href="#">guidance</a>] <b>LR</b></li> </ul>	
a) An Environmental Statement is included; or	<input type="checkbox"/>
b) An Environmental Statement is <u>not</u> included on the basis that the proposal is not EIA development and the applicant has confirmed this with the Planning Department.	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Infrastructure Impact Assessment [<a href="#">guidance</a>] <b>LR</b></li> </ul>	
a) An Infrastructure Impact Assessment is included; or	<input type="checkbox"/>
b) Infrastructure Impact Assessment is <u>not</u> included on the basis that there is no significant increase in use of the islands infrastructure (sewage/water supply/energy) over and above the current use of the site.	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Habitat Assessment [<a href="#">guidance</a>] <b>LR</b></li> </ul>	
a) A Habitat Assessment is included; or	<input type="checkbox"/>

b) A Habitat Assessment is <u>not</u> included as the site is not within a SSSI, SAC, SPA and does not involve development that could give rise to likely significant effects upon Priority Species of the Islands and this has been confirmed by the Planning Department.	<input type="checkbox"/>
• Landscaping Scheme [ <a href="#">guidance</a> ] LR	
a) A Landscaping Scheme is included; or	<input type="checkbox"/>
b) A Landscaping Scheme is <u>not</u> included as existing landscaping is adequately shown on the submitted plan and will be retained.	<input type="checkbox"/>
• Lifetime Homes Statement [ <a href="#">guidance</a> ] LR	
a) A Statement of Lifetime Homes is included; or	<input type="checkbox"/>
b) A Statement of Lifetime Homes is <u>not</u> included as the proposal is not seeking to deliver a new residential property that achieves the <a href="#">16-point criteria of a Lifetime Home</a> .	<input type="checkbox"/>
• Noise Assessment [ <a href="#">guidance</a> ] LR	
a) A Noise Assessment is included; or	<input type="checkbox"/>
b) A Noise Assessment is <u>not</u> included on the basis that the proposal does not include any noise generating activities that would require such an assessment.	<input type="checkbox"/>
• Lighting Assessment [ <a href="#">guidance</a> ] LR	
a) A Lighting Assessment is included; or	<input type="checkbox"/>
b) A Lighting Assessment is <u>not</u> included as the proposal does not include any external lighting or illumination.	<input type="checkbox"/>
• Ventilation/Extraction Statement [ <a href="#">guidance</a> ] LR	
a) Ventilation/Extraction Statement is included; or	<input type="checkbox"/>
b) Ventilation/Extraction Statement is <u>not</u> included as no external ventilation/extraction system is proposed.	<input type="checkbox"/>

If you are making a dual application for Listed Building Consent you will also require:

Listed building Consent is required for any alterations or extensions that 'affect the character' of listed building(s). If the work to be carried out to a listed building is 'like-for-like' (i.e. using

the same materials and design to what is already there) then it is deemed repair and maintenance and does not require LBC. If, however, you plan to make any changes, either externally or internally to the building or any objects and structures associated with that building, including boundary walls and gates you will require LBC.

07. and 08. Validation Criteria in addition to the above if the application is a dual Household and Listed Building Consent application.	Tick
<ul style="list-style-type: none"> <li>Detailed drawings, which may include plans, elevations, and vertical and horizontal sections, must be to a scale of 1:20, and should include all details of the work to be carried out (for example all new doors, windows, window or door furniture, shop fronts, panelling, fireplaces, plaster moulding and other decorative details) they must also indicate the relationship of the proposed works to adjacent existing structures/details <a href="#">[guidance]</a> NR</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Heritage Statement <a href="#">[guidance]</a> LR</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Design and Access Statement <a href="#">[guidance]</a> NR</li> </ul>	<input type="checkbox"/>

**Explanation for not submitting any of the above LR information which will be taken into account in deciding whether your application can be registered:**

**Signed:**

**Dated:**

## LISTED BUILDING CONSENT APPLICATIONS – Alternations or Demolition

Listed building Consent (LBC) is required for any alterations or extensions that ‘affect the character’ of listed building(s). If the work to be carried out to a listed building is 'like-for-like' (i.e. using the same materials and design to what is already there) then it is deemed repair and maintenance and does not require LBC. If, however, you plan to make any changes, either externally or internally to the building or any objects and structures associated with that building including boundary walls and gates you will require LBC. Detailed drawings, which may include plans, elevations, and vertical and horizontal sections, must be to a scale of 1:20, and should include

all details of the work to be carried out (for example all new doors, windows, window or door furniture, shop fronts, panelling, fireplaces, plaster moulding and other decorative details) they must also indicate the relationship of the proposed works to adjacent existing structures/details.

For applications to fully demolish a listed building (as opposed to part of a later addition) then it is critical that a structural survey is submitted

11. Listed Building Consent Application Validation Checklist Criteria	Tick
• Application form <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Location Plan <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Plans and Drawings <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Heritage Statement <a href="#">[guidance]</a> LR	<input type="checkbox"/>
• Design and Access Statement <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Structural Survey <a href="#">[guidance]</a> NR	
a) A Structural Survey is included; or	<input type="checkbox"/>
b) A Structural Survey is <u>not</u> included as the proposal does not require any rebuilding or significant repairs that requires a structural assessment.	<input type="checkbox"/>

**Explanation for not submitting any of the above LR information which will be taken into account in deciding whether your application can be registered:**

**Signed:**

**Dated:**

## ADVERTISEMENT CONSENT APPLICATIONS

12. Advertisement Consent Validation Checklist Criteria	Tick
<ul style="list-style-type: none"> <li>• Application Form [<a href="#">guidance</a>] NR</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Location Plan [<a href="#">guidance</a>] NR</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Site Plan [<a href="#">guidance</a>] NR</li> </ul>	<input type="checkbox"/>
<p>The drawing of the proposed advertisement must:</p> <ul style="list-style-type: none"> <li>• be at a scale of 1:20 or 1:50;</li> <li>• show the size of the advertisement and its position on the land or the building in question;</li> <li>• show how you propose to either attach the advertisement to the building or how it will stand within the site;</li> <li>• indicate the materials and colours to be used;</li> <li>• show the height above ground;</li> <li>• where it would project from a building, the extent of projection and provide details of the method and colour(s) of illumination, if applicable.</li> </ul> <p>Photographs and photomontages will also be required. NR</p>	<input type="checkbox"/>

**Explanation for not submitting any of the above information requirements which will be taken into account in deciding whether your application can be registered:**

**Signed:**

**Dated:**

## FULL PLANNING PERMISSION WITH ADVERTISEMENT CONSENT APPLICATIONS

09. Full Planning Permission and Advertisement Consent Validation Checklist Criteria	Tick
• Application Form <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Location Plan <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Site Plan <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Plans and Drawings <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Correct Fee <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Design and Access Statement <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• A Scheme of Sustainable Design Measures <a href="#">[guidance]</a> LR	
c) A Scheme of Sustainable Design Measures is included; or	<input type="checkbox"/>
d) A Scheme of Sustainable Design Measures is <u>not</u> included because the site already benefits from adequate energy and water saving measures that cannot be improved and are stated on the plans.	<input type="checkbox"/>
• Tree Survey <a href="#">[guidance]</a> LR	
c) There are no trees within 15m of building works, or areas where ground levels are proposed to be changed; or	<input type="checkbox"/>
d) The plans identify any trees within 15m of any development and the submission includes an assessment of the impact of the development on those trees, including tree protection measures in accordance with the British Standard.	<input type="checkbox"/>
• Flood Risk Assessment <a href="#">[guidance]</a> LR	
e) A flood risk assessment is included; or	<input type="checkbox"/>
f) A flood risk assessment is <u>not</u> included because the property is <u>not</u> within Flood Zone1/low lying land (below 5m datum) and the plans demonstrate how surface water will be dealt with.	<input type="checkbox"/>
• Bat Survey/Ecological Assessment, Mitigate and Enhancement <a href="#">[guidance]</a> LR	

e) A Preliminary Ecological Assessment/Bat Survey and a Presence/Absence Survey, if required, has been included; or	<input type="checkbox"/>															
f) A Preliminary Ecological Assessment has <u>not</u> been included because there is no demolition of any structures, trees and no alterations to the roof are proposed.	<input type="checkbox"/>															
<ul style="list-style-type: none"> <li>• Statement of Existing and Proposed Internal Floorspace [<a href="#">guidance</a>] LR</li> </ul>																
a) The existing and proposed internal floorspace calculations have been included (please complete the table below); or	<input type="checkbox"/>															
b) The existing and proposed internal floorspace calculations have <u>not</u> been included as there is no change in the internal floorspace proposed.	<input type="checkbox"/>															
<table border="1"> <thead> <tr> <th></th> <th>No of Storeys/ floors</th> <th>No of Bedrooms</th> <th>No of related persons living in the property</th> <th>Calculation of internal useable Floor space (M<sup>2</sup>)</th> </tr> </thead> <tbody> <tr> <td>Existing</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Proposed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			No of Storeys/ floors	No of Bedrooms	No of related persons living in the property	Calculation of internal useable Floor space (M <sup>2</sup> )	Existing					Proposed				
	No of Storeys/ floors	No of Bedrooms	No of related persons living in the property	Calculation of internal useable Floor space (M <sup>2</sup> )												
Existing																
Proposed																
<ul style="list-style-type: none"> <li>• Affordable Housing Statement [<a href="#">guidance</a>] LR</li> </ul>																
a) An Affordable Housing Statement is included; or	<input type="checkbox"/>															
b) An Affordable Housing Statement is <u>not</u> included as the proposal does not include Affordable Housing.	<input type="checkbox"/>															
<ul style="list-style-type: none"> <li>• Application for Specific Local Need [<a href="#">guidance</a>] LR</li> </ul>																
a) An application for Specific Local Need is included; or	<input type="checkbox"/>															
b) An application for Specific Local Need is <u>not</u> included because the proposal does not seek to deliver homes to meet a Specific Local Need.	<input type="checkbox"/>															
<ul style="list-style-type: none"> <li>• Air Quality Assessment [<a href="#">guidance</a>] LR</li> </ul>																
a) An Air Quality Assessment is included; or	<input type="checkbox"/>															
b) An Air Quality Assessment is <u>not</u> included as the proposal already addresses air quality as part of the submitted plans or the development does not include any aspect that triggers an Air Quality Assessment.	<input type="checkbox"/>															

<ul style="list-style-type: none"> <li>Archaeological Assessment [<a href="#">guidance</a>] LR</li> </ul>	
a) An Archaeological Assessment is included; or	<input type="checkbox"/>
b) An Archaeological Assessment is <u>not</u> included as the proposal does not require any groundworks (foundations or trenching) and/or the applicant has checked with the Planning Department that this area is not within an Archaeological Constraint Area or within the setting of Scheduled Monument or Listed Building.	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Community Involvement Statement [<a href="#">guidance</a>] LR</li> </ul>	
a) A Community Involvement Statement is included; or	<input type="checkbox"/>
b) A Community Involvement Statement is <u>not</u> included as the level of development does not trigger pre-application community involvement.	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Contaminated Land Assessment [<a href="#">guidance</a>] LR</li> </ul>	
a) A Contaminated Land Assessment is included; or	<input type="checkbox"/>
b) A Contaminated Land Assessment is <u>not</u> included as the proposal is not on known contaminated land and/or the proposal does not include development that could cause land contamination issues.	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Environmental Statement [<a href="#">guidance</a>] LR</li> </ul>	
a) An Environmental Statement is included; or	<input type="checkbox"/>
b) An Environmental Statement is <u>not</u> included on the basis that the proposal is not EIA development and the applicant has confirmed this with the Planning Department.	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Infrastructure Impact Assessment [<a href="#">guidance</a>] LR</li> </ul>	
a) An Infrastructure Impact Assessment is included; or	<input type="checkbox"/>
b) Infrastructure Impact Assessment is <u>not</u> included on the basis that there is no significant increase in use of the islands infrastructure (sewage/water supply/energy) over and above the current use of the site.	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Habitat Assessment [<a href="#">guidance</a>] LR</li> </ul>	
a) A Habitat Assessment is included; or	<input type="checkbox"/>

b) A Habitat Assessment is <u>not</u> included as the site is not within a SSSI, SAC, SPA and does not involve development that could give rise to likely significant effects upon Priority Species of the Islands and this has been confirmed by the Planning Department.	<input type="checkbox"/>
• Landscaping Scheme [ <a href="#">guidance</a> ] <b>LR</b>	
a) A Landscaping Scheme is included; or	<input type="checkbox"/>
b) A Landscaping Scheme is <u>not</u> included as existing landscaping is adequately shown on the submitted plan and will be retained.	<input type="checkbox"/>
• Lifetime Homes Statement [ <a href="#">guidance</a> ] <b>LR</b>	
a) A Statement of Lifetime Homes is included; or	<input type="checkbox"/>
b) A Statement of Lifetime Homes is <u>not</u> included as the proposal is not seeking to deliver a new residential property that achieves the <a href="#">16-point criteria of a Lifetime Home</a> .	<input type="checkbox"/>
• Noise Assessment [ <a href="#">guidance</a> ] <b>LR</b>	
a) A Noise Assessment is included; or	<input type="checkbox"/>
b) A Noise Assessment is <u>not</u> included on the basis that the proposal does not include any noise generating activities that would require such an assessment.	<input type="checkbox"/>
• Lighting Assessment [ <a href="#">guidance</a> ] <b>LR</b>	
a) A Lighting Assessment is included; or	<input type="checkbox"/>
b) A Lighting Assessment is <u>not</u> included as the proposal does not include any external lighting or illumination.	<input type="checkbox"/>
• Ventilation/Extraction Statement [ <a href="#">guidance</a> ] <b>LR</b>	
a) Ventilation/Extraction Statement is included; or	<input type="checkbox"/>
b) Ventilation/Extraction Statement is <u>not</u> included as no external ventilation/extraction system is proposed.	<input type="checkbox"/>
• The drawing of the proposed advertisement <b>NR</b> , which must:	
• be at a scale of 1:20 or 1:50, • show the size of the advertisement and its position on the land or the building in question,	<input type="checkbox"/>

- show how you propose to either attach the advertisement to the building or how it will stand within the site,
- indicate the materials and colours to be used,
- show the height above ground,
- where it would project from a building, the extent of projection and provide details of the method and colour(s) of illumination, if applicable.

Photographs and photomontages will also be required.

**NR**

**Explanation for not submitting any of the above information which will be taken into account in deciding whether your application can be registered:**

**Signed:**

**Dated:**

## TREE WORKS APPLICATIONS

31. Tree works Validation Checklist Criteria	Tick
<ul style="list-style-type: none"> <li>Application Form <a href="#">[guidance]</a> NR</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Location Plan <a href="#">[guidance]</a> NR</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>For works to trees protected by a Tree Protection Order, the following information must be provided: A completed and dated application form, with all mandatory questions answered, a sketch plan showing the location of all trees and a Tree Survey or Arboricultural Assessment <a href="#">[guidance]</a> NR</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>For works to trees in Conservation Areas, it is important to supply precise and detailed information on the proposal. Please therefore provide a completed and dated form, with all questions answered, sketch plan showing the precise location of all tree(s), and a full and clear specification of the works to be carried out. NR</li> </ul>	<input type="checkbox"/>

**Explanation for not submitting any of the above information which will be taken into account in deciding whether your application can be registered:**

**Signed:**

**Dated:**

## LAWFUL USE OR DEVELOPMENT CERTIFICATE APPLIATIONS

14. and 15 Certificate of Lawful Use Validation Checklist Criteria	Tick
<ul style="list-style-type: none"> <li>• Application Form [<a href="#">guidance</a>] <b>NR</b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Location Plan [<a href="#">guidance</a>] <b>NR</b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Site Plan [<a href="#">guidance</a>] <b>NR</b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Plans and Drawings [<a href="#">guidance</a>] <b>NR</b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Correct Fee [<a href="#">guidance</a>] <b>NR</b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <u>For existing development</u>, as much information and evidence as possible must be supplied to verify the information included in the application. For example: statutory declaration from person/persons with knowledge of the existing use/works carried out, plans and drawings, sworn affidavits from previous employees, suppliers, contractors etc. who have had dealings with a business in the past, receipts and invoices for goods and services, vehicle registration documents, VAT receipts for commercial businesses, previous rates, council tax and community charge bills. If there is insufficient information presented, a certificate will not be issued. The onus lies with the applicant to supply enough evidence to enable the Council to determine the application. <b>NR</b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <u>For proposed development</u> the application should include existing and proposed elevations, site plan (block plan) of the site, existing and proposed floor plans, site survey plan and a planning statement. All applications should be accompanied by a location plan. <b>NR</b></li> </ul>	<input type="checkbox"/>

**Explanation for not submitting any of the above information which will be taken into account in deciding whether your application can be registered:**

**Signed:**

**Dated:**

## REMOVAL OF VARIATION OF A CONDITION FOLLOWING GRANT OF PLANNING PERMISSION

25. Removal or Variation of Condition Validation Checklist Criteria	Tick
• Application Form <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Location Plan <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Site Plan <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Plans and Drawings <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Correct Fee <a href="#">[guidance]</a> NR	<input type="checkbox"/>

**Explanation for not submitting any of the above information which will be taken into account in deciding whether your application can be registered:**

--

**Signed:**

--

**Dated:**

--

## APPLICATION FOR DISCHARGE OF CONDITION

27. Discharge of Condition Validation Checklist	Tick
• Application Form [ <a href="#">guidance</a> ] NR	<input type="checkbox"/>
• Correct Fee [ <a href="#">guidance</a> ] NR	<input type="checkbox"/>
• The Specific details required by the condition(s) (please list):	<input type="checkbox"/>

**Explanation for not submitting any of the above information which will be taken into account in deciding whether your application can be registered:**

--

<b>Signed:</b>	
<b>Dated:</b>	

## A NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF PLANNING PERMISSION

34. Non-Material Amendments Validation Checklist Criteria	Tick
• Application Form <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Location Plan <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Site Plan <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Plans and Drawings <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Correct Fee <a href="#">[guidance]</a> NR	<input type="checkbox"/>

**Explanation for not submitting any of the above information which will be taken into account in deciding whether your application can be registered:**

--

**Signed:**

**Dated:**

# National Requirements

## 1. Application form

All sections need be completed using the relevant national 1APP form - <http://www.planningportal.gov.uk/planning/>

If included in the application form, an ownership and agricultural holdings certificate (A, B, C or D) must be completed stating the ownership of the property and whether or not the site includes an agricultural holding. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. A notice to the owner of the application site must be completed and served in accordance with Article 12 of the Development Management Procedure Order. All agricultural tenants must be notified prior to the submission of the application.

Downloadable Forms: <http://www.scilly.gov.uk/planning/make-planning-application/planning-application-forms#Application%20Forms>

## 2. Location plan

The plan must show the site location outlined in red at a standard metric scale (typically 1:1250 or 1:2500) with a north point. Any other land owned by the applicant must be outlined in blue. Plans should identify sufficient roads and/or buildings on land adjoining the application site so that the exact location of the application site is clear.

Every plan (including all copies) based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice.

Guidance: [https://ecab.planningportal.co.uk/uploads/1app/maps\\_plans\\_and\\_planning\\_apps.pdf](https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf)

## 3. Site Plan

A site plan showing the proposal in relation to the site boundaries, other buildings and trees at a metric scale (suggestive scale 1:200 or 1:500). It must also show the (a) direction of North, (b) the proposed development in relation to the site boundaries and other existing buildings on the site, (and the following, unless these would NOT influence or be affected by the proposed development) (c) all buildings roads and footpaths on land adjoining the site including access arrangements, (d) all public rights of way crossing or adjoining the site, (e) the position of all trees on the site, and those on the adjacent land, (f) the extent and type of any hard surfacing; and (g) boundary treatment including walls or fencing where this is proposed.

Guidance: [https://ecab.planningportal.co.uk/uploads/1app/maps\\_plans\\_and\\_planning\\_apps.pdf](https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf)

## 4. Correct fee

Planning application fees are due to be paid at the point of submitting your application. The payment of a fee does not guarantee the outcome of the decision on your application. The fees are set nationally based on the [Town and Country Planning \(Fees for applications, deemed applications, requests and site visits\) \(England\) Regulations 2012 \(as amended\)](#). See the Planning Portal for a useful fee

calculator:

<http://www.planningportal.gov.uk/PpApplications/genpub/en/StandaloneFeeCalculator>

Guidance: [https://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

## 5. Design and Access Statement

A design and access (DAS) statement is a short report accompanying and supporting a planning application. They provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. Please refer to the Planning Portal for information about which types of application require a Design and Access Statement (DAS)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/222051/Streamlining\\_the\\_planning\\_application\\_process\\_-\\_government\\_response.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/222051/Streamlining_the_planning_application_process_-_government_response.pdf)

A DAS does not form part of the application but is a short report to support and provide an evidence base for a planning application. It should seek to explain and justify the proposal in a structured way. The level of detail required in a DAS will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The DAS should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A section regarding Climate Change and Sustainability should also be included for major development proposals. Information provided within the DAS cannot be a substitute for other requirements in either the national or local list. ”

Guidance: <https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them>

## 6. Plans and Drawings

- Block plan of the site, showing: site boundaries; the type and height of boundary treatment (e.g. walls, fences), where a change is proposed; the position of any building or structure on the other side of such boundaries, where these could influence or be affected by the proposed development.
- Elevations – all existing and proposed elevations to be shown at a metric scale of 1:50 or 1:100 (unless retrospective)
- Floor plans – existing (where relevant) and proposed at a metric scale of 1:50 or 1:100.
- Sections – required where any proposal involves a change in levels or is on a sloping site. Drawings should include finished floor levels.

## Local Requirements

In addition to the above national list validation requirements, set out below is a list of local validation requirements which details specific documentation that is required to accompany the application, to address local circumstances and issues. The requirements will vary according to the type, scale and nature of the application being made, i.e. household, full, advertisement or [major development](#) etc.

### 7. Air Quality Assessment

<b>Air Quality Assessment</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 170(e), 178-183, 210 <b>Local Plan Policy</b> <b>2005:</b> Policy 1 <b>2015-2030:</b> Policy OE3
<b>Description</b>	Applications involving potential pollutants should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary.
<b>Required where:</b>	Development proposals that involve new industrial uses, residential development proposals on sites suspected to be contaminated or residential developments of 5 or more homes.
<b>Links to guidance:</b>	<a href="https://www.gov.uk/guidance/air-quality--3">https://www.gov.uk/guidance/air-quality--3</a>

### 8. Archaeological Assessment

<b>Archaeological Monitoring Brief</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 189 - 202 <b>Local Plan Policy</b> <b>2005:</b> Policy 1 <b>2015-2030:</b> Policy OE7
<b>Description</b>	Site archaeological work involves consultation of a broad range of sources including historic maps, aerial photographs, archaeological journals and databases. The resulting report will assess the likelihood and possible nature of any archaeology present, and the risk the development may pose to it. Applicants are advised to discuss their proposals with the Council's Planning and Development Department who will be able to advise whether this assessment is necessary and which individuals or companies will be able to carry one out on your behalf.
<b>Required where:</b>	Development proposals where any proposal includes works on or adjoining a site of known or suspected archaeological interest.
<b>Links to guidance:</b>	<a href="#">Desk Based Assessment Guidance</a> ; <a href="#">ALGAO Planning Advice</a> , <a href="#">Heritage Gateway</a> ; <a href="#">Cornwall and Isles of Scilly Historic Environment</a>

### 9. Community Involvement Statement

<b>Community Involvement Statement</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 39, 40 <b>Local Plan Policy</b> <b>2005:</b> n/a <b>2015-2030:</b> n/a

<b>Description</b>	Applicants for larger developments are encouraged to consult with the local community prior to making a planning application. The statement should set out how and when consultation has been carried out and how the needs of equality groups have been considered when running the consultation. It should set out the issues raised and whether any changes have been made to the scheme as a result and if not, why not. It may be appropriate to include this item within a Planning Statement. Where no Community Involvement has been conducted the Statement must still be provided and should confirm 'Nil Involvement'
<b>Required where:</b>	Required for 'Significant Applications' which for Scilly is any major development, any departure from the development plan, EIA development applications.
<b>Links to guidance:</b>	Community Engagement Planning Toolkit: <a href="#">Here</a>

## 10. Contaminated Land Assessment

<b>Contaminated Land Assessment</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 18, 170, 178, 179, 180 <b>Local Plan Policy:</b> <b>2005:</b> Policy 1 <b>2015-2030:</b> Policy OE3
<b>Description</b>	A report to determine the existence of contaminated land, its nature and the risks it may pose to the proposed development and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level. Where contamination is known or suspected or the development site is in the vicinity of such land, a report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination.
<b>Required where:</b>	Where contamination is known or suspected or the development site is in the vicinity of such land, and ground-works are proposed; or, There is a vulnerable or sensitive end user i.e. new housing, schools, nurseries, hospitals and allotments.
<b>Links to guidance:</b>	<a href="#">Land Contamination: Technical Guide</a> ; <a href="#">Model Procedures for the Management of Contaminated Land</a>

## 11. Ecological Assessment, Mitigation and Enhancement Strategy

<b>Bat Survey/ Ecological Assessment, Mitigation and Enhancement Strategy</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 20, 118, <b>Local Plan Policy:</b> <b>2005:</b> Policy 1 <b>2015-2030:</b> Policy SS2, SS3, OE2
<b>Description</b>	If development is likely to have a significant impact on the Special Area of Conservation a screening opinion should be sought from Natural England. As a result, an Appropriate Assessment may be necessary. Notwithstanding the above, an Extended Phase 1 Habitat Survey is usually required. Depending on the results of this,

	further protected species surveys may be necessary, such as bats or birds.
<b>Required where:</b>	Development proposals for any demolition of a building, alterations to any roof of a building, for residential development of 1 or more new dwelling, development proposed where protected species are known to be present, if proposal is within or adjacent to a designated nature conservation site (SAC, SPA, SSSI, LNR and biodiversity network), for any proposed tree works of aged or veteran trees, floodlighting green space or lighting churches/listed buildings; development on or over intertidal habitats
<b>Links to guidance:</b>	<a href="#">Isles of Scilly Biodiversity and Geodiversity SPD</a> , <a href="https://cieem.net/resource/what-to-expect-from-a-bat-survey-a-guide-for-uk-homeowners/">https://cieem.net/resource/what-to-expect-from-a-bat-survey-a-guide-for-uk-homeowners/</a> ; <a href="#">2005 Circular on Biodiversity and Geological Conservation</a> ; <a href="#">ALGE Validating a Planning Application</a>

## 12. Environmental Statement

Environmental Statement	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 174, 175 <b>Local Plan Policy:</b> <b>2005:</b> Policy 1 <b>2015-2030:</b> Policy OE1, OE2
<b>Description</b>	Where an Environmental Impact Assessment (EIA) is required, Schedule 4 of the regulations sets out the information that should be included in an Environmental Statement. You may request a 'screening opinion' (i.e. to determine whether EIA is required) and a 'scoping opinion' (scope of EIA) by writing to us before submitting a planning application. In cases, where a full EIA is not required, we may still require environmental information to be provided (refer to item 6). If other forms of permissions are required, such as Environment Agency discharge consent or Marine Management Organisation (MMO) license, it is recommended that the requirements of these separate processes are included in the EIA.
<b>Required where:</b>	Developments likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 or Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011
<b>Links to guidance:</b>	<a href="http://www.legislation.gov.uk/ukxi/2017/571/made/data.pdf">http://www.legislation.gov.uk/ukxi/2017/571/made/data.pdf</a> and MMO licensing: <a href="https://www.gov.uk/how-marine-licensing-works-and">https://www.gov.uk/how-marine-licensing-works-and</a> EA discharge consents: <a href="https://www.gov.uk/permits-you-need-for-septic-tanks">https://www.gov.uk/permits-you-need-for-septic-tanks</a>

## 13. Habitat/Biodiversity Assessment

Habitat Assessment	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 174, 175 <b>Local Plan Policy:</b> <b>2005:</b> Policy 1 <b>2015-2030:</b> Policy OE1, OE2
<b>Description</b>	You may request screening and scoping opinions from the Local Authority. The Local Authority will consult Natural England who provides the final sign-off of the Habitats Regulation Assessment.

	The Isles of Scilly Wildlife Trust may provide information in relation to providing advice to developers. Information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. When proposals are made for mitigation and/or compensation measures information to support those proposals will be required.
<b>Required where:</b>	Where developments might have an adverse likely significant effect on nearby European Sites including any Special Areas of Conservation (SACs), Special Protection Areas (SPAs) or Ramsar sites.
<b>Links to guidance:</b>	<a href="http://www.ukmpas.org/pdf/practical_guidance/HRGN1.pdf">http://www.ukmpas.org/pdf/practical_guidance/HRGN1.pdf</a> and <a href="https://www.legislation.gov.uk/ukxi/2010/490/made/data.pdf">https://www.legislation.gov.uk/ukxi/2010/490/made/data.pdf</a>

## 14. Heritage Statement and Statement of Significance

<b>Heritage Statement/Statement of Significance</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 189 <b>Local Plan Policy:</b> <b>2005:</b> Policy 1 <b>2015-2030:</b> Policy OE7
<b>Description</b>	The scope and degree of detail necessary in a Heritage Statement will vary according to each application, but it is expected that an acceptable Heritage Statement will contain sufficient detail to understand the history, character and significance of the building, site or area concerned (the 'heritage asset'); describe the extent and nature of the proposed development; the impact of that development on the heritage asset; the justification for the works, and any mitigation proposed.
<b>Required where:</b>	Any application which affects a 'designated heritage asset' or its setting. Designated Heritage Assets on the Isles of Scilly include Listed Buildings, Conservation Areas, Registered Historic Parks and Gardens, the Heritage Coast and Scheduled Ancient Monuments. A Heritage Statement may also be requested if the Council identifies a building or site as a 'non-designated heritage asset' of architectural, historic, archaeological or artistic interest during the pre-application or application process.
<b>Links to guidance:</b>	<a href="http://heritagehelp.org.uk/planning/heritage-statements">http://heritagehelp.org.uk/planning/heritage-statements</a> and <a href="http://www.cornwall.gov.uk/environment-and-planning/historic-environment/">http://www.cornwall.gov.uk/environment-and-planning/historic-environment/</a> and

## 15. Infrastructure Impact Assessment

<b>Infrastructure Impact Assessment</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 153, 127 <b>Local Plan Policy:</b> <b>2005:</b> Policy 1 <b>2015-2030:</b> Policy SS2, OE1, SS8
<b>Description</b>	Assessment would need to explain existing connection arrangements and identify where new connections are required. Consideration will be required as to the capacity of any new connection. All new buildings need separate connections to foul and storm water sewers. Every effort should be made to connect to the public

	sewerage system, where appropriate. If this is not possible applicants must show that alternative means of disposal (such as a package treatment plant or septic tank) are satisfactory. If the proposal requires a soakaway system to properly dispose of effluent, applicants must also prove that the site is suitable for such a system by way of satisfactory percolation tests.
<b>Required where:</b>	For new residential development schemes that comprise new dwellings or conversions. All new buildings or conversions where a new connection is required for foul and surface water drainage and where a water supply is required.
<b>Links to guidance:</b>	<a href="http://www.water.org.uk/wp-content/uploads/2018/12/Capacity-Assessment-Framework-Guidance-Document-Final.pdf">http://www.water.org.uk/wp-content/uploads/2018/12/Capacity-Assessment-Framework-Guidance-Document-Final.pdf</a>

## 16. Landscaping scheme

<b>Landscaping Scheme</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 153, 127 <b>Local Plan Policy:</b> <b>2005:</b> Policy 1 <b>2015-2030:</b> Policy SS2, OE1, SS8
<b>Description</b>	Proposals to include details of hard and soft landscaping layout and management approach. In particular details of all existing trees and hedgerows, details of those to be retained with measures for their protection during the course of development, as schedule of proposed plant species, size, density and planting locations as well as a an implementation programme
<b>Required where:</b>	New residential development of five new dwellings or more; or Buildings with a floor space of 1000 sq. m or more, or Sites of 1 ha or more. For renewable energy developments
<b>Links to guidance:</b>	<a href="#">IOS Design Guide SPD</a>

## 17. Lifetime Homes Statement

<b>Lifetime Homes Assessment</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 170(e), 180 <b>Local Plan Policy:</b> <b>2005:</b> <b>2015-2030:</b> Policy LC3
<b>Description</b>	The Lifetime Homes Standard is generally higher than that required by Part M of the Building Regulations (which deals with accessibility), although some elements of Part M are equal to the Lifetime Homes requirements or need relatively minor changes to comply.
<b>Required where:</b>	Five new dwellings or more proposed
<b>Links to guidance:</b>	A Lifetime Homes Statement sets out how the 16 lifetime homes criteria are met in the specified dwellings: <a href="http://www.lifetimehomes.org.uk/">http://www.lifetimehomes.org.uk/</a> ; <a href="#">16-point criteria of a Lifetime Home.</a>

## 18. Noise Assessment

<b>Noise Assessment</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 170(e), 180 <b>Local Plan Policy:</b>

	<b>2005:</b> Policy 1, 2 <b>2015-2030:</b> Policy SS8, Policy OE3
<b>Description</b>	The noise assessment should include appropriate noise mitigation measures.
<b>Required where:</b>	Planning permission for applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise
<b>Links to guidance:</b>	<a href="https://www.gov.uk/guidance/noise--2">https://www.gov.uk/guidance/noise--2</a>

## 19. Affordable Housing Statement

<b>Affordable Housing Statement</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 11, 61 <b>Local Plan Policy:</b> <b>2005:</b> Policy 3 <b>2015-2030:</b> Policy LC1
<b>Description</b>	Numbers, types, sizes and tenures of dwellings. Details of the mechanism by which the houses will remain affordable. Details of occupancy restriction and management. The statement should demonstrate how the proposal meets an identified local need.
<b>Required where:</b>	For residential development seeking to deliver a single home to meet a Specific Local Need or for multiple homes to address Affordable Housing Needs of the islands.
<b>Links to guidance:</b>	

## 20. Agricultural Justification Statement

<b>Agricultural Justification Statement</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 83, 170 <b>Local Plan Policy:</b> <b>2005:</b> Policy 3 and Policy 4 <b>2015-2030:</b> Policy LC4, WC1, WC3
<b>Description</b>	You will need to provide a detailed statement of the agricultural enterprise, the size of the holding, length of tenancy and details of the size, type and use of proposed new buildings for the purposes of the business. You should also include details of the extent and makeup of any proposed new track or newly surfaced track.
<b>Required where:</b>	Applications for agricultural development or works such as new barns, buildings or tracks.
<b>Links to guidance:</b>	

## 21. Lighting Assessment

<b>Lighting Assessment</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 180 <b>Local Plan Policy:</b> <b>2005:</b> <b>2015-2030:</b> Policy OE1, OE4

<b>Description</b>	The statement should include information detailing how adverse impact on the sunlight or daylight enjoyed by adjoining properties may be reduced
<b>Required where:</b>	Householder, planning permission, listed building consent and tree works where proposals potentially have an adverse impact on the daylight/sunlight enjoyed by adjoining properties or buildings or where it could have adverse impacts upon the islands Dark Night Skies.
<b>Links to guidance:</b>	<a href="#">Dark Skies Handbook</a>

## 22. Financial Viability Statement

<b>Financial Viability Statement</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 80, 83, 85, 86 <b>Local Plan Policy:</b> <b>2005:</b> Policy 4 <b>2015-2030:</b> Policy SS4, SS3, WC3, WC4, WC6
<b>Description</b>	Evidence of how the proposal will enable the existing business to remain viable and support and contribute to the wider economy. Evidence of business being economically unviable and evidence of marketing an existing business for at least 12 months at a reasonable value
<b>Required where:</b>	Development proposals for the diversification rural economies and businesses where it supports the ongoing viability of them. Change of use of ground floor retail within Hugh Town, changes of use of industrial units at Porthmellon Industrial Estate or other business premises or tourist accommodation where they are no longer commercially viable.
<b>Links to guidance:</b>	

## 23. Flood Risk Assessment

<b>Flood Risk Assessment</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 34, 43 <b>Local Plan Policy:</b> <b>2005:</b> Policy 1 <b>2015-2030:</b> Policy SS7
<b>Description</b>	A Flood Risk Assessment (FRA) will be required for development on a site where there is a potential risk of flooding. Including areas below 5 m datum. The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.
<b>Required where:</b>	Development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency.
<b>Links to guidance:</b>	General advice is available from the <a href="#">Environment Agency</a> including information on <a href="#">SUDS</a> . <a href="#">Flood repairable house guidance</a>

## 24. Travel Plan/Transport Assessment

Travel Plan/Transport Assessment	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 84, 102, 103, 105 <b>Local Plan Policy:</b> <b>2005:</b> Policy 5 <b>2015-2030:</b> Policy SS9, SS10
<b>Description</b>	The Travel Plan or Transport Assessment should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes it should outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should give details of proposed measures to improve access by public transport, walking, cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.
<b>Required where:</b>	Development proposals that have significant transport implications. The assessment should reflect the scale of the development with a travel plan needed for large scale proposals
<b>Links to guidance:</b>	General advice is available from the <a href="#">Environment Agency</a> including information on <a href="#">SUDS</a> .

## 25. Site Waste Management Plan

Site Waste Management Plan	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 20, <b>Local Plan Policy:</b> <b>2005:</b> Policy 6 <b>2015-2030:</b> Policy SS1, SS2, OE5
<b>Description</b>	A site waste management plan is a document that describes, in detail, the amount and type of waste from a construction project and how it will be reused, recycled or disposed of.
<b>Required where:</b>	A Site Waste Management Plan is needed for all types of proposed development and should demonstrate the efficient use of construction materials and methods so that waste is minimised and any waste that is produced can be re-used, recycled or recovered in other ways before disposal options are explored.
<b>Links to guidance:</b>	<a href="#">Guide to Site Waste Management Plans</a>

## 26. Structural Survey

Structural Survey	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 83, <b>Local Plan Policy:</b> <b>2005:</b> Policy 1 <b>2015-2030:</b> Policy SS3, OE7
<b>Description</b>	The Structural/Building Survey report should describe the condition of each element of a building and identify the property's defects, their apparent cause, the urgency of repair as well as maintenance options.
<b>Required where:</b>	Where the conversion of a building is proposed, such as a traditional or historically important agricultural building or a designated heritage asset is to be converted to another use.

<b>Links to guidance:</b>	
---------------------------	--

## 27. Statement of Existing and Proposed Internal Floorspace

<b>Statement of Existing and Proposed Internal Floorspace</b>	
<b>Justification</b>	<b>NPPF 2019:</b> Paragraph 127(f), <b>Local Plan Policy:</b> <b>2005:</b> <b>2015-2030:</b> Policy LC3, LC8, LC9, SS3
<b>Description</b>	In order to retain a supply of smaller and affordable homes the Local Plan requires. In order to prevent cramped homes that do not meet the minimum space standards.
<b>Required where:</b>	For development proposals for new dwellings, for domestic extensions, for conversions to residential use and for replacement dwellings. These should demonstrate a size that relates to the National Describes Space Standards.
<b>Links to guidance:</b>	<a href="#">Technical Housing Standards – Nationally Described Space Standards</a>

## 28. Tree Survey/Assessment

<b>Tree Survey/Assessment</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 127(f), <b>Local Plan Policy:</b> <b>2005:</b> Policy 1 <b>2015-2030:</b> Policy OE2, OE1, OE7, LC6
<b>Description</b>	A tree survey will include a plan that identifies the position of the tree(s) and a schedule that describes them. A tree constraints plan may be needed to indicate how the trees will influence the layout of the design. An arboriculture method statement can also be included which details how trees will be protected in relation to the finalised design
<b>Required where:</b>	Development proposals require the removal of trees in a conservation area. Where Tree Felling or Tree Works are proposed to a tree with a Tree Preservation Order
<b>Links to guidance:</b>	<a href="#">A guide to good management.</a> , <a href="#">Tree Surveys: A guide to Good Practice</a> ; Further advice is available from <a href="#">BS 5837:2005 - Trees in relation to construction</a>

## 29. Statement of Sustainable Design Methods

<b>Statement of Sustainable Design Methods</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 7, 16, 38, 78, 124 <b>Local Plan Policy:</b> Policy 2, 6 <b>2005:</b> <b>2015-2030:</b> Policy SS1, SS2, WC6,
<b>Description</b>	The statement needs to demonstrate how the proposal incorporates onsite solutions to reduce energy and water

	consumption, including water harvesting measures and micro-generation.
<b>Required where:</b>	Development proposals for any new buildings and conversions as well as for domestic extensions.
<b>Links to guidance:</b>	<a href="#">Good Practice Guide</a> , <a href="#">IOS Design Guide</a> ; <a href="#">Guide to Sustainable Design</a> , <a href="#">Isles of Scilly SPD Sustainable Energy</a> ; <a href="#">Sustainable Design and Construction</a> ,

### 30. Ventilation/Extraction Statement

<b>Ventilation/Extraction Statement</b>	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 170(e), 180 <b>Local Plan Policy:</b> <b>2005:</b> Policy 1 and 2 <b>2015-2030:</b> Policy OE3, OE1, OE2, OE7
<b>Description</b>	Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics will be required to accompany all applications for the use of premises for purposes within the stated use classes
<b>Required where:</b>	Development proposals that including any ventilation or extraction system.
<b>Links to guidance:</b>	<a href="https://www.gov.uk/guidance/noise--2">https://www.gov.uk/guidance/noise--2</a>

## DEFINITIONS

<b>Major Development</b>
<p>The definition of a Major application in the Development Management Order<sup>2</sup> is development involving any one or more of the following:</p> <ul style="list-style-type: none"> <li>a) the winning and working of minerals or the use of land for mineral-working deposits;</li> <li>b) waste development;</li> <li>c) the provision of dwellinghouses where: <ul style="list-style-type: none"> <li>i. the number of dwellinghouses to be provided is 10 or more; or</li> <li>ii. the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);</li> </ul> </li> <li>d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or</li> <li>e) development carried out on a site having an area of 1 hectare or more</li> </ul>

<b>Use Classes</b>		
Use classes refer to classes set out in the schedule to The Town and Country Planning (Use Classes) Order 1987 <sup>3</sup> (as amended).		
<b>Class</b>		<b>Description</b>
Class A	A1 Shops	Shops, retail warehouses, hairdressers, undertakers, travel and ticket agencies, post offices, pet shops, sandwich bars, showrooms, domestic hire shops, dry cleaners, funeral directors and internet cafes
	A2 Financial and professional services.	Financial services such as banks and building societies, professional services (other than health and medical services) and including estate and employment agencies. It does not include betting offices or pay day loan shops - these are now classed as “sui generis” uses (see below).
	A3 Restaurants and cafés	For the sale of food and drink for consumption on the premises - restaurants, snack bars and cafes.
	A4 Drinking establishment	Drinking establishments such as public houses, wine bars or other such establishments.
	A5 Hot food takeaways	For the sale of hot food intended for consumption off the premises.
Class B	B1 Business	<p>B1(a): Offices – except those already mentioned within Class A2</p> <p>B1(b): Premises for Research and Development</p> <p>B1(c): Industrial processes which “can” take place within a residential area without damaging the “amenity of that area”</p>

<sup>2</sup> <https://www.legislation.gov.uk/uksi/2015/595/made/data.pdf>

<sup>3</sup> <https://www.legislation.gov.uk/uksi/1987/764/made/data.pdf>

		Since these classes are described in quite general terms, professional advice is advisable before proceeding with negotiations to occupy commercial premises. As the remaining Classes in Part B continue, the uses begin to relate to increasingly specific industrial processes.
	B2 General industrial use	General Industrial Use for the use of carrying on an industrial process other than one falling within class B1 and they may not be correct.
	B8 Storage or distribution	Applies to properties which are used for storage or as a distribution centre.
Class C	C1 Hotels	Class C1 deals with hotels, boarding houses, guest houses. This does not include premises which offer care as part of their services. That is to say, these premises are 'regular hotels' open to the general public, rather than those for guests or residents with special needs.
	C2 Residential Institutions	Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres
	C2a Secure Residential Institutions	This includes prisons, young offender's institutions, detention centres, secure training centres, secure hospitals, secure local authority accommodation and military barracks.
	C3 Dwelling houses	Class C3 addresses use as a "dwelling house", as a principal or secondary residence. The classifications were updated in 2010.  This class is formed of 3 parts:  C3(a): those living together as a single household as defined by the Housing Act 2004, what could be construed as a family.  C3(b): up to six people living together as a single household and receiving care e.g. supported housing schemes such as those for people with learning disabilities or mental health problems.  C3(c): allows for groups of people (up to six) living together as a single household. This allows for those groupings that do not fall within the C4 HMO definition, but which fell within the previous C3 use class, to be provided for i.e. a small religious community may fall into this section as could a homeowner who is living with a lodger.
	C4 Homes in Multiple Occupation	Houses in multiple occupation – small shared houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.  Large houses in multiple occupation with more than 6 people sharing are unclassified by the Use Classes Order. In planning terms they are described as being

		sui generis. In consequence, a planning application will be required for a change of use from a dwellinghouse to a large house in multiple occupation or from a Class C4 house in multiple occupation to a large house in multiple occupation where a material change of use is considered to have taken place.
--	--	---