

Local Validation Checklist for Planning Applications | 2025

Council of the Isles of Scilly
Planning Department



Council of the
ISLES OF SCILLY

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If you require any of the documents in an alternative language, in larger text, Braille, easy read or in an audio format, please contact the Council at diversity@scilly.gov.uk or telephone 0300 1234 105.

Council of the Isles of Scilly
Old Wesleyan Chapel
Garrison Lane
St Mary's
Isles of Scilly
TR21 0JD
Tel: 01720 424455
Email: planning@scilly.gov.uk

Contents

Introduction	4
Policy Driver	4
Consultation, Adoption & Review	4
Using the Checklist.....	4
What is Validation?.....	4
National & Local Validation Requirements	5
Common Reasons why Applications are Invalid	5
Additional Information after Validation.....	5
Pre-Application Advice	6
Submitting an Application.....	6
Validation Checklist by Application Type	6
Householder Householder & Listed Building Consent (LBC).....	8
Full Full & LBC Full & Advertisement Consent.....	19
Listed Building Consent	40
Advertisement Consent	45
Removal Or Variation of a Condition	48
Non-Material Amendment.....	51
Application for Approval of Details Reserved by Condition.....	54
Certificate of Lawful Use (Existing or Proposed).....	55
Tree Works Applications.....	58

Introduction

This Local Validation Checklist sets out the information that must be submitted to Council of the Isles of Scilly to enable it to validate your planning application. We recommend that you read this document carefully before making an application.

Policy Driver

Paragraph 45 of the National Planning Policy Framework (December 2024) states that Local Planning Authorities should publish a list of their information requirements for applications for planning permission. It goes on to state that these requirements should be kept to the minimum needed to make a decision, and that Local Planning Authorities should only request supporting information that is relevant, necessary and material to the application in question.

The Checklist has been produced in that spirit and in accordance with the Town & Country Planning (Development Management Procedure) (England) Order 2015 and the Town and Country Planning Act 1990 (as amended).

Consultation, Adoption & Review

This document went to public consultation between 22nd August 2025 and 3rd October 2025 and following consideration of the consultation responses it was adopted on 18th November 2025.

The Checklist will be reviewed and republished as required under The Town and Country Planning (Development Management Procedure) England Order 2015 (as amended) Part 3, Article 11(3)(d).

This Checklist will operate until 18th November 2027, unless there are significant changes to planning policy that require it to be updated before then.

Using the Checklist

This document has been designed for both electronic and hard copy use. When using it electronically, hyperlinks have been included to provide further information and guidance where necessary. Individual checklists for each application type are available on the [Council's website](#).

What is Validation?

Validation is the process of checking that all relevant documentation and the correct fee (where applicable) has been provided to us. If an applicant submits an application without the necessary documentation, fee, or with clear inaccuracies, we will notify the applicant that the application is invalid, setting out the outstanding matters required. The application will not be made valid until all of the outstanding information has been submitted.

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 statutory period for the determination of a planning application commences from the validation date.

National & Local Validation Requirements

The information required to validate a planning application is split into two types of requirements, National and Local.

National validation requirements, such as the application form, are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 and must be submitted with every planning application.

Local validation requirements are set by the Local Planning Authority and must also be submitted with every application. Our Checklist includes both local and national validation requirements to enable use of this document as a one-stop-shop.

If an applicant considers that a local requirement is not applicable to their proposal, then a written statement must accompany the application justifying why the information has not been provided.

Common Reasons why Applications are Invalid

There are several common reasons why applications are invalid on receipt, please check these points before you submit your application:

- The application form has not being signed or dated correctly.
- The ownership certificate has not been signed, or the incorrect certificate has been completed. [\[Guidance\]](#)
- No fee or the incorrect fee has been paid. [\[Planning Portal Fee Calculator\]](#)
- Inaccurate or incomplete plans or elevations.
- Plan, elevation and/or section drawings that do not match.
- Drawings not to a recognised metric scale.
- No red line drawn around the application site on the location plan.
- Design & Access and/or Heritage Statement not submitted when required.

Additional Information after Validation

The list of requirements is not exhaustive. The Council can still request further, or more detailed information after validation to resolve any particular issues that arise as a result of consultation responses or Officer site visits.

Any additional information not required by the Validation Checklist, but which is needed to make a decision, will be requested during the course of the application. This should be provided as soon as possible.

Pre-Application Advice

In accordance with the Council's proactive approach, all applicants are strongly advised to seek pre-application advice before submitting an application. This will help to highlight any potential issues at an early stage in the planning process and ensure that all the necessary documentation is submitted.

The Council offers both a free and charged pre-application advice service. Our free face-to-face advice service takes places on a Monday morning between 9am and 11am and one of the 20-minute slots can be requested by completing [this form](#).

Our free service includes:

- General advice on planning considerations, policies, and permitted development rights.
- How to apply for planning permission and our requirements for validating planning applications.
- General details about any constraints on or surrounding a site.
- Direction to other authorities you may need to contact, including Building Control, Environment Agency, Natural England, Historic England.
- Advice on planning application fees.

If you would like to obtain more detailed, in writing, planning advice you will need to go through our chargeable service. More information about our chargeable service can be found on the [Council's website](#).

Submitting an Application

The Council strongly encourages the submission of applications via the [Planning Portal](#). The Portal is a quick and user-friendly online system, that provides step-by-step help and advice. For further information about making an application via the Portal please see their [website](#).

Applications can also be submitted via email to planning@scilly.gov.uk, with the application fee settled over the phone by calling the Council's reception on 0300 1234 105.

Applications via post should be sent to: *Planning Department, Council of the Isles of Scilly, Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly, TR21 0JD*. As with an email submission, the application fee should be settled over the phone by calling the Council's reception on 0300 1234 105.

Validation Checklist by Application Type

Please use the links below to navigate to the Checklist you require:

1. [Householder | Householder & Listed Building Consent](#)
2. [Full | Full & Listed Building Consent \(LBC\) | Full & Advertisement Consent | Change of Use | Change of Use & LBC](#)

3. [Listed Building Consent](#)
 4. [Advertisement Consent](#)
 5. [Removal or Variation of Condition](#)
 6. [Non-Material Amendments](#)
 7. [Discharge of Condition\(s\)](#)
 8. [Certificate of Lawful Use \(Existing or Proposed\)](#)
 9. [Tree Works Applications](#)
-

1. Householder | Householder & Listed Building Consent

TO BE SUBMITTED WITH YOUR PLANNING APPLICATION <i>Please complete all white boxes.</i>	
Site Address:	
Proposed Development:	
HOUSEHOLDER APPLICATION VALIDATION CHECKLIST	Tick ✓
1. Application Form [Guidance] NR (National Requirement)	☐
2. Location Plan [Guidance] NR	☐
3. Site Plan [Guidance] NR	☐
4. Metric Scale Plans and Drawings [Guidance] NR	☐
5. Correct Fee [Guidance] NR	☐
6. Design & Access Statement [Guidance] NR	
a) A Design & Access Statement is included because the proposed development is creating 100 square meters or more of floorspace; or	☐
b) A Design & Access Statement has <u>not</u> been included as the type of development proposed does not require a Design & Access Statement to be submitted.	☐
7. Heritage Statement / Impact Assessment (HIA) [Guidance] National Planning Policy Framework (NPPF) Requirement	
c) My proposal has the potential to impact upon the special character or appearance of the Conservation Area / setting of a Listed Building / Scheduled Monument or other Designated Heritage Asset and a HIA is included.	☐
d) My proposal has no impact on any designated heritage asset including the wider character of the Conservation Area and as such a HIA has <u>not</u> been submitted. <i>Please check with the Planning Department before checking this box.</i>	☐
8. Planning Statement [Guidance] LR (Local Requirement)	
a) A Planning Statement is included;	☐
b) A Planning Statement has <u>not</u> been included, as the information required is contained within the Design & Access Statement and/or Heritage Statement.	☐
9. Site Waste Management Plan [Guidance] LR	

a) A Site Waste Management Plan is included; or	☐												
b) A Site Waste Management Plan is <u>not</u> included because the development does not result in any waste or full details of re-use of waste materials is included clearly in the plan.	☐												
c) I am happy for a Site Waste Management Plan to be a pre-commencement condition. <i>Please note there is an additional fee and application process for dealing with post-decision conditions.</i>	☐												
10. Scheme of Sustainable Design Measures [Guidance] LR													
a) A Scheme of Sustainable Design Measures is included; or	☐												
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.	☐												
c) I am happy for scheme of Sustainable Design Measures to be a pre-commencement condition. <i>Please note there is an additional fee and application process for dealing with post-decision conditions.</i>	☐												
d) My proposal includes an intensification in residential accommodation, and I have included details of how the proposal meets the water consumption standard of 110 litres of water per person per day.	☐												
<table border="1"> <tr> <td>Water Consumption Standard as existing:</td> <td></td> </tr> <tr> <td>Water Consumption Standard as proposed:</td> <td></td> </tr> </table>		Water Consumption Standard as existing:		Water Consumption Standard as proposed:									
Water Consumption Standard as existing:													
Water Consumption Standard as proposed:													
e) My proposal includes renewable energy generation and I have included clear details of siting, specification and details of power output and battery storage location.	☐												
<table border="1"> <thead> <tr> <th>Renewable Energy Type</th> <th>Size</th> <th>Power Output (kWh/day or kWh/year)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Renewable Energy Type	Size	Power Output (kWh/day or kWh/year)									
Renewable Energy Type	Size	Power Output (kWh/day or kWh/year)											
11. Statement of Existing and Proposed Internal Floorspace [Guidance] LR													
a) The existing and proposed internal floorspace calculations have been included (please complete the table below); or	☐												
b) The existing and proposed internal floorspace calculations have <u>not</u> been included as there is no change in the internal floorspace proposed.	☐												

Residential

	No of Floors:	No of Bedrooms:	Number of bed spaces (persons):	Calculation of Gross Internal Floor Area (M ²):
Existing				
Proposed				
Total				

12. Ecological Assessment / Bat Survey [\[Guidance\]](#) LR

a) A Preliminary Ecological Assessment / Preliminary Roost Assessment / Bat Presence Absence Survey has been included; or

☐

b) A Preliminary Ecological Assessment has not been included because there is no demolition of any structures, trees and no alterations to the roof are proposed.

☐

13. External Illumination Assessment [\[Guidance\]](#) LR

a) An External Illumination assessment is included as my application includes outdoor lighting and I am aware my proposal could impact upon the dark skies of the Isles of Scilly.

☐

b) An External Illumination assessment has not been included as my proposal does not include any external illumination.

☐

14. Flood Risk Assessment [\[Guidance\]](#) LR

a) A flood risk assessment is included; or

☐

b) A flood risk assessment is not included because the property is not within Flood Zones 2 or 3 / low lying land (below 5m datum) and the plans demonstrate how surface water will be dealt with. *Please only check this box if you have checked this with the Planning Department / or the [National Flood Risk Maps](#) and the [Local Plan](#).*

☐

15. Light Assessment [\[Guidance\]](#) LR

a) A light assessment is included as I am aware my proposal could impact upon light levels or the amenity of neighbouring properties as a result of the proposed work.

☐

b) A light assessment has not been included as my proposal does not impact on any neighbouring property or land use.

☐

16. Tree Survey [\[Guidance\]](#) LR

a) There are no trees within 15m of the proposed works, or areas where ground levels are proposed to be changed; or	☐
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.	☐

Not a Validation Requirement but we would ask you to consider:

The scheme complies with the relevant requirements for Vehicular Access B5 (approved document B of Building Regs):	
a) Yes, the scheme complies for <u>Commercial</u> .	☐
b) Yes, the scheme complies for <u>Domestic</u> .	☐
c) I have <u>not</u> considered the building regulations at this stage.	☐

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

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.

Validation Criteria in addition to the above if the application is a combined Householder and Listed Building Consent application.	Tick
a) 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 NR	☐
b) Design & Access Statement [<u>Guidance</u>] NR	☐
c) Heritage Statement [<u>Guidance</u>] <i>National Planning Policy Framework (NPPF) Requirement</i>	☐

d) Structural Survey [Guidance] <i>unless the proposal does not require any rebuilding or significant repairs</i> LR	☐
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Explanation for not submitting any of the above LR information which will be taken into account in deciding whether your application can be registered:

Print Name:	
Dated:	
I am the applicant: ☐	I am acting on behalf of the applicant: ☐

National Requirements

Application Form

All sections need to be completed using the relevant form from the Planning Portal.

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 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) and/or Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990. All agricultural tenants must be notified prior to the submission of the application.

Forms

Householder (Works or Extension) | Householder (Works, Extension & Demolition) | Householder & Listed Building Consent

Location Plan

A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be outlined clearly with a continuous red line on the location plan. It should include all land necessary to carry out the proposed development, including land required for access to the site from a public highway. A blue line should be drawn around any other land owned by the applicant, close to or

adjoining the application site.

A location plan must have a north point and those based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice. The inclusion of a linear scale bar is recommended. [\[Guidance\]](#)

Site Plan

A site plan (also known as a block plan) should show the proposed development in relation to the site boundaries and other existing buildings on the site, with dimensions specified including those to the boundaries. It should be drawn at an identified standard metric scale, typically 1:100, 1:200 or 1:500 and must have a north point. The inclusion of a linear scale bar is recommended.

It should also include the following, unless they would not influence or be affected by the proposed development: (a) all buildings, roads and footpaths on land adjoining the site including access arrangements; (b) all public rights of way crossing or adjoining the site; (c) the position of all trees on the site, and those on adjacent land; (d) the extent and the type of any hard surfacing; (e) the boundary treatment including walls or fencing where this is proposed; (f) any buildings to be demolished; (g) details of recycling and waste storage. [\[Guidance\]](#)

Plans and Drawings

All plans and drawings should have a unique number which can be used in the decision notice.

Location Plan – Please see the Location Plan [guidance](#) above.

Site (Block) Plan – Please see the Site Plan [guidance](#) above.

Elevations – Elevation drawings show the exterior faces of a building; what each side looks like from the outside. You will need to provide existing and proposed drawings with your application to a scale of 1:50 or 1:100 and include a scale bar. Elevations should be clearly identified as North, South, East, West. They must show every side affected by the proposal, with the following details: the relevant face of the building; fittings such as doors or windows; dimensions of the building; wall and roof materials, colours and finishes; the boundaries of the property; any additional features. [\[Planning Portal Guidance\]](#)

Floor Plans – The floor plan is a view from above and is used to show the layout of a building, it is likely you will need both existing and proposed plans. The floor plan should be drawn to a scale of 1:50 or 1:100 and include: a scale bar; new and existing storeys affected by the proposal with clear labels annotating the floor it represents; the use of each room and any windows, doors and walls; the area of an extension or additional floors; and show any walls to be demolished. [\[Planning Portal Guidance\]](#)

Sections – A section plan shows a view of a structure as though it had been sliced vertical in half. Section drawings are particularly important where any proposal involves a change in levels or is on a sloping site. Sections should be drawn to a scale of 1:50 or 1:100 when through a building, and 1:200 or 1:500 when through

land. The drawing should include: a cut through of the key new parts of the development such as stairs; how the proposed works relate to neighbouring buildings; the floor levels of the building. [\[Planning Portal Guidance\]](#)

Roof Plan – Roof plans are required when changes are made to the appearance, shape or position of a roof within a development. Both the existing and proposed plans should be provided within the application. The roof plan is to be produced at a scale of 1:50 or 1:100 and should include all the features of the roof. Including the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys. The roof plan should also provide information about the existing and proposed materials and colours which will be used in the development. [\[Planning Portal Guidance\]](#)

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. Planning fees are set nationally by the UK Government through the [Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012](#).

You can visit the Planning Portal to calculate your planning fee [here](#). Alternatively, a full guide to fees for Planning Applications in England is available [here](#).

Design & Access Statement

A Design & Access Statement (DAS) 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. [\[Planning Portal Guidance\]](#) [\[RIBA Guidance\]](#)

Heritage Statement / Heritage Impact Assessment

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 and proportionate detail to understand the 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.

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. [\[Historic England Advice\]](#) [\[Guidance\]](#)

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.

Ecological Assessment / Bat Survey

Ecological Assessment / Bat Survey	
Policy Justification	NPPF 2024: Paragraph 187, 192 Local Plan 2015-2030: Policy SS2, SS3, OE2
Description	An assessment as to the impact on bats or other protected species will be required, such as a Preliminary Ecological Appraisal. Further Bat Emergence surveys could be required depending on the results of the initial survey.
Required where:	Development proposals for any demolition of a building, alterations to any roof of a building, for residential development of 1 or more new dwellings, development proposed where protected species are known to be present, if the 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
Links to guidance:	Isles of Scilly Biodiversity and Geodiversity SPD , What to Expect From a Bat Survey: A Guide for UK Homeowners (CIEEM)

External Illumination Statement

External Illumination Statement	
Policy Justification	NPPF 2024: Paragraph 198(C) Local Plan 2015-2030: Policy OE1, OE4
Description	The statement should include information detailing how adverse impact on amenity, including highway safety, wildlife impacts as well as the impact of sky glare enjoyed by adjoining properties may be reduced.
Required where:	Householder, planning permission, listed building consent and tree works where outdoor lighting is proposed. Proposals that have the potential to have an adverse impact on the islands dark night skies.
Links to guidance:	Guidance on Light Pollution ; Bat Conservation Trust – Artificial Lighting Guidance ; The Reduction of Obtrusive Light – Institution of Lighting Professionals .

Flood Risk Assessment

Flood Risk Assessment	
Policy Justification	NPPF 2024: Paragraph 44, 171, 178 Local Plan 2015-2030: Policy SS7
Description	A Flood Risk Assessment (FRA) will be required for development on a site where there is a potential risk of flooding, including areas below 5m 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. The estimated flood level is the depth of flooding

	anticipated on your development site in a tidal flood with a 1 in 200 annual probability plus an allowance for climate change.
Required where:	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. This includes changes of use applications where the proposed use is more vulnerable.
Links to guidance:	Advice on Flood Risk Assessments

Light Assessment

Light Assessment	
Policy Justification	NPPF 2024: Paragraph 198(C) Local Plan 2015-2030: Policy SS2, LC8
Description	The statement should include information detailing how adverse impact on the sunlight or daylight enjoyed by adjoining properties may be reduced.
Required where:	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.
Links to guidance:	Right of Light Fact Sheets

Planning Statement

Planning Statement	
Policy Justification	NPPF 2024: Paragraph 11 Planning and Compulsory Purchase Act 2004: Section 38(6)
Description	A planning statement should identify the context and need, where appropriate, for a proposed development and include an assessment of how it accords with relevant national and local development plan policies. Where the proposal does not accord with a planning policy or policies this should be acknowledged and reasons given why the planning authority should grant permission. The information that should be included in a planning statement is dependent on the nature of the proposed development and the type of application submitted, but at a minimum the statement should contain: • An explanation of the principles behind (and justification for) the proposed development. • An assessment of how the proposed development complies with national and local planning policies. • Details of any pre-application consultation activities that have been undertaken, including with the LPA. A planning statement will assist if the plans, application forms and other supporting information are not deemed sufficient in providing enough detail as to why the application is being made or to allow an appropriate evaluation and assessment of all relevant material considerations to be made (can be combined with a Design and Access Statement and/or Heritage Statement).
Required where:	A Planning Statement is required for this application type, unless the information is submitted within the Design & Access / Heritage Statement.

Site Waste Management Plan

Site Waste Management Plan	
Policy Justification	NPPF 2024: Paragraph 223 Local Plan 2015-2030: Policy SS1, SS2, OE5
Description	A Site Waste Management Plan is a document that describes the amount and type of waste from a construction project and how it will be reused, recycled or disposed of; and the provision of space for daily storage of waste and recycling as well as a presentation area suitable, accessible, secure and vermin-proof, suitable for waste collection vehicles.
Required where:	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.
Links to guidance:	Guide to Site Waste Management Plans

Statement of Existing and Proposed Internal Floorspace

Statement of Existing and Proposed Internal Floorspace	
Justification	NPPF 2024: Paragraph 135(F), Local Plan 2015-2030: Policy LC3, LC8, LC9, SS3
Description	In order to retain a supply of smaller and affordable homes the Local Plan requires all new homes to align with the Nationally Described Space Standards and no more than 10% above. In order to prevent cramped homes that do not meet the minimum space standards.
Required where:	For development proposals for new [permanently occupiable] 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.
Links to guidance:	Nationally Described Space Standards

Statement of Sustainable Design Methods

Statement of Sustainable Design Methods	
Policy Justification	NPPF 2024: Paragraph 7, 16, 39, 125 Local Plan 2015-2030: Policy SS1, SS2, SS6
Description	The statement needs to demonstrate how the proposal incorporates onsite solutions to reduce energy and water consumption, including water harvesting measures and micro-generation. Any enlargement or intensification of an existing building or use, as well as the construction of new homes should achieve water consumption standards as set out in policy SS6. All new residential units will be required to meet higher water consumption standards of 110 litres of water per person per day.
Required where:	Development proposals for any new buildings and conversions as well as for domestic extensions.
Links to guidance:	Isles of Scilly Design Guide ; Isles of Scilly Sustainable Energy Strategy

Structural Survey

Structural Survey	
Policy Justification	NPPF 2024: Paragraph 203 Local Plan 2015-2030: Policy SS3, OE7
Description	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.
Required where:	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.
Links to guidance:	Building Surveying Standards and Guidance

Tree Survey / Assessment

Tree Survey/Assessment	
Policy Justification	NPPF 2024: Paragraph 136 Local Plan 2015-2030: Policy OE2, OE1, OE7, LC6
Description	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
Required where:	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
Links to guidance:	Guidance on applying for Tree Works ; Tree Protection in Conservation Areas

2. Full | Full & Listed Building Consent (LBC) | Full & Advertisement Consent | Change of Use | Change of Use & LBC

TO BE SUBMITTED WITH YOUR PLANNING APPLICATION <i>Please complete all white boxes.</i>	
Site Address:	
Proposed Development:	
FULL PLANNING PERMISSION VALIDATION CHECKLIST	Tick ✓
1. Application Form [Guidance] NR (<i>National Requirement</i>)	☐
2. Location Plan [Guidance] NR	☐
3. Site Plan [Guidance] NR	☐
4. Metric Scale Plans and Drawings [Guidance] NR	☐
5. Correct Fee [Guidance] NR	☐
6. Biodiversity Net Gain Metric & Plan [Guidance] NR	
a) The Proposal <u>is</u> Major Development and subject to Biodiversity Net Gain. A DEFRA Biodiversity Metric Tool (<i>error free</i>) and a Biodiversity Gain Plan have been provided. <i>Please click the guidance link above to understand the mandatory information you are required to submit.</i>	☐
b) The Proposal <u>is</u> Minor Development and subject to Biodiversity Net Gain. The DEFRA Small Sites Metric Tool (<i>error free</i>) and a Biodiversity Gain Plan have been provided. <i>Please click the guidance link above to understand the mandatory information you are required to submit.</i>	☐
c) I have checked with the LPA and the proposal is EXEMPT from the mandatory biodiversity net gain requirements.	☐
7. Design & Access Statement [Guidance] NR	
a) A Design & Access Statement is included; or	☐
b) A Design & Access Statement has <u>not</u> been included as the type of development proposed does not require a Design & Access Statement to be submitted.	☐
8. Heritage Statement / Impact Assessment (HIA) [Guidance] <i>National Planning Policy Framework (NPPF) Requirement</i>	

a) My proposal has the potential to impact upon the special character or appearance of the Conservation Area / setting of a Listed Building / Scheduled Monument or other Designated Heritage Asset and a HIA is included.	☐				
b) My proposal has no impact on any designated heritage asset including the wider character of the Conservation Area and as such a HIA has <u>not</u> been submitted. <i>Please check with the Planning Department before checking this box.</i>	☐				
9. Planning Statement [Guidance] LR (Local Requirement)					
a) A Planning Statement is included; or	☐				
b) A Planning Statement has <u>not</u> been included, as the information required is contained within the Design & Access Statement and/or Heritage Statement.	☐				
10. Site Waste Management Plan [Guidance] LR					
a) A Site Waste Management Plan is included; or	☐				
b) A Site Waste Management Plan is <u>not</u> included because the development does not result in any waste or full details of re-use of waste materials is included clearly in the plan.	☐				
c) I am happy for a Site Waste Management Plan to be a pre-commencement condition. <i>Please note there is an additional fee and application process for dealing with post-decision conditions.</i>	☐				
11. Scheme of Sustainable Design Measures [Guidance] LR					
a) A Scheme of Sustainable Design Measures is included; or	☐				
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.	☐				
c) I am happy for scheme of Sustainable Design Measures to be a pre-commencement condition. <i>Please note there is an additional fee and application process for dealing with post-decision conditions.</i>	☐				
d) My proposal includes an intensification in residential accommodation, and I have included details of how the proposal meets the water consumption standard of 110 litres of water per person per day.	☐				
<table border="1"> <tr> <td>Water Consumption Standard as existing:</td> <td></td> </tr> <tr> <td>Water Consumption Standard as proposed:</td> <td></td> </tr> </table>		Water Consumption Standard as existing:		Water Consumption Standard as proposed:	
Water Consumption Standard as existing:					
Water Consumption Standard as proposed:					

- e) My proposal includes renewable energy generation and I have included clear details of siting, specification and details of power output and battery storage location.

☐

Renewable Energy Type	Size	Power Output (kWh/day or kWh/year)

12. Statement of Existing and Proposed Internal Floorspace [\[Guidance\]](#) LR

- a) The existing and proposed internal floorspace calculations have been included (please complete the table below); or

☐

- b) The existing and proposed internal floorspace calculations have not been included as there is no change in the internal floorspace proposed.

☐

Residential

	No of Floors:	No of Bedrooms:	Number of bed spaces (persons):	Calculation of Gross Internal Floor Area (M ²):
Existing				
Proposed				
Total				

Non-Residential

	No of Floors:	No of Bedrooms:	Number of bed spaces (persons):	Calculation of Gross Internal Floor Area (M ²):
Existing				
Proposed				
Total				

13. Ecological Assessment / Bat Survey [Guidance] LR	
a) A Preliminary Ecological Assessment / Preliminary Roost Assessment / Bat Presence Absence Survey has been included; or	☐
b) 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.	☐
14. Flood Risk Assessment [Guidance] LR	
a) A flood risk assessment is included; or	☐
b) A flood risk assessment is <u>not</u> included because the property is <u>not</u> within Flood Zones 2 or 3 / low lying land (below 5m datum) and the plans demonstrate how surface water will be dealt with. <i>Please only check this box if you have checked this with the Planning Department / or the <u>National Flood Risk Maps</u> and the <u>Local Plan</u>.</i>	☐
15. Tree Survey [Guidance] LR	
a) There are no trees within 15m of the proposed works, or areas where ground levels are proposed to be changed; or	☐
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.	☐
16. Application for Specific Local Need [Guidance] LR	
a) An application for Specific Local Need is included; or	☐
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.	☐
c) An application for Specific Local Need is <u>not</u> included and I am happy to deal with it by condition. <i>Please note the additional fee and application process for dealing with post-decision conditions.</i>	☐
17. Archaeological Assessment [Guidance] LR	
a) An Archaeological Assessment is included; or	☐
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.	☐
18. Community Involvement Statement [Guidance] LR	
a) A Community Involvement Statement is included; or	☐

b) A Community Involvement Statement is <u>not</u> included as the level of development does not trigger pre-application community involvement.	☐
19. Contaminated Land Assessment [Guidance] LR	
a) A Contaminated Land Assessment is included; or	☐
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.	☐
20. Environmental Statement [Guidance] LR	
a) An Environmental Statement is included; or	☐
b) An Environmental Statement is <u>not</u> included on the basis that the proposal is not EIA development as defined in Schedule 1 or Schedule 2 of the Environmental Impact Assessment Regulations. <i>If your proposal is of a significant scale, has the potential to cause pollution, or is located within a SSSI, SAC or SPA or Ramsar please contact the Planning Department for an EIA Screening Opinion.</i>	☐
21. External Illumination Assessment [Guidance] LR	
a) An External Illumination assessment <u>is</u> included as my application includes outdoor lighting, and I am aware my proposal could impact upon the dark skies of the Isles of Scilly.	☐
b) An External Illumination assessment has <u>not</u> been included as my proposal does not include any external illumination.	☐
22. Shadow Habitat Regulation Assessment [Guidance] LR	
a) A Shadow Habitat Regulation Assessment is included; or	☐
b) A Shadow Habitat Regulation 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.	☐
23. Heritage Impact Assessment (HIA) [Guidance] NR	
a) My proposal has the potential to impact upon the special character or appearance of the Conservation Area / setting of a Listed Building / Scheduled Monument or other Designated Heritage Asset and a HIA is included.	☐
b) My proposal has no impact on any designated heritage asset including the wider character of the Conservation Area and as such a HIA has <u>not</u> been submitted. Please check with the Planning Department before checking this box.	☐

24. Infrastructure Impact Assessment [Guidance] LR	
a) An Infrastructure Impact Assessment is included; or	☐
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.	☐
25. Landscaping Scheme [Guidance] LR	
a) A Landscaping Scheme is included; or	☐
b) A Landscaping Scheme is <u>not</u> included as existing landscaping is adequately shown on the submitted plan and will be retained.	☐
c) I am happy for a landscaping scheme to be a pre-commencement condition. <i>Please note there is an additional fee and application process for dealing with post-decision conditions.</i>	☐
26. Landscape Visual Impact Assessment (LVIA) [Guidance] LR	
a) A LVIA <u>is</u> included as there is potential for the proposal to impact upon the wider landscape / seascape, or I have been advised following a pre-application response that one would be required to inform the assessment.	☐
b) A LVIA is <u>not</u> included as there is no potential for the proposal to impact upon the wider landscape / seascape, or I have been advised following a pre-application response that one would <u>not</u> be required to inform the assessment.	☐
27. Light Assessment [Guidance] LR	
a) A light assessment <u>is</u> included as I am aware my proposal could impact upon light levels or the amenity of neighbouring properties as a result of the proposed work.	☐
b) A light assessment has <u>not</u> been included as my proposal does not impact on any neighbouring property or land use.	☐
28. Noise Assessment [Guidance] LR	
a) A Noise Assessment <u>is</u> included; or	☐
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.	☐
29. Ventilation/Extraction Statement [Guidance] LR	
a) Ventilation / Extraction Statement <u>is</u> included; or	☐
b) Ventilation / Extraction Statement is <u>not</u> included as no external ventilation / extraction system is proposed.	☐

Not a Validation Requirement but we would ask you to consider:

• The scheme complies with the relevant requirements for Vehicular Access B5 (approved document B of Building Regs):	
a) Yes, the scheme complies for <u>Commercial</u> .	☐
b) Yes, the scheme complies for <u>Domestic</u> .	☐
c) I have <u>not</u> considered the building regulations at this stage.	☐

If you are making a combined application for Full and Listed Building Consent, you will also require:

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.

Validation Criteria in addition to the above if the application is a combined Full Planning Permission and Listed Building Consent application.	Tick
a) 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 NR	☐
b) Design & Access Statement [<u>Guidance</u>] NR	☐
c) Heritage Statement [<u>Guidance</u>] <i>National Planning Policy Framework (NPPF) Requirement</i>	☐
d) Structural Survey [<u>Guidance</u>] <i>unless the proposal does not require any rebuilding or significant repairs</i> LR	☐

If you are making a combined application for Full and Advertisement Consent, you will also require:

Validation Criteria in addition to the above if the application is a combined Full Planning Permission and Advertisement Consent application.	Tick
a) Plans and Drawings NR The drawing(s) of the proposed advertisement must: 1. be at a scale of 1:20 or 1:50. 2. show the size of the advertisement and its position on the land or the building in question. 3. show how you propose to either attach the advertisement to the building or how it will stand within the site. 4. indicate the materials and colours to be used. 5. show the height above ground. 6. where it would project from a building, the extent of projection and provide details of the method and colour(s) of illumination, including luminance level, if applicable.	☐
b) Photos and Photomontages (<i>Existing Premises, Street Scene, Proposed Sign</i>) LR	☐

Explanation for not submitting any of the above LR information which will be taken into account in deciding whether your application can be registered:	
Print Name:	
Dated:	
I am the applicant: ☐	I am acting on behalf of the applicant: ☐

National Requirements

Application Form

All sections need to be completed using the relevant form from the Planning Portal.

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 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) and/or Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990. All agricultural tenants must be notified prior to the submission of the application.

Forms

[Full Planning Permission](#) | [Full Planning Permission & Listed Building Consent](#) | [Full Planning Permission & Advertisement Consent](#)

Location Plan

A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be outlined clearly with a continuous red line on the location plan. It should include all land necessary to carry out the proposed development, including land required for access to the site from a public highway. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

A location plan must have a north point and those based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice. The inclusion of a linear scale bar is recommended. [\[Guidance\]](#)

Site Plan

A site plan (also known as a block plan) should show the proposed development in relation to the site boundaries and other existing buildings on the site, with dimensions specified including those to the boundaries. It should be drawn at an identified standard metric scale, typically 1:100, 1:200 or 1:500 and must have a north point. The inclusion of a linear scale bar is recommended.

It should also include the following, unless they would not influence or be affected by the proposed development: (a) all buildings, roads and footpaths on land adjoining the site including access arrangements; (b) all public rights of way crossing or adjoining the site; (c) the position of all trees on the site, and those on adjacent land; (d) the extent and the type of any hard surfacing; (e) the boundary treatment including walls or fencing where this is proposed; (f) any buildings to be demolished; (g) details of recycling and waste storage. [\[Guidance\]](#)

Plans and Drawings

All plans and drawings should have a unique number which can be used in the decision notice.

Location Plan – Please see the Location Plan [guidance](#) above.

Site (Block) Plan – Please see the Site Plan [guidance](#) above.

Elevations – Elevation drawings show the exterior faces of a building; what each side looks like from the outside. You will need to provide existing and proposed drawings with your application to a scale of 1:50 or 1:100 and include a scale bar. Elevations should be clearly identified as North, South, East, West. They must show every side affected by the proposal, with the following details: the relevant face of the building; fittings such as doors or windows; dimensions of the building; wall and roof materials, colours and finishes; the boundaries of the property; any additional features. [\[Planning Portal Guidance\]](#)

Floor Plans – The floor plan is a view from above and is used to show the layout of a building, it is likely you will need both existing and proposed plans. The floor plan should be drawn to a scale of 1:50 or 1:100 and include: a scale bar; new and existing storeys affected by the proposal with clear labels annotating the floor it represents; the use of each room and any windows, doors and walls; the area of an extension or additional floors; and show any walls to be demolished. [\[Planning Portal Guidance\]](#)

Sections – A section plan shows a view of a structure as though it had been sliced vertical in half. Section drawings are particularly important where any proposal involves a change in levels or is on a sloping site. Sections should be drawn to a scale of 1:50 or 1:100 when through a building, and 1:200 or 1:500 when through land. The drawing should include: a cut through of the key new parts of the development such as stairs; how the proposed works relate to neighbouring buildings; the floor levels of the building. [\[Planning Portal Guidance\]](#)

Roof Plan – Roof plans are required when changes are made to the appearance, shape or position of a roof within a development. Both the existing and proposed plans should be provided within the application. The roof plan is to be produced at a scale of 1:50 or 1:100 and should include all the features of the roof. Including the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys. The roof plan should also provide information about the existing and proposed materials and colours which will be used in the development. [\[Planning Portal Guidance\]](#)

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. Planning fees are set nationally by the UK Government through the [Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012](#).

You can visit the Planning Portal to calculate your planning fee [here](#). Alternatively, a full guide to fees for Planning Applications in England is available [here](#).

Biodiversity Net Gain

Biodiversity Net Gain (BNG) is an approach to development that aims to leave the natural environment in a measurably better state than it was beforehand. It is intended to deliver measurable improvements for biodiversity by creating or enhancing habitats in association with development. A national mandatory BNG requirement came into effect in 2024, making it a requirement for development proposals to demonstrate 10% biodiversity net gain for a period of 30 years.

If your proposed development is not exempt, you will be required to submit a Biodiversity Gain Plan ([statutory template](#)) and a completed error-free Biodiversity or Small Site Metric ([statutory tool](#)). The user guide for the Statutory Biodiversity Metric is available [here](#). The Council may request further information as part of the application process, such as a [Habitat Management and Monitoring Plan](#). If this is not provided prior to determination, it will be secured via a statutory condition.

The main exemptions to BNG are householder applications, self-build/custom build of <10 units/0.5ha and applications where <25sqm of habitat is reduced in value. A full list of developments exempt from Biodiversity Net Gain can be found on the UK Government website [here](#).

Net gain can be delivered through three options: onsite biodiversity, registered offsite biodiversity (habitat bank), and statutory biodiversity credits. New habitat must be secured by planning condition (onsite only), Section 106 agreement or conservation covenant; offsite land must go on a national register. Offsite BNG land can be offered independently by anyone for developers to use.

National minimum information requirements for validation purposes are set out in [Article 7 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(as amended\)](#).

Design & Access Statement

A Design & Access Statement (DAS) 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. [\[Planning Portal Guidance\]](#) [\[RIBA Guidance\]](#)

Heritage Statement / Heritage Impact Assessment

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 and proportionate detail to understand the 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.

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. [[Historic England Advice](#)] [[Guidance](#)]

Local Requirements

The local requirements set out below will vary according to the type, scale and nature of the application being made.

Air Quality Assessment

Air Quality Assessment	
Policy Justification	NPPF 2024: Paragraph 199 Local Plan 2015-2030: Policy OE3
Description	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.
Required where:	Development proposals that involve new industrial uses, residential development proposals on sites suspected to be contaminated or residential developments of 5 or more homes.
Links to guidance:	Guidance on Air Quality

Archaeological Assessment (Written Scheme of Investigation)

Archaeological Monitoring Brief	
Policy Justification	NPPF 2024: Paragraph 202-221 Local Plan 2015-2030: Policy OE7
Description	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 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.
Required where:	Development proposals where works include trenching or foundations on or adjoining a site of known or suspected archaeological interest, such as sites within Archaeological Constraint Areas, listed buildings or scheduled monuments. All development proposals for new dwellings and new employment buildings.
Links to guidance:	ALGAO Planning Advice , Heritage Gateway ; Chartered Institute for Archaeologists ; Cornwall and Isles of Scilly Historic Environment Record ; Isles of Scilly Local Plan Policies Map ; Council of the Isles of Scilly Heritage Impact Assessment Template

Biodiversity Net Gain

Biodiversity Net Gain	
Policy Justification	NPPF 2024: Paragraph 187, 192-195 Local Plan Policy 2015-2030: Policy SS2, SS3, OE2
Description	A completed Statutory Biodiversity Metric must be submitted with every major planning application. A completed Small Site Metric must be submitted with every minor planning application, unless the proposed development is exempt. A Biodiversity Gain Plan must be submitted with the Statutory or Small Site metric. The metric needs to be submitted as an Excel file, and the plan as a PDF.
Required where:	All development must demonstrate measurable net gains in biodiversity. All new major developments will need to deliver and maintain at least 10% BNG for 30 years. The Statutory Biodiversity Metric is required to be completed by a competent Ecologist. All other developments, unless exempt, will also need to deliver and maintain at least 10% BNG for 30 years. The Small Sites Metric should be used for other developments, and this can be completed by a competent person. <i>The Small Sites Metric cannot be used for sites with irreplaceable habitats, or priority habitats or European Protected Species present, or sites which require off-set interventions to provide BNG.</i>
Links to guidance:	Schedule 7A of the Town and Country Planning Act 1990 (as inserted by Schedule 14 of the Environment Act 2021) , Guidance on BNG , Types of development exempt from BNG , Creating a habitat management and monitoring plan for BNG , Chartered Institute of Ecology and Environmental Management BNG Guidance .

Community Involvement Statement

Community Involvement Statement	
Policy Justification	Council of the Isles of Scilly Statement of Community Involvement (SCI) 2024
Description	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'
Required where:	Required for 'Significant Applications' which for Scilly is any major development, any departure from the development plan, EIA development applications.
Links to guidance:	CloS Statement of Community Involvement (2024)

Contaminated Land Assessment

Contaminated Land Assessment	
Policy Justification	NPPF 2024: Paragraph 196 Local Plan 2015-2030: Policy OE3

Description	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.
Required where:	Where contamination is known or suspected, or the development site is in the vicinity of such land, and groundworks are proposed; or, there is a vulnerable or sensitive end user i.e. new housing, schools, nurseries, hospitals and allotments.
Links to guidance:	Land Contamination: Technical Guide ; Model Procedures for the Management of Contaminated Land

Ecological Assessment / Bat Survey

Bat Survey/ Ecological Assessment, Mitigation and Enhancement Strategy	
Policy Justification	NPPF 2024: Paragraph 187, 192 Local Plan 2015-2030: Policy SS2, SS3, OE2
Description	An assessment as to the impact on bats or other protected species will be required, such as a Preliminary Ecological Appraisal. Further Bat Emergence surveys could be required depending on the results of the initial survey.
Required where:	Development proposals for any demolition of a building, alterations to any roof of a building, for residential development of 1 or more new dwellings, development proposed where protected species are known to be present, if the 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
Links to guidance:	Isles of Scilly Biodiversity and Geodiversity SPD , What to Expect From a Bat Survey: A Guide for UK Homeowners (CIEEM)

Environmental Statement

Environmental Statement	
Policy Justification	NPPF 2024: Paragraph 196-201 Local Plan 2015-2030: Policy OE1, OE2
Description	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.
Required where:	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.
Links to guidance:	CloS Guidance on Environmental Impact Assessment ; The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 ; Do I need a marine licence? Guidance on activities that may require a marine licence ; Septic tanks: what you need to do .

External Illumination Statement

External Illumination Statement	
Policy Justification	NPPF 2024: Paragraph 198(C) Local Plan 2015-2030: Policy OE1, OE4
Description	The statement should include information detailing how adverse impact on amenity, including highway safety, wildlife impacts as well as the impact of sky glare enjoyed by adjoining properties may be reduced.
Required where:	Householder, planning permission, listed building consent and tree works where outdoor lighting is proposed. Proposals that have the potential to have an adverse impact on the islands dark night skies.
Links to guidance:	Guidance on Light Pollution ; Bat Conservation Trust – Artificial Lighting Guidance ; The Reduction of Obtrusive Light – Institution of Lighting Professionals .

Financial Viability Statement

Financial Viability Statement	
Policy Justification	NPPF 2024: Paragraph 81, 90(A), 94(B) Local Plan 2015-2030: Policy SS4, SS3, WC3, WC4, WC6
Description	Evidence of how the proposal will enable the existing business to remain viable and support and contribute to the wider economy. Evidence of the business being economically unviable and evidence of marketing an existing business for at least 12 months at a reasonable value.
Required where:	Development proposals for the diversification of 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.

Flood Risk Assessment

Flood Risk Assessment	
Policy Justification	NPPF 2024: Paragraph 44, 171, 178 Local Plan 2015-2030: Policy SS7
Description	A Flood Risk Assessment (FRA) will be required for development on a site where there is a potential risk of flooding, including areas below 5m 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. The estimated flood level is the depth of flooding anticipated on your development site in a tidal flood with a 1 in 200 annual probability plus an allowance for climate change.

Required where:	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. This includes changes of use applications where the proposed use is more vulnerable.
Links to guidance:	Advice on Flood Risk Assessments

Shadow Habitat Regulation Assessment

Habitat Assessment	
Policy Justification	NPPF 2024: Paragraph 192-195 Local Plan 2015-2030: Policy OE1, OE2
Description	The Local Authority will consult Natural England who provide the final sign-off of the Habitats Regulation Assessment. 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.
Required where:	Where developments might have an adverse effect on nearby sites, including any Special Areas of Conservation (SACs), Special Protection Areas (SPAs) or Ramsar sites.
Links to guidance:	National Habitat Map ; The Conservation of Habitats and Species Regulations 2010

Heritage Impact Assessment and Statement of Significance

Heritage Statement/Statement of Significance	
Policy Justification	NPPF 2024: Paragraph 202-221 Local Plan 2015-2030: Policy OE7
Description	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 and proportionate detail to understand the 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.
Required where:	Any application which affects a 'designated heritage asset' or its setting. Designated Heritage Assets on the Isles of Scilly include Listed Buildings, Registered Historic Parks and Gardens and Scheduled 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.
Links to guidance:	Historic England Advice: Statements of Heritage Significance , Heritage Impact Assessment: Why do you need one?

Infrastructure Impact Assessment

Infrastructure Impact Assessment	
Policy Justification	NPPF 2024: Paragraph 162-169 Local Plan 2015-2030: Policy SS2, OE1, SS8
Description	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.
Required where:	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.
Links to guidance:	Water Capacity Assessment Framework

Landscape Visual Impact Assessment

Landscape Visual Impact Assessment (LVIA)	
Policy Justification	NPPF 2024: Paragraph 135, 166 Local Plan 2015-2030: Policy SS2, OE1, SS8
Description	Any development that is likely to have a significant impact on the surrounding landscape and/or seascape character will need supporting information to show how these impacts have been assessed and how the development has been designed to address or mitigate these impacts. The assessment work should be proportionate to the development it is assessing. It could range from a full assessment including photomontages, to a short, focussed appraisal of the impacts on a certain characteristic or view. Any LVIA should be carried out by a qualified landscape professional in accordance with the Guidelines for Landscape and Visual Impact Assessment. Landscape proposals should be proportionate to the development that they are supporting. They should respect and respond to existing landscape features and characteristics. They should seek to fully mitigate any adverse landscape or visual effects resulting from a proposed development and create a high-quality site environment.
Required where:	Any development that may result in adverse impacts on landscape / seascape character and/or visual amenity. This includes development that: • result in the loss of existing landscape features; • are visually prominent in the local or wider landscape; • result in changes to field patterns; • are stand-alone renewable energy installations.
Links to guidance:	Isles of Scilly Design Guide

Landscaping Scheme

Landscaping Scheme	
Policy Justification	NPPF 2024: Paragraph 135, 166 Local Plan 2015-2030: Policy SS2, OE1, SS8

Description	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 an implementation programme
Required where:	New residential development of five new dwellings or more; or buildings with a floor space of 1000 sqm or more, or sites of 1 hectare or more; and renewable energy developments.
Links to guidance:	Isles of Scilly Design Guide

Light Assessment

Light Assessment	
Policy Justification	NPPF 2024: Paragraph 198(C) Local Plan 2015-2030: Policy SS2, LC8
Description	The statement should include information detailing how adverse impact on the sunlight or daylight enjoyed by adjoining properties may be reduced.
Required where:	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.
Links to guidance:	Right of Light Fact Sheets

Noise Assessment

Noise Assessment	
Policy Justification	NPPF 2024: Paragraph 187(E), 198, 223(G), 224(C) Local Plan 2015-2030: Policy SS8, Policy OE3
Description	The noise assessment should include appropriate noise mitigation measures.
Required where:	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.
Links to guidance:	Guidance on Noise

Planning Statement

Planning Statement	
Policy Justification	NPPF 2024: Paragraph 11 Planning and Compulsory Purchase Act 2004: Section 38(6)
Description	A planning statement should identify the context and need, where appropriate, for a proposed development and include an assessment of how it accords with relevant national and local development plan policies. Where the proposal does not accord with a planning policy or policies this should be acknowledged and reasons given why the planning authority should grant permission. The information that should be included in a planning statement is dependent on the nature of the proposed development and the type of application submitted, but at a minimum the statement should contain: An explanation of the principles behind (and justification for) the proposed development.

	• An assessment of how the proposed development complies with national and local planning policies. • Details of any pre-application consultation activities that have been undertaken, including with the LPA. A planning statement will assist if the plans, application forms and other supporting information are not deemed sufficient in providing enough detail as to why the application is being made or to allow an appropriate evaluation and assessment of all relevant material considerations to be made (can be combined with a Design and Access Statement and/or Heritage Statement).
Required where:	A Planning Statement is required for this application type, unless the information is submitted within the Design & Access / Heritage Statement.

Site Waste Management Plan

Site Waste Management Plan	
Policy Justification	NPPF 2024: Paragraph 223 Local Plan 2015-2030: Policy SS1, SS2, OE5
Description	A Site Waste Management Plan is a document that describes the amount and type of waste from a construction project and how it will be reused, recycled or disposed of; and the provision of space for daily storage of waste and recycling as well as a presentation area suitable, accessible, secure and vermin-proof, suitable for waste collection vehicles.
Required where:	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.
Links to guidance:	Guide to Site Waste Management Plans

Statement of Existing and Proposed Internal Floorspace

Statement of Existing and Proposed Internal Floorspace	
Justification	NPPF 2024: Paragraph 135(F), Local Plan 2015-2030: Policy LC3, LC8, LC9, SS3
Description	In order to retain a supply of smaller and affordable homes the Local Plan requires all new homes to align with the Nationally Described Space Standards and no more than 10% above. In order to prevent cramped homes that do not meet the minimum space standards.
Required where:	For development proposals for new [permanently occupiable] 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.
Links to guidance:	Nationally Described Space Standards

Statement of Sustainable Design Methods

Statement of Sustainable Design Methods	
Policy Justification	NPPF 2024: Paragraph 7, 16, 39, 125 Local Plan 2015-2030: Policy SS1, SS2, SS6

Description	The statement needs to demonstrate how the proposal incorporates onsite solutions to reduce energy and water consumption, including water harvesting measures and micro-generation. Any enlargement or intensification of an existing building or use, as well as the construction of new homes should achieve water consumption standards as set out in policy SS6. All new residential units will be required to meet higher water consumption standards of 110 litres of water per person per day.
Required where:	Development proposals for any new buildings and conversions as well as for domestic extensions.
Links to guidance:	Isles of Scilly Design Guide ; Isles of Scilly Sustainable Energy Strategy

Structural Survey

Structural Survey	
Policy Justification	NPPF 2024: Paragraph 203 Local Plan 2015-2030: Policy SS3, OE7
Description	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.
Required where:	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.
Links to guidance:	Building Surveying Standards and Guidance

Travel Plan / Transport Assessment

Travel Plan/Transport Assessment	
Policy Justification	NPPF 2024: Paragraph 118 Local Plan 2015-2030: Policy SS9, SS10
Description	The Travel Plan or Transport Assessment (TA) 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.
Required where:	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.
Links to guidance:	Advice on Transport Assessments and Transport Statements

Tree Survey / Assessment

Tree Survey/Assessment	
Policy Justification	NPPF 2024: Paragraph 136 Local Plan 2015-2030: Policy OE2, OE1, OE7, LC6
Description	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
Required where:	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
Links to guidance:	Guidance on applying for Tree Works ; Tree Protection in Conservation Areas

Ventilation / Extraction Statement

Ventilation/Extraction Statement	
Policy Justification	NPPF 2024: Paragraph 187(e) Local Plan 2015-2030: Policy OE3, OE1, OE2, OE7
Description	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
Required where:	Development proposals that including any ventilation or extraction system.
Links to guidance:	Guidance on Noise

3. Listed Building Consent | Alterations or Demolition

Listed Building Consent (LBC) is required for any works, either internal or external, to a listed building unless the work being carried out is 'like-for-like', then it is deemed repair and maintenance and does not require consent. A list of examples where Listed Building Consent would be required is set out below:

- Demolition (whole or part) of the building or any attached structure.
- Alterations to historic fabric (walls, floors, roofs, joinery, decorative plasterwork).
- Extensions or additions that change the building's form or footprint.
- Installation, removal or replacement of windows, doors or other openings.
- Works to interior spaces (removal of partitions, new staircases).
- Repairs that propose different materials or methods from those originally used.
- Works to curtilage, such as boundary walls and gates.

For applications to demolish a listed building, a Structural Survey must be submitted.

Please contact the Planning Department if you have any questions or would like to check if your proposal requires Listed Building Consent.

<b style="color: red;">TO BE SUBMITTED WITH YOUR PLANNING APPLICATION <i>Please complete all white boxes.</i>	
Site Address:	
Proposed Development:	
LISTED BUILDING CONSENT VALIDATION CHECKLIST	Tick ☒
1. Application Form [Guidance] NR (<i>National Requirement</i>)	☐
2. Location Plan [Guidance] NR	☐
3. Site Plan [Guidance] NR	☐
4. Metric Scale Plans and Drawings [Guidance] NR 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.	☐
5. Design & Access Statement [Guidance] NR	
a) A Design & Access Statement is included; or	☐

b) A Design & Access Statement has <u>not</u> been included because the required information is included in the Heritage Statement / Heritage Impact Statement.	☐
6. Heritage Statement / Impact Assessment (HIA) [Guidance] National Planning Policy Framework (NPPF) Requirement	
a) My proposal has the potential to impact upon the special character or appearance of the Conservation Area / setting of a Listed Building / Scheduled Monument or other Designated Heritage Asset and a HIA is included.	☐
b) A Heritage Statement has <u>not</u> been included because the required information is included in the Design & Access Statement.	☐
7. Structural Survey [Guidance] LR (Local Requirement)	
a) A Structural Survey is included; or	☐
b) A Structural Survey is not included as the proposal does not require any rebuilding or significant repairs that require a structural assessment.	☐

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

Print Name:	
Dated:	
I am the applicant: ☐	I am acting on behalf of the applicant: ☐

National Requirements

Application Form

All sections need to be completed using the relevant form from the Planning Portal.

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 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) and/or Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990. All agricultural tenants must be notified prior to the submission of the

application.

Forms

Listed Building Consent | Householder & Listed Building Consent | Full Planning Permission & Listed Building Consent

Location Plan

A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be outlined clearly with a continuous red line on the location plan. It should include all land necessary to carry out the proposed development, including land required for access to the site from a public highway. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

A location plan must have a north point and those based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice. The inclusion of a linear scale bar is recommended. [\[Guidance\]](#)

Site Plan

A site plan (also known as a block plan) should show the proposed development in relation to the site boundaries and other existing buildings on the site, with dimensions specified including those to the boundaries. It should be drawn at an identified standard metric scale, typically 1:100, 1:200 or 1:500 and must have a north point. The inclusion of a linear scale bar is recommended.

It should also include the following, unless they would not influence or be affected by the proposed development: (a) all buildings, roads and footpaths on land adjoining the site including access arrangements; (b) all public rights of way crossing or adjoining the site; (c) the position of all trees on the site, and those on adjacent land; (d) the extent and the type of any hard surfacing; (e) the boundary treatment including walls or fencing where this is proposed; (f) any buildings to be demolished; (g) details of recycling and waste storage. [\[Guidance\]](#)

Plans and Drawings

All plans and drawings should have a unique number which can be used in the decision notice.

For Listed Building Consent, 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.

Location Plan – Please see the Location Plan [guidance](#) above.

Site (Block) Plan – Please see the Site Plan [guidance](#) above.

Elevations – Elevation drawings show the exterior faces of a building; what each side looks like from the outside. You will need to provide existing and proposed drawings with your application to a scale of 1:50 or 1:100 and include a scale bar. Elevations should be clearly identified as North, South, East, West. They must show every side affected by the proposal, with the following details: the relevant face of the building; fittings such as doors or windows; dimensions of the building; wall and roof materials, colours and finishes; the boundaries of the property; any additional features. [\[Planning Portal Guidance\]](#)

Floor Plans – The floor plan is a view from above and is used to show the layout of a building, it is likely you will need both existing and proposed plans. The floor plan should be drawn to a scale of 1:50 or 1:100 and include: a scale bar; new and existing storeys affected by the proposal with clear labels annotating the floor it represents; the use of each room and any windows, doors and walls; the area of an extension or additional floors; and show any walls to be demolished. [\[Planning Portal Guidance\]](#)

Sections – A section plan shows a view of a structure as though it had been sliced vertical in half. Section drawings are particularly important where any proposal involves a change in levels or is on a sloping site. Sections should be drawn to a scale of 1:50 or 1:100 when through a building, and 1:200 or 1:500 when through land. The drawing should include: a cut through of the key new parts of the development such as stairs; how the proposed works relate to neighbouring buildings; the floor levels of the building. [\[Planning Portal Guidance\]](#)

Roof Plan – Roof plans are required when changes are made to the appearance, shape or position of a roof within a development. Both the existing and proposed plans should be provided within the application. The roof plan is to be produced at a scale of 1:50 or 1:100 and should include all the features of the roof. Including the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys. The roof plan should also provide information about the existing and proposed materials and colours which will be used in the development. [\[Planning Portal Guidance\]](#)

Design & Access Statement

A Design & Access Statement (DAS) 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. [\[Planning Portal\]](#)

Heritage Statement / Heritage Impact Assessment

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 and proportionate detail to understand the 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.

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. [\[Historic England Advice\]](#) [\[Guidance\]](#)

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.

Structural Survey

Structural Survey	
Policy Justification	NPPF 2024: Paragraph 203 Local Plan 2015-2030: Policy SS3, OE7
Description	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.
Required where:	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.
Links to guidance:	Building Surveying Standards and Guidance

4. Advertisement Consent

TO BE SUBMITTED WITH YOUR PLANNING APPLICATION <i>Please complete all white boxes.</i>	
Site Address:	
Proposed Development:	
ADVERTISEMENT CONSENT VALIDATION CHECKLIST	Tick ✓
1. Application Form [Guidance] NR (<i>National Requirement</i>)	☐
2. Location Plan [Guidance] NR	☐
3. Site Plan [Guidance] NR	☐
4. Correct Fee [Guidance] NR	☐
5. Plans and Drawings NR The drawing(s) of the proposed advertisement must: a) be at a scale of 1:20 or 1:50. b) show the size of the advertisement and its position on the land or the building in question. c) show how you propose to either attach the advertisement to the building or how it will stand within the site. d) indicate the materials and colours to be used. e) show the height above ground. f) where it would project from a building, the extent of projection and provide details of the method and colour(s) of illumination, including luminance level, if applicable.	☐
6. Photos and Photomontages LR	☐
a) I have provided photos / photomontages (<i>for example, of the existing premises / street scene and the proposed advertisement</i>); or	☐
b) I have not provided photo / photomontages.	☐

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

Print Name:		
Dated:		
I am the applicant: ☐	I am acting on behalf of the applicant: ☐	

National Requirements

Application Form

All sections need to be completed using the relevant form from the Planning Portal.

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 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) and/or Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990. All agricultural tenants must be notified prior to the submission of the application.

Forms

Advertisement Consent | If you are submitting a full application with advertisement consent, please complete the full checklist and use this combined application form.

Location Plan

A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be outlined clearly with a continuous red line on the location plan. It should include all land necessary to carry out the proposed development, including land required for access to the site from a public highway. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

A location plan must have a north point and those based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice. The inclusion of a linear scale bar is recommended. [\[Guidance\]](#)

Site Plan

A site plan (also known as a block plan) should show the proposed development in relation to the site boundaries and other existing buildings on the site, with dimensions specified including those to the boundaries. It should be drawn at an identified standard metric scale, typically 1:100, 1:200 or 1:500 and must have a north point. The inclusion of a linear scale bar is recommended.

It should also include the following, unless they would not influence or be affected by the proposed development: (a) all buildings, roads and footpaths on land adjoining the site including access arrangements; (b) all public rights of way crossing or adjoining the site; (c) the position of all trees on the site, and those on adjacent land; (d) the extent and the type of any hard surfacing; (e) the boundary treatment including walls or fencing where this is proposed; (f) any buildings to be demolished; (g) details of recycling and waste storage. [\[Guidance\]](#)

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. Planning fees are set nationally by the UK Government through the [Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012](#).

You can visit the Planning Portal to calculate your planning fee [here](#). Alternatively, a full guide to fees for Planning Applications in England is available [here](#).

5. Removal Or Variation of a Condition following Grant of Planning Permission

Please speak to the Planning Department in advance of your Removal or Variation of Condition (Section 73) application to ascertain which plans, drawings and documentation we expect to be replaced. Other supporting documents from the Local Requirement list may be required depending on the removal or variation. You can book our free face-to-face pre-application advice service via [this form](#).

TO BE SUBMITTED WITH YOUR PLANNING APPLICATION <i>Please complete all white boxes.</i>	
Site Address:	
Proposed Development:	
REMOVAL OR VARIATION OF CONDITION VALIDATION CHECKLIST	Tick ✓
1. Application Form [Guidance] NR (<i>National Requirement</i>)	☐
2. Metric Scale Plans and Drawings [Guidance] NR <i>Revised plans and drawings should clearly indicate what amendments being applied for.</i>	☐
3. Correct Fee [Guidance] NR	☐
4. Planning Statement LR (<i>Local Requirement</i>)	
a) A Planning Statement is included; or	☐
b) A Planning Statement has <u>not</u> been included because the information (<i>a detailed description of works and the reason(s) for the works/removal</i>) has been included in the application form.	☐
Explanation for not submitting any of the above information which will be taken into account when deciding whether your application can be registered:	
Print Name:	
Dated:	
I am the applicant: ☐	I am acting on behalf of the applicant: ☐

National Requirements

Application Form

All sections need to be completed using the [relevant form from the Planning Portal](#).

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 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) and/or Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990. All agricultural tenants must be notified prior to the submission of the application.

Forms

[Variation or Removal of Condition](#) | [Planning Portal Application Help Notes](#)

Plans and Drawings

All plans and drawings should have a unique number which can be used in the decision notice.

Location Plan – Please see the Location Plan [guidance](#) above.

Site (Block) Plan – Please see the Site Plan [guidance](#) above.

Elevations – Elevation drawings show the exterior faces of a building; what each side looks like from the outside. You will need to provide existing and proposed drawings with your application to a scale of 1:50 or 1:100 and include a scale bar. Elevations should be clearly identified as North, South, East, West. They must show every side affected by the proposal, with the following details: the relevant face of the building; fittings such as doors or windows; dimensions of the building; wall and roof materials, colours and finishes; the boundaries of the property; any additional features. [\[Planning Portal Guidance\]](#)

Floor Plans – The floor plan is a view from above and is used to show the layout of a building, it is likely you will need both existing and proposed plans. The floor plan should be drawn to a scale of 1:50 or 1:100 and include: a scale bar; new and existing storeys affected by the proposal with clear labels annotating the floor it represents; the use of each room and any windows, doors and walls; the area of an extension or additional floors; and show any walls to be demolished. [\[Planning Portal Guidance\]](#)

Sections – A section plan shows a view of a structure as though it had been sliced vertical in half. Section drawings are particularly important where any proposal involves a change in levels or is on a sloping site. Sections should be drawn to a scale of 1:50 or 1:100 when through a building, and 1:200 or 1:500 when through

land. The drawing should include: a cut through of the key new parts of the development such as stairs; how the proposed works relate to neighbouring buildings; the floor levels of the building. [\[Planning Portal Guidance\]](#)

Roof Plan – Roof plans are required when changes are made to the appearance, shape or position of a roof within a development. Both the existing and proposed plans should be provided within the application. The roof plan is to be produced at a scale of 1:50 or 1:100 and should include all the features of the roof. Including the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys. The roof plan should also provide information about the existing and proposed materials and colours which will be used in the development. [\[Planning Portal Guidance\]](#)

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. Planning fees are set nationally by the UK Government through the [Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012](#).

You can visit the Planning Portal to calculate your planning fee [here](#). Alternatively, a full guide to fees for Planning Applications in England is available [here](#).

6. Non-Material Amendment following Grant of Planning Permission

Please speak to the Planning Department ahead of your non-material amendment application to ascertain which plans, drawings and documentation we expect to be replaced. You can book our free face-to-face pre-application advice service via [this form](#).

TO BE SUBMITTED WITH YOUR PLANNING APPLICATION <i>Please complete all white boxes.</i>	
Site Address:	
Proposed Development:	
NON-MATERIAL AMENDMENT VALIDATION CHECKLIST	Tick ✓
1. Application Form [Guidance] NR (National Requirement)	☐
2. Metric Scale Plans and Drawings [Guidance] NR <i>Revised plans and drawings should clearly indicate what amendments being applied for.</i>	☐
3. Correct Fee [Guidance] NR	☐
4. Planning Statement LR (Local Requirement)	
a) A Planning Statement is included; or	☐
b) A Planning Statement has <u>not</u> been included because the information (<i>a description of works and the reason(s) for the works/removal</i>) has been included in the application form.	☐

Explanation for not submitting any of the above information which will be taken into account when deciding whether your application can be registered:	
Print Name:	
Dated:	
I am the applicant: ☐	I am acting on behalf of the applicant: ☐

National Requirements

Application Form

All sections need to be completed using the [relevant form from the Planning Portal](#).

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 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) and/or Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990. All agricultural tenants must be notified prior to the submission of the application.

Forms

[Non-Material Amendments](#) | [Planning Portal Application Help Notes](#)

Plans and Drawings

All plans and drawings should have a unique number which can be used in the decision notice.

Location Plan – Please see the Location Plan [guidance](#) above.

Site (Block) Plan – Please see the Site Plan [guidance](#) above.

Elevations – Elevation drawings show the exterior faces of a building; what each side looks like from the outside. You will need to provide existing and proposed drawings with your application to a scale of 1:50 or 1:100 and include a scale bar. Elevations should be clearly identified as North, South, East, West. They must show every side affected by the proposal, with the following details: the relevant face of the building; fittings such as doors or windows; dimensions of the building; wall and roof materials, colours and finishes; the boundaries of the property; any additional features. [\[Planning Portal Guidance\]](#)

Floor Plans – The floor plan is a view from above and is used to show the layout of a building, it is likely you will need both existing and proposed plans. The floor plan should be drawn to a scale of 1:50 or 1:100 and include: a scale bar; new and existing storeys affected by the proposal with clear labels annotating the floor it represents; the use of each room and any windows, doors and walls; the area of an extension or additional floors; and show any walls to be demolished. [\[Planning Portal Guidance\]](#)

Sections – A section plan shows a view of a structure as though it had been sliced vertical in half. Section drawings are particularly important where any proposal involves a change in levels or is on a sloping site. Sections should be drawn to a

scale of 1:50 or 1:100 when through a building, and 1:200 or 1:500 when through land. The drawing should include: a cut through of the key new parts of the development such as stairs; how the proposed works relate to neighbouring buildings; the floor levels of the building. [\[Planning Portal Guidance\]](#)

Roof Plan – Roof plans are required when changes are made to the appearance, shape or position of a roof within a development. Both the existing and proposed plans should be provided within the application. The roof plan is to be produced at a scale of 1:50 or 1:100 and should include all the features of the roof. Including the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys. The roof plan should also provide information about the existing and proposed materials and colours which will be used in the development. [\[Planning Portal Guidance\]](#)

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. Planning fees are set nationally by the UK Government through the [Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012](#).

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7. Application for Approval of Details Reserved by Condition

TO BE SUBMITTED WITH YOUR PLANNING APPLICATION <i>Please complete all white boxes.</i>	
Site Address:	
Proposed Development:	
APPROVAL OF DETAILS RESERVED BY CONDITION VALIDATION CHECKLIST	Tick ✓
1. Application Form [Guidance] NR (<i>National Requirement</i>)	☐
2. Correct Fee [Guidance] NR	☐
3. The plans, drawings, samples or documentation required to satisfy the condition(s) have been provided:	☐

Explanation for not submitting any of the above information which will be taken into account when deciding whether your application can be registered:	
Print Name:	
Dated:	
I am the applicant: ☐	I am acting on behalf of the applicant: ☐

National Requirements

Application Form

All sections need to be completed using the [relevant form from the Planning Portal](#).

Forms

[Discharge of Condition\(s\)](#) | [Planning Portal Application Help Notes](#)

Correct Fee

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8. Certificate of Lawful Use (Existing or Proposed)

TO BE SUBMITTED WITH YOUR PLANNING APPLICATION <i>Please complete all white boxes.</i>	
Site Address:	
Proposed Development:	
CERTIFICATE OF LAWFUL USE VALIDATION CHECKLIST	Tick ✓
1. Application Form [Guidance] NR (National Requirement)	☐
2. Location Plan [Guidance] NR	☐
3. Site Plan [Guidance] NR (Proposed Use)	☐
4. Metric Scale Plans and Drawings [Guidance] NR (Proposed Use)	☐
5. Correct Fee [Guidance] NR	☐
6. Supporting Evidence, Information & Photographs [Guidance] LR	
a) Existing Use or Development: 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 people with personal knowledge of the existing use, receipts and invoices, VAT receipts for commercial businesses, previous rates, and council tax. <i>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.</i>	☐
b) Proposed Use or Development: The application should include existing and proposed elevations, site plan (block plan), existing and proposed floor plans, and a Planning Statement.	☐

Explanation for not submitting any of the above information which will be taken into account when deciding whether your application can be registered:	
Print Name:	
Dated:	
I am the applicant: ☐	I am acting on behalf of the applicant: ☐

National Requirements

Application Form

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Forms

Lawful Development Certificate for Existing Use | Lawful Development Certificate for Proposed Use

Location Plan

A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be outlined clearly with a continuous red line on the location plan. It should include all land necessary to carry out the proposed development, including land required for access to the site from a public highway. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

A location plan must have a north point and those based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice. The inclusion of a linear scale bar is recommended. [\[Guidance\]](#)

Site Plan

A site plan (also known as a block plan) should show the proposed development in relation to the site boundaries and other existing buildings on the site, with dimensions specified including those to the boundaries. It should be drawn at an identified standard metric scale, typically 1:100, 1:200 or 1:500 and must have a north point. The inclusion of a linear scale bar is recommended.

It should also include the following, unless they would not influence or be affected by the proposed development: (a) all buildings, roads and footpaths on land adjoining the site including access arrangements; (b) all public rights of way crossing or adjoining the site; (c) the position of all trees on the site, and those on adjacent land; (d) the extent and the type of any hard surfacing; (e) the boundary treatment including walls or fencing where this is proposed; (f) any buildings to be demolished; (g) details of recycling and waste storage. [\[Guidance\]](#)

Plans and Drawings

All plans and drawings should have a unique number which can be used in the decision notice.

Location Plan – Please see the Location Plan [guidance](#) above.

Site (Block) Plan – Please see the Site Plan [guidance](#) above.

Elevations – Elevation drawings show the exterior faces of a building; what each side looks like from the outside. You will need to provide existing and proposed drawings with your application to a scale of 1:50 or 1:100 and include a scale bar. Elevations should be clearly identified as North, South, East, West. They must show every side affected by the proposal, with the following details: the relevant face of the building; fittings such as doors or windows; dimensions of the building; wall and roof materials, colours and finishes; the boundaries of the property; any additional features. [\[Planning Portal Guidance\]](#)

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9. Tree Works Applications

TO BE SUBMITTED WITH YOUR PLANNING APPLICATION <i>Please complete all white boxes.</i>	
Site Address:	
Proposed Development:	
TREE WORKS APPLICATION VALIDATION CHECKLIST	Tick ✓
1. Application Form [Guidance] NR (<i>National Requirement</i>)	☐
2. Sketch Plan showing the location of all tree(s) NR	☐
3. 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.	☐
4. 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 application 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.	☐
5. Photographs (<i>Annotated</i>) LR	
a) I have provided (annotated) photographs.	☐
b) I have not provided (annotated) photographs.	☐

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

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Print Name:	
Dated:	
I am the applicant: ☐	I am acting on behalf of the applicant: ☐

National Requirements

Application Form

All sections need to be completed using the [relevant form from the Planning Portal](#).

Forms

[Notification of Proposed Works to Trees in a Conservation Area | Planning Portal](#)
[Application Help Notes](#)

Correct Fee

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