



VALIDATION CHECKLIST CRITERIA

4. APPLICATION FOR PLANNING PERMISSION

NATIONAL REQUIREMENTS

(1 original and 3 copies unless submitted electronically)

Completed application form YES ☐

A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. Location plans should be to a scale of either 1:1250 or 1:2500 YES ☐

A copy of other plans and drawings or information necessary to describe the subject of the application including:

- Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200 YES ☐
- Existing and proposed elevations to a scale of either 1:50 or 1:100 YES ☐
- Existing and proposed floor plans to a scale of either 1:50 or 1:100 YES ☐
- Existing and proposed site sections and finished floor and site levels to a scale of either 1:50 or 1:100 YES ☐
- Roof plans to a scale of either 1:50 or 1:100 YES ☐

Important: drawings annotated "Not to Scale" or "Do Not Scale" or similar wording will result in the application being **invalidated**. All drawings must be drawn true to the stated scale(s).

In addition, where Ownership Certificates B, C or D have been completed, notices as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article YES ☐

Design and access statement (if Major Development or Floorspace exceeds 100m² or more than one or more dwelling in a Designated Area)

If NO why? _____ YES ☐ NO ☐

Biodiversity Net Gain: YES ☐ NO ☐

- Statutory Metric
- Planning Validation Supporting Statement (Net Gain Statement)

The appropriate fee, see fee sheet

If NO why? _____

YES ☐ NO ☐

Fire Statement

YES ☐ NO ☐

If NO why? _____

4. APPLICATION FOR PLANNING PERMISSION

LOCAL REQUIREMENTS

(1 original and 3 copies unless submitted electronically)

Supporting planning statement, Regeneration Statement and Sustainability appraisal

YES ☐ NO ☐

If NO why? _____

Transport assessment

YES ☐ NO ☐

If NO why? _____

Draft travel plan

YES ☐ NO ☐

If NO why? _____

Planning obligations

YES ☐ NO ☐

If NO why? _____

Flood risk assessment

YES ☐ NO ☐

If NO why? _____

Flood Risk Matrix: [Flood risk information | Flood risk information | Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](#) – required for all Flood Risk Areas, including FZ2, FZ3, FZ3a, Tidal, Fluvial, Reservoir, Climate Change and other levels of flood risk. Please see the Council's website for Flooding Information at [index_map.pdf \(west-norfolk.gov.uk\)](#)

YES ☐

Retail assessment

YES ☐ NO ☐

If NO why? _____

Open space assessment

YES ☐ NO ☐

If NO why? _____

Landscaping details

YES ☐ NO ☐

If NO why? _____

Heritage statement (including Historical, Archaeological features and Scheduled Ancient Monuments)

YES ☐ NO ☐

If NO why? _____

Nature conservation / Ecological assessment / Natural Beauty

YES ☐ NO ☐

If NO why? _____

Noise impact assessment

YES ☐ NO ☐

If NO why? _____

Air quality assessment

YES ☐ NO ☐

If NO why? _____

Assessment of the treatment of foul sewage & surface water (incl. SuDS)

YES ☐ NO ☐

If NO why? _____

Utilities statement

YES ☐ NO ☐

If NO why? _____

Ventilation, Extraction details and Refuse disposal details

YES ☐ NO ☐

If NO why? _____

Structural survey

YES ☐ NO ☐

If NO why? _____

Lighting scheme / Light pollution assessment

YES ☐ NO ☐

If NO why? _____

Contaminated Land assessment (as from 1 October 2008)

YES ☐ NO ☐

If NO why? _____

Carbon Dioxide Emissions and Energy Performance (only for Major applications)

YES ☐ NO ☐

If NO why? _____

Sustainable Drainage System (only for Major applications)

YES ☐ NO ☐

If NO why? _____

GIRAMS Contribution

- Monitoring and mitigation fee included with application, OR
- Unilateral Undertaking

YES ☐ NO ☐

YES ☐ NO ☐

If NO to both why? _____

GIRAMS S111 Form (to be accompanied with GIRAMS Payment)

YES ☐ NO ☐

Shadow Habitat Regulations Assessment (HRA)

YES ☐

Community Infrastructure Levy (CIL) Form 0 – additional information requirement form

- Additional information requirement form is available on the Planning Portal website
https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy/2

YES ☐ NO ☐

If NO why? _____

Neighbourhood Plan

Any information required to be submitted by Policy(s) contained within the relevant Neighbourhood Plan

YES ☐ NO ☐