



VALIDATION CHECKLIST CRITERIA

8. APPLICATION FOR PLANNING PERMISSION AND LISTED BUILDING CONSENT

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
- Plans to a scale of not less than 1:20 to show all new doors, windows, shopfronts, paneling, fireplaces, plaster moulding and other decorative details 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).

Completed Ownership Certificate (A, B, C or D as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 YES

Design and access statement YES NO

If NO why? _____

The appropriate fee, see fee sheet YES NO

If NO why? _____

In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation YES

8. APPLICATION FOR PLANNING PERMISSION AND LISTED BUILDING CONSENT

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 NO

If NO why? _____

Listed Building Appraisal and Conservation Area Appraisal	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If NO why? _____				
Retail assessment	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If NO why? _____				
Open space assessment	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If NO why? _____				
Landscaping details	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If NO why? _____				
Heritage statement (including Historical, Archaeological features and Scheduled Ancient Monuments)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If NO why? _____				
Nature conservation / Ecological assessment / Natural Beauty	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If NO why? _____				
Noise impact assessment	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If NO why? _____				
Air quality assessment	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If NO why? _____				
Assessment of the treatment of foul sewage and surface Water (incl SuDS)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If NO why? _____				
Utilities statement	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If NO why? _____				
Ventilation, Extraction details and Refuse disposal details	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If NO why? _____				
Structural survey	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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? _____

Sustainable Drainage System (only for Major applications)

YES NO

If NO why? _____

Fire Statement

YES NO

If NO why? _____

Habitat Monitoring and Mitigation Contribution

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| - Monitoring and mitigation fee included with application | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| - Unilateral Undertaking | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

If NO to both why? _____

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 | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|--|-----|--------------------------|----|--------------------------|

If NO why? _____