

Borough Council of
**King's Lynn &
West Norfolk**



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Development Services

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VALIDATION CHECKLISTS NATIONAL LIST OF REQUIREMENTS

Advice for officers and applicants

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INTRODUCTION

The following checklists have been prepared in response to the government's intended introduction of a mandatory application form by 6th April 2008, and the associated changes to validation procedures. The checklists have been designed to correspond with the government's Model Application Types as set out below:

- Householder consents
- Full planning permission
- Outline planning permission
- Approval of reserved matters
- Listed Building consent
- Conservation Area consent
- Advertisement consent
- Consent under Tree Preservation Orders
- Lawful Development Certificates
- Applications for Prior Notification under the General Permitted Development Order 1995
- Removal or variation of conditions

Within each checklist, the specified 'National Requirements' are obligatory and must be strictly adhered to if an application is to be accepted as valid.

The specified 'Local Requirements' as set out within the separate guidance note includes additional information that may be required in respect of an application within the type of development applied for. However, depending on the nature of the proposed development and its location, the additional information will not always be necessary.

Where any information within the local list is deemed to be necessary, it will carry the same weight as the national requirements. This means that if an application is submitted without the required information the Council will be entitled to declare it invalid. It is essential therefore that the checklists are referred to before formally submitting an application, and that the list of requirements is carefully scrutinised to ascertain its applicability to a particular development proposal.

Pre-application discussions, particularly in respect of more complex development proposals are strongly encouraged to assist in this process.

In the event that the necessary information is not submitted, it is for applicants to explain either why it has not been provided on a case by case basis. Failure to provide the necessary justifications will result in applications being made invalid and will result in delay to the decision making process.

In addition, should it be established following validation of the planning application that information should have been submitted prior to its validation, a request for further information and / or clarification may result in the application being regarded as invalid and the eight / thirteen week timescale for determination reverting back to the date on which any revised information / clarification as deemed necessary within the checklists is submitted. In some circumstances, a new application will be required.

It is accepted that the full 1APP form and accompanying checklist will provide a range of requirements that are onerous for some of the applications to be submitted. However, for example, where sections and finished floor levels are requested for household extensions, it will be for applicants to confirm that there are no changes in either external or internal floor levels.

Similarly, site plans may appear onerous for simple changes of use, for example, from a shop to an office. However, these changes can on occasion bring issues relating to parking and landscaping and officers will require information as per the checklists unless applicants are able to demonstrate with their original submission that such information is not required. In the absence of a site plan it will normally be assumed that no other external works affecting the site are proposed.

The document lists the items required in the national checklist across a range of applications and details examples where a particular plan or document will not be accepted.

NATIONAL LIST

1. COMPLETED FORM
2. LOCATION PLAN
3. BLOCK PLAN
4. ELEVATIONS
5. FLOOR PLANS
6. SECTIONS AND FINISHED FLOOR / SITE LEVELS
7. ROOF PLANS
8. OWNERSHIP CERTIFICATES (ALL APPLICATIONS)
9. DESIGN AND ACCESS STATEMENT (IN SOME CASES)
10. APPROPRIATE FEE

ADDITIONAL INFORMATION

11. OUTLINE PLANNING APPLICATION REQUIREMENTS

NATIONAL LIST

1. COMPLETED FORM

This is required to be completed in its entirety.

2. LOCATION PLAN

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500.

In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. It is not acceptable to edge a plan in blue, pink or black. Only red edged plans will be accepted.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Location Plans are available online from a variety of providers or via the [Planning Portal](#).

3. BLOCK PLAN

Copies of plans should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries. Where all the information required by both a block plan and site plan can be provided on one drawing, and where the scale is no greater than 1:200, we will be willing to accept a combined site and block plan, however, it must be titled as such.

4. ELEVATIONS

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there, both existing and proposed elevations. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

5. FLOOR PLANS

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

6. SECTIONS AND FINISHED FLOOR / SITE LEVELS

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

7. ROOF PLANS

A roof plan drawn to a scale of 1:50 or 1:100 is used to show the shape of the roof. Details such as the roofing material and their location are typically specified on the roof plan.

8. OWNERSHIP CERTIFICATES (ALL APPLICATIONS)

Under section 65(5) of the [Town and Country Planning Act 1990](#), read in conjunction with Article 7 of the www.communities.gov.uk Article 4C of [The Town and Country Planning \(Development Management Procedure\)\(England\) Order 2010](#)

The local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

It should be noted that in the event of any part of a new development including guttering, foundations or opening windows overhanging or crossing onto a neighbouring boundary, ownership certificate A should not be issued. Notice should be served on the owner and an alternative certificate completed.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

Notice(s)

A notice to owners of the application site must be completed and served in accordance with Article 11 of the [DMPO](#)

9. DESIGN AND ACCESS STATEMENT

A DAS will only need to be submitted with *Major Planning applications, development in a Conservation Area for one of more dwellings, or 100 square metres of building floor space and listed building consent applications.

A DAS is a short report that 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. What is required in a DAS is set out on the [Council's website](#).

Further guidance is also available in publications by the [Commission for Architecture and the Built Environment \(CABE\)](#)

Applications for listed building consent will also be required to be accompanied by a DAS and a Heritage Statement. In particular, such a statement should address:

- the special architectural or historic interest of the building;
- the particular physical features of the building that justify its designation as a listed building; and
- the building's setting.

The legislative requirements are set out in regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.

10. APPROPRIATE FEE

The fee for planning submissions is variable dependent on planning type. For further information please visit the Council's website at www.west-norfolk.gov.uk or contact the Planning Administration Manager on 01553 616234.

It should be emphasised that fees are decided by Government and are not prescribed amounts set by King's Lynn.

Some categories of application are exempt from a fee. For example, in the event of an approval or refusal of any application within 12 months from the date of the decision. In the case of the previous application being withdrawn, 12 months from the date the withdrawn application was received by the Local Planning Authority. To qualify for the free submission the character and description is identical and the applicant is the same person and must not have benefited from a free go previously on the same site.

ADDITIONAL INFORMATION

11. OUTLINE APPLICATION REQUIREMENTS

Applications for outline planning permission generally need not give details of any proposed reserved matters (Article 4) DMPO unless the matters include layout, scale or access. However if a local planning authority receives an application for outline planning permission, but decides that the application ought not to be considered separately from all or any of the reserved matters, it must notify the applicant within one month from the receipt of the application being made valid that further details must be submitted. The local planning authority should also specify what further details are needed (see Article (2) of the DMPO). Although the DMPO allows the local planning authority one month in which to notify the applicant that further details are required, as a matter of best practice local planning authorities should aim to notify applicants within 5 working days. This situation should not be confused with applications where inadequate information is submitted.

Department of Communities Circular 01/2006 sets out the scope of information to be submitted with an outline application. Even if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, applications should always include information on:

- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified.
- **Amount of development** – the amount of development proposed for each use.
- **Indicative access points** – an area or areas in which the access point or points to the site will be situated.

Further more specific information requirements are contained within the checklists.

In addition to the information above, some applications for outline planning permission may also include a DAS. The requirements relating to DAS are explained in section 9 of this document.