



Validation Checklist

Outline Planning Application (All Matters Reserved)

National Planning Application Requirements		
Requirement	Where can I find this	Do I need to submit this
Planning Application Form and relevant Ownership Certificate	If you submit your application via the Planning Portal you will auto-fill the Application Form. If you require a paper form to print you can get it from here	Yes
Application Fee	Fees are set by Central Government and an Index Link increase is made on an annual basis. You can calculate your fee via the Planning Portal	Yes
Location Plan	The Plan should, in most cases, be to a scale of either 1:1250 or 1:2500 and show a north point. The curtilage (boundary) of the site, the subject of the application, marked in RED. Any other land in the Ownership of the Applicant, but which does not form part of the Application can be marked in BLUE. A plan can be purchased from the Planning Portal at www.planningportal.co.uk but there are other websites that offer this service.	Yes
Existing and Proposed Site Plans	The Plan should, in most cases, be to a scale of either 1:200 or 1:500 and show a north point. The curtilage (boundary) of the site, the subject of the application, marked in RED. Any other land in the Ownership of the Applicant, but which does not form part of the Application can be marked in BLUE. The existing and proposed Site/Block Plan must include ALL	Yes, and even in circumstances where Access is being Reserved, an indication of the Access must be shown on the Site Plan and marked "Indicative Access"



	features of the site including buildings, hardstanding areas, parking, gates, walls, fences and landscaping (including trees).	
National Planning Application Requirements		
Requirement	Where can I find this	Do I need to submit this
Design and Access Statement	Town and Country Planning (Development Management Procedure)(England) Order 2015 (as amended) for details of what information must be included within the Design and Access Statement	Yes, for applications; • Major Applications • Proposed floorspace >100m² • One or more dwelling More information is available on the Council's website here
Flood Risk Assessment Matrix	To check whether you are in an area at risk to any type of flooding please visit our SFRA pages which will also direct you to the .gov website for Flood Risk. If you are at risk of flooding, and depending on your proposal, you will need to submit one of the following; - A full flood risk assessment - SFRA Proforma for sequential and exception tests (template available on the link above)	Please visit the Environment Agency Website for more information.
BNG (Biodiversity Net Gain)	Please visit the BNG Pages of the Council's website for advice and templates	The Biodiversity Gain Requirements (Exemptions) Regulations 2024 and The Biodiversity Gain (Amendments and Transition Provisions) Regulations



	In accordance with National Guidance - Understanding biodiversity net gain, relevant applications should provide information on how the applicant / developer intends to meet the Biodiversity Net Gain requirement (the Biodiversity Gain Objective), including details of proposed significant on-site enhancements. The Application should include a draft Biodiversity Gain Plan; completed [*]Statutory Biodiversity Metric and [*]Habitat Plan (to scale) for both baseline and post-intervention habitats and [*]condition assessment sheets for the pre-development habitats. A draft Habitat Monitoring and Management Plan (HMMP) should also be provided if significant onsite Biodiversity Gain is proposed. Please click here for HMMP Template. [*]If planning permission is subsequently granted it may be subject to conditions and/or legal agreement requiring the submission, approval and implementation of a Biodiversity Net Gain Plan. S106 heads of terms will be required at validation for any delivery of net gain within blue line land. ^{**}A monitoring fee will be required where the Council is responsible for monitoring progress towards Biodiversity Net Gain delivery over the statutory 30 year period. Information on this fee is provided on the Council's Website. A draft Unilateral Undertaking will be required at validation to agree a monitoring fee where there is not already a requirement for a S106. A Word version of the UU template (provided on the website) must be submitted alongside Land registry office copy of title.	2026 explain exemptions to BNG Yes for; • Major development • Non-Major development marked [*] • Offsite net gain is proposed that is not delivered through Habitat Bank Units^{**} • On-site significant gain^{**} For further information refer to https://www.gov.uk/guidance/legal-agreements-to-secure-your-biodiversity-net-gain and Make on-site biodiversity gains as a developer - GOV.UK.
Ecological Assessment (including protected species surveys)	Surveys should follow the requirements set out in BS 42020:2013 Biodiversity – Code of practice for planning and development and the Chartered Institute of Ecology and Environmental Management (CIEEM) guidance for EcIA or; PEA.	Yes if; • Major application • All development likely to affect: a) Internationally and nationally designated sites;



		b) European and nationally protected species; c) Priority habitats and species; and d) Significant populations of national or local Red List or notable species.
Reserved Matters	Regulation 5(2) of the Town and Country Planning (Development Management Procedure)(England) Order 2015 (as amended) states; <i>Where the authority who are to determine an application for outline planning permission are of the opinion that, in the circumstances of the case, the application ought not be considered separately from all or any of the reserved matters, the authority within a period of one month..... notify the applicant that they are unable to determine it unless further details are submitted.</i> The Procedure Order defines Reserved Matters as; (a) Access (b) Appearance (c) Landscaping (d) layout, and (e) scale	Maybe requested by the LPA during determination of the Outline Application.
Fire Statement	Part 3, Regulation 9A of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Forms can be found here	Yes, if your application is for; A building 18 metres or more in height or contains 7 or more storeys, and contains;



		• Two or more dwellings • Educational Accommodation
Listed Building and/or Conservation Area Heritage Statement	The National Planning Policy Framework (NPPF) states that Local Planning Authorities should require applicants to “describe the significance of any heritage assets affected, including any contribution made by their setting”. The level of detail should be proportionate to the assets’ importance and no more than is sufficient to understand the potential impact of the proposal on their significance.” (Para. 189) Paragraph 190 of the NPPF also requires the Local Planning Authority to consider the impact of any application on the significance of the affected heritage assets when determining the application. There is a Heritage Statement Template on the Council’s Website, which can be found here	Yes, if your proposal falls within one of the following; • Listed Building Consent; • Applications within the curtilage of a listed building (an area of land surrounding a property, including any closely associated buildings and structures) • Applications for sites within a conservation area; • Applications affecting Scheduled Monuments; • Applications affecting a Registered Park & Garden; • Applications affecting non-designated heritage assets (buildings of local interest); • Applications affecting the setting of a heritage asset (i.e. adjacent to a conservation area or listed building)
Local Planning Application Requirements		
GIRAMS Contribution	Monitoring and Mitigation Fee or Unilateral Undertaking, please submit a draft Head of Terms which can be found here You must provide a Shadow HRA template can be found on the Council's Website	Please visit the Council's Website for information on when this is payable
Supporting Planning Statement	You can submit a Supporting Statement for any application, to show that you have taken into consideration policies in the following local and	Yes, if;



	national documents; Kings Lynn and West Norfolk Local Plan Kings Lynn and West Norfolk Neighbourhood Plans NPPF	• For applications requiring an Environmental Assessment • For Major Applications - For Significant Applications
Affordable Contributions	Housing Policy LP28 of the Kings Lynn and West Norfolk Local Plan on the Council's website. You will need to submit a Heads of Terms Document in order for us to prepare a Legal Agreement for you to sign, should you be successful with your application. Please see our website for the document.	Yes, If your application is for New Dwellings and meets the following criteria; Sites of 0.33ha or more or 10 or more dwellings in Kings Lynn, Hunstanton and Downham Market or 0.165ha or more or 5 dwellings in rural areas
Climate Change Statement	Policy LP06 of the Kings Lynn and West Norfolk Local Plan For more information, please visit MHCLG	For any proposals on sites of 1ha or more
Transport Assessment and Travel Plan	Please contact Norfolk County Council for advice on what is required and visit the NPPF	Yes
Retail Assessment	Please see Paragraph 90(a) – (f) of the NPPF In addition the Kings Lynn and West Norfolk Local Plan 2021-2040 Policy LP07 and LP08. <i>Policy LP08 states that Retail impact assessments will be required for individual schemes having a gross floorspace greater than 2,500 square metres, although in the case of the Hardwick area in King's Lynn, as identified on the Policies Map, (where there is already a significant accumulation of out of town centre retailing) greater weight will be attached</i>	Yes, if your proposal meets the following criteria; • Developments exceeding 2,500m2 of floorspace and are outside the existing service centres



	<i>to the cumulative impact of new development on the town centre. Therefore, new retail uses in the Hardwick area of 500 sqm or more for individual schemes will require an impact assessment, and will be supported where this shows that they will not individually or cumulatively undermine the viability of the town centre.</i>	
Open Space Assessment	Ensure proposals comply with Policies LP22 and LP23 of the Kings Lynn and West Norfolk Local Plan 2021-2040 Paragraphs 8 and 103 of the NPPF	Yes, if your proposal is on existing open space, including sports and recreational buildings and waterways with recreational value
Contamination Land Assessment	The Contaminated Land simplified assessment would need to be completed in order for our Environmental Quality Team to assess whether there is a potential for the land to be contaminated. If this is the case, we may need to add conditions to any permission issued. Please visit our Website for further information.	Yes, either a simplified matrix or Desk Study and Risk Assessment Report will be required for most applications.
CIL (Community Infrastructure Levy)	The CIL pages of the Council's website	Please see website for validation information to be submitted
Borough Council of Kings Lynn and West Norfolk Local Plan	There may be policies in the Local Plan in force at the time you make your application. Please ensure that you have read and understood any Policies that may affect your proposal, which can be Borough wide or Policies which apply to certain areas.	Yes, information must be provided to say how you have complied with the Policy.
Neighbourhood Plans	Neighbourhood Plans are prepared by Parish and Town Councils. Once adopted the policies contained within the Neighbourhood Plans are taken into consideration when determining planning applications. Therefore, it is advised that Neighbourhood Plans are checked, prior to submitting any application.	Please check the relevant Neighbourhood Plan for the Parish / Town your application is for.
Tree Survey	Surveys should be carried out in accordance with BS5837	Yes, where there are trees within the application site or on land adjacent to it that could influence or be affected by the development.