



Validation Checklist

Application for Reserved Matters

National Planning Application Requirements		
Requirement	Where can I find this	Do I need to submit this
Planning Application Form	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 1 April each year. 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 – this must be identical to the land identified at Outline Application stage, additional land cannot be added on the submission of Reserved Matters.
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 features of the site including buildings, hardstanding areas, parking, gates, walls,	Yes



	fences and landscaping (including trees).	
National Planning Application Requirements		
Requirement	Where can I find this	Do I need to submit this
Application Drawings	Proposed drawings must be submitted and include the following; Roof Plan – to a scale of 1:100 Floor Plans – to a scale of 1:100 Elevations – to a scale of 1:100 Sections – to a scale of 1:100 showing site levels and finished floor levels	Yes, drawings must be included for all Matters Reserved.
Depending on what matters are Reserved from your Outline Planning Consent, all or some of the following will be required;		
Application Drawings	Existing and proposed drawings must be submitted and include the following; Roof Plan – to a scale of 1:100 Floor Plans – to a scale of 1:100 Elevations – to a scale of 1:100 Sections – to a scale of 1:100 showing site levels and finished floor levels Landscaping drawings to scale, showing proposed soft and hard Landscaping and Open Space	Relevant floorplans, elevations, roof plans and sections will be required if any of the following are included in the Outline Application; • Appearance • Landscaping • Layout • Scale
Fire Statement	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
FRA (Flood Risk Assessment)	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.	Please visit the Environment Agency Website for more information.



		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) THIS SHOULD HAVE BEEN SUBMITTED AT OUTLINE APPLICATION STAGE	
If any of the following documents were NOT submitted at Outline Application stage, they may need to be submitted with the Reserved Matters Application			
GIRMAS Contribution		Monitoring and Mitigation Fee or Unilateral Undertaking, please submit a draft Head of Terms which can be found here If you pay the fee when the application is submitted, you must provide a Shadow HRA and a Section 111 Form, the templates can be found on the Council's Website	Please visit the Council's Website for information on when this is payable
Supporting Statement	Planning	You can submit a Supporting Statement for any application, to show that you have taken into consideration policies in the following local and national documents; Kings Lynn and West Norfolk Local Plan Kings Lynn and West Norfolk Neighbourhood Plans NPPF	Yes, if; • 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
Requirement	Where can I find this	Do I need to submit this
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 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>	• Yes, if Policy LP08 applies. • Developments exceeding 2,500m² of floorspace and are outside the existing service centres
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
Heritage Statement	Please see the NPPF	Yes, if your proposal may affect as heritage asset, defined as;



		those parts of the historic environment that have significance because of their historic, archaeological, architectural or artistic interest. These can be manifested as Listed Buildings, Conservation Areas and Scheduled Ancient Monuments
Air Quality Assessment	Policy LP21 of the Kings Lynn and West Norfolk Local Plan 2021-2040 states that proposals will be assessed against their impact on neighbouring uses and the occupants..... against a number of factors, including air quality.	Yes, for applications in the following Air Quality Management Areas (AQMA) • Gaywood Clock • Town Centre one-way system and London Road, Kings Lynn
Assessment of treatment of Foul and Surface Water including SUDS (Sustainable Drainage Systems)	Planning Practice Guidance NCC (as Local Lead Flood Authority) <u>PLEASE SEE SURFACE WATER DRAINAGE INFORMATION ON THE DISCHARGE OF CONDITION VALIDATION CHECKLIST</u>	Yes, for applications; • Which it is proposed to connect to the existing drainage system • For applications where changes/replacement to the existing system is proposed • For applications where the creation of a new system is proposed
Structural Survey	This will be required for any application for the conversion of a rural building to ensure that the structure is capable of being converted.	Yes, if your proposal involves the conversion of a barn or rural building
Lighting Scheme / Light Pollution Assessment	An assessment should include details of any existing and proposed external lighting and the hours when the lighting would be switched on. These details	• Yes, for applications where; • the development is likely to



	should all include a layout plan with beam orientation and schedule of the equipment in the design (such as manufacturers specifications), and demonstrate how any artificial light spill may extend beyond the site in to neighbouring properties/garden GN01 For the reduction of obtrusive light 2021 Secure by Design - All applications for planning permission are encouraged to work towards achieving the full Association of Chief Police Officers Crime Prevention Initiative Secured by Design Awards. There are Residential, Commercial, Hospital and Educational Developments Design Guides available from www.securedbydesign.com which explain all of the crime reduction elements of these schemes	result in a material increase in levels of light pollution (for example floodlighting or illumination in the countryside). • There is a “Dark Skies” Policy in the Neighbourhood Plan
Contamination Assessment	Land 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.
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