



## Validation Checklist

### Application for Full Planning Permission

| National Planning Application Requirements                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |
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| Requirement                                                  | Where can I find this                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Do I need to submit this |
| Planning Application Form and relevant Ownership Certificate | <p>If you submit your application via the <a href="#">Planning Portal</a> you will auto-fill the Application Form.</p> <p>If you require a paper form to print you can get it from <a href="#">here</a></p>                                                                                                                                                                                                                                                                                                            | Yes                      |
| Application Fee                                              | <p>Fees are set by Central Government and an Index Link increase is made on 1 April each year.</p> <p>You can calculate your fee via the <a href="#">Planning Portal</a></p>                                                                                                                                                                                                                                                                                                                                           | Yes                      |
| Location Plan                                                | The Plan should, in most cases, be to a scale of either 1:1250 or 1:2500 and have a north point. The curtilage (boundary) of the site, the subject of the application, marked in <b>RED</b> . Any other land in the Ownership of the Applicant, but which does not form part of the Application can be marked in <b>BLUE</b> .                                                                                                                                                                                         | Yes                      |
| Existing and Proposed Site Plans                             | The Plan should, in most cases, be to a scale of either 1:200 or 1:500 and have a north point. The curtilage (boundary) of the site, the subject of the application, marked in <b>RED</b> . Any other land in the Ownership of the Applicant, but which does not form part of the Application can be marked in <b>BLUE</b> . The existing and proposed Site/Block Plan must include ALL features of the site including buildings, hardstanding areas, parking, gates, walls, fences and landscaping (including trees). | Yes,                     |

| National Planning Application Requirements |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                        |
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| Requirement                                | Where can I find this                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Do I need to submit this                                                                                                                                                                                                                                               |
| Application Drawings                       | <p><b>Existing and proposed</b> drawings must be submitted and include the following;</p> <p>Roof Plan – to a scale of 1:100<br/> Floor Plans – to a scale of 1:100<br/> Elevations – to a scale of 1:100<br/> Sections – to a scale of 1:100 showing site levels and finished floor levels<br/> Other plans may be required, depending on the proposal.</p>                                                                                                                                   | <p>Yes, existing and proposed drawings will be required for most development</p> <p><b>PLEASE DO NOT MARK DRAWINGS “NOT TO SCALE” AS THIS WILL INVALIDATE YOUR APPLICATION</b></p>                                                                                     |
| Flood Risk Assessment Matrix               | <p>To check whether you are in an area at risk to any type of flooding please visit our <a href="#">SFRA pages</a> which will also direct you to the .gov website for Flood Risk.</p> <p>If you are at risk of flooding, and depending on your proposal, you will need to submit one of the following;</p> <ul style="list-style-type: none"> <li>- A full flood risk assessment</li> <li>- SFRA Proforma for sequential and exception tests (template available on the link above)</li> </ul> | <p>Please visit the <a href="#">Environment Agency</a> Website for more information.</p>                                                                                                                                                                               |
| Design and Access Statement                | <p>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</p>                                                                                                                                                                                                                                                                                                   | <p>Yes, if the proposal is in or adjacent to a Conservation Area and is;</p> <ul style="list-style-type: none"> <li>i) for the provision of one or more dwellings</li> <li>ii) for the provision of building(s) where the floorspace proposed is 100 square</li> </ul> |

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|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | metres or more<br>iii) a Major Application<br><br>You can check if you are in a Conservation Area by clicking <a href="#">here</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| CIL (Community Infrastructure Levy) | Please see the <a href="#">CIL Pages</a> of the Councils website                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | If the work has already started or the more than 100 square metres of floorspace is proposed.<br><br>CIL Forms must be submitted if your proposal is for an extension or conversion of an <b>existing building</b> to create a residential Annexe.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| BNG (Biodiversity Net Gain)         | <p>Please visit the <a href="#">BNG Pages</a> of the Council's website for advice and templates</p> <p>In accordance with National Guidance - <a href="#">Understanding biodiversity net gain</a>, 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.</p> <p>The Application should include a draft Biodiversity Gain Plan; completed <b>*Statutory Biodiversity Metric</b> and <b>*Habitat Plan</b> (to scale) for both baseline and post-intervention habitats and <b>*condition assessment sheets</b> 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 <a href="#">here</a> for HMMP Template.</p> <p><b>*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</b></p> | <p><a href="#">The Biodiversity Gain Requirements (Exemptions) Regulations 2024</a> and <a href="#">The Biodiversity Gain (Amendments and Transition Provisions) Regulations 2026</a> explain exemptions to BNG</p> <p>Yes for;</p> <ul style="list-style-type: none"> <li>• Major development</li> <li>• Non-Major development marked <b>*</b></li> <li>• Offsite net gain is proposed that is not delivered through Habitat Bank Units**</li> <li>• On-site significant gain**</li> </ul> <p>For further information refer to <a href="https://www.gov.uk/guidance/legal-agreements-to-secure-your-biodiversity-net-gain">https://www.gov.uk/guidance/legal-agreements-to-secure-your-biodiversity-net-gain</a> and <a href="#">Make on-site biodiversity gains as a developer - GOV.UK.</a></p> |

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|                                                             | <p>terms will be required at validation for any delivery of net gain within blue line land.</p> <p><b>**A monitoring fee will be required where the Council is responsible for monitoring progress towards Biodiveristy 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.</b></p>                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Listed Building and/or Conservation Area Heritage Statement | <p>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".</p> <p>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.</p> <p>There is a Heritage Statement Template on the Council's Website, which can be found <a href="#">here</a></p> | <p>Yes, if your proposal falls within one of the following;</p> <ul style="list-style-type: none"> <li>• Listed Building Consent;</li> <li>• Applications within the curtilage of a listed building (an area of land surrounding a property, including any closely associated buildings and structures)</li> <li>• Applications for sites within a conservation area;</li> <li>• Applications affecting Scheduled Monuments;</li> <li>• Applications affecting a Registered Park &amp; Garden;</li> <li>• Applications affecting non-designated heritage assets (buildings of local interest);</li> <li>• Applications affecting the setting of a heritage asset (i.e. adjacent to a conservation area or listed building)</li> </ul> |
| Ecological Impact                                           | Surveys should follow the requirements set out in BS <a href="#">42020:2013</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yes if;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| Assessment (including protected species surveys) | <a href="#">Biodiversity – Code of practice for planning and development</a> and the Chartered Institute of Ecology and Environmental Management (CIEEM) guidance for <a href="#">EcIA</a> or; <a href="#">PEA</a> .                                                                                                                        | <ul style="list-style-type: none"> <li>Major application</li> <li>All development likely to affect: <ul style="list-style-type: none"> <li>a) Internationally and nationally designated sites;</li> <li>b) European and nationally protected species;</li> <li>c) Priority habitats and species; and</li> <li>d) Significant populations of national or local Red List or notable species.</li> <li>e)</li> </ul> </li> </ul> |
| Fire Statement                                   | Part 3, Regulation 9A of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)<br><br>Forms can be found <a href="#">here</a>                                                                                                                                                                  | Yes, if your application is for;<br><br>A building 18 metres or more in height or contains 7 or more storeys, and contains;<br><br><ul style="list-style-type: none"> <li>Two or more dwellings</li> <li>Educational Accommodation</li> </ul>                                                                                                                                                                                 |
| <b>Local Planning Application Requirements</b>   |                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Requirement</b>                               | <b>Where can I find this</b>                                                                                                                                                                                                                                                                                                                | <b>Do I need to submit this</b>                                                                                                                                                                                                                                                                                                                                                                                               |
| GIRMAS Contribution                              | <a href="#">Monitoring and Mitigation Fee</a> or Unilateral Undertaking, please submit a draft Head of Terms which can be found <a href="#">here</a><br><br>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 <a href="#">Council's Website</a> | Please visit the <a href="#">Council's Website</a> for information on when this is payable                                                                                                                                                                                                                                                                                                                                    |
| Supporting Statement                             | Planning<br>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;<br><br>Kings Lynn and West Norfolk <a href="#">Local Plan</a>                                                                                                 | Yes, if; <ul style="list-style-type: none"> <li>For applications requiring an Environmental Assessment</li> <li>For Major Applications</li> </ul>                                                                                                                                                                                                                                                                             |

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|                                      | Kings Lynn and West Norfolk <a href="#">Neighbourhood Plans NPPF</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>For Significant Applications</li> </ul>                                                                                                                                                                        |
| Climate Change Statement             | <a href="#">Policy LP06</a> of the Kings Lynn and West Norfolk Local Plan<br><br>For more information, please visit <a href="#">MHCLG</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | For any proposals on sites of 1ha or more                                                                                                                                                                                                             |
| Custom and Self Build Dwellings      | You will need to submit a Heads of Terms Document with your Planning Application. The draft document can be found <a href="#">here</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Yes                                                                                                                                                                                                                                                   |
| Affordable Housing Contributions     | <a href="#">Policy LP28</a> of the Kings Lynn and West Norfolk Local Plan on the Council's website.<br><br>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 <a href="#">website</a> for the document.                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Yes, If your application is for New Dwellings and meets the following criteria;<br><br>Sites of 0.33ha or more or<br>10 or more dwellings in Kings Lynn, Hunstanton and Downham Market<br><br>or<br><br>0.165ha or more or 5 dwellings in rural areas |
| Transport Assessment and Travel Plan | Please contact Norfolk County Council for advice on what is required and visit the <a href="#">NPPF</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Yes, where developments will have significant transport implications                                                                                                                                                                                  |
| Retail Assessment                    | Please see the <a href="#">NPPF</a><br><br>In addition the Kings Lynn and West Norfolk Local Plan 2021-2040 Policy LP07 and <a href="#">LP08</a> .<br><br>Policy LP08 states that <i>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</i> | Yes, if your proposal meets the following criteria;<br><br><ul style="list-style-type: none"> <li>Developments exceeding 2,500m<sup>2</sup> of floorspace and are outside the existing service centres</li> </ul>                                     |

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|                         | <i>individually or cumulatively undermine the viability of the town centre.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Open Space Assessment   | <p>Ensure proposals comply with Policies LP22 and LP23 of the Kings Lynn and West Norfolk <a href="#">Local Plan 2021-2040</a></p> <p>Please see the <a href="#">NPPF</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes, if your proposal is on existing open space, including sports and recreational buildings and waterways with recreational value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Landscaping Details     | <p>See DAS (Design and Access Statements) under the National Validation Requirements</p> <p>Drawings to a recognisable scale, showing hard and soft landscaping may also be required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes, within the DAS (Design and Access Statement)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Noise Impact Assessment | <p>Noise assessments or acoustic reports should be carried out by a suitable qualified and competent person.</p> <p>For residential development, the assessment shall follow the principals of ProPG: Planning &amp; Noise – New Residential Development: Main Guidance unless otherwise agreed by the Council's Community Safety and Neighbourhood Nuisance team (CSNN).</p> <p>Where the application is for a commercial kitchen ventilation or extraction system, a statement should be included in the application detailing the position and design of the ventilation and extraction equipment, together with noise abatement techniques (if necessary). Reference should be made to the latest edition of EMAQ+ Guidance "Control of Odour and noise from Commercial Kitchen and Exhaust Systems"</p> <p>Noise Impact Assessment or acoustic reports should have reference to the following guidance where relevant:</p> <ul style="list-style-type: none"> <li>• BS 4142:2014+A1:2019 - Methods for rating and assessing industrial and commercial sound</li> <li>• BS 8233:2014 - Guidance on sound insulation and noise reduction</li> </ul> | <p>Yes, for proposals that;</p> <ul style="list-style-type: none"> <li>• generate noise such as industrial and/or commercial developments, for example factory or industrial units, warehousing, intensive animal housing, licenced premises or,</li> <li>• include new or replacement equipment that can generate significant levels of noise e.g. refrigeration plant, equipment, air conditioning plant, sewage treatment plants requiring pumping equipment, air source heat pumps, wind turbines and other uses/forms of development including such equipment at residential properties and smaller commercial units such as restaurants and takeaways or,</li> <li>• The introduction of new noise sensitive receptors (such as those associated with new residential dwellings, hospitals, or schools) adjacent to sources of noise, including roads, railways, commercial, industrial sources, pubs and clubs.</li> </ul> |

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|                  | <p>for buildings</p> <ul style="list-style-type: none"> <li>• BS 5228-1:2009+A1:2014 - Code of practice for noise and vibration control on construction and open sites. Part 1: Noise</li> <li>• BS 5228-2:2009+A1:2014 - Code of practice for noise and vibration control on construction and open sites – Part 2: Vibration</li> <li>• National Planning Policy Guidance – Section on Noise</li> <li>• Noise Policy Statement for England</li> </ul> <p>ProPG guidance (Professional Planning Guidance on Planning and Noise) May 2017 provides a set of criteria based on good acoustic design to ensure the development is of high quality and still refers to the National Planning Policy Framework.</p> <p>BCKLWN – Relevant local policies</p>                                                                                                                                              | <ul style="list-style-type: none"> <li>• Developments with mixed use</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Odour Assessment | <p>Where an odour assessment is necessary reference should be made to the latest edition of the IAQM “Guidance on the assessment of odour for planning”. An appropriate site-specific assessment should be submitted for all residential proposals near known sources of odour, with particular regard to adjacent industrial uses or where an odorous use is proposed</p> <p>Where the application is for a commercial kitchen ventilation or extraction system an assessment should be submitted in accordance with the latest edition of EMAQ+ Guidance – “Control of Odour and Noise from Commercial Kitchen Exhaust Systems”</p> <p>CSNN Team should be contacted to confirm the scope of any assessment.</p> <p>Further guidance and information can be found via:<br/>National Planning Policy Framework (NPPF)</p> <p>Institute of Air Quality Management Guidance on the assessment of</p> | <p>An Odour Assessment is required to validate an application when a proposal, whether residential, commercial, agricultural or of another type, has the potential to cause significant levels of odour or any potential air quality matters for future occupants or those of adjoining areas or where a new development is proposed near to an existing source of odour.</p> <p>This is required for all proposed developments, generating odour or air pollution directly or indirectly by their use or activities, including smaller developments such as restaurants and hot food takeaways. This could include</p> |

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|                                                                                                 | odour for planning <a href="#">odour-guidance-2014.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | the transport of odorous materials.                                                                                                                                                                                                                                                                                                                         |
| Air Quality Assessment                                                                          | The <a href="#">Air Quality</a> pages of the Council's website                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Yes, for applications in the following Air Quality Management Areas (AQMA)</p> <ul style="list-style-type: none"> <li>• Gaywood Clock</li> <li>• Town Centre one-way system and London Road, Kings Lynn</li> </ul>                                                                                                                                       |
| Assessment of treatment of Foul and Surface Water including SUDS (Sustainable Drainage Systems) | <p><a href="#">Planning Practice Guidance</a></p> <p><a href="#">NCC (as Local Lead Flood Authority)</a></p> <p><b><u>PLEASE SEE SURFACE WATER DRAINAGE INFORMATION ON THE DISCHARGE OF CONDITION VALIDATION CHECKLIST</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Yes, for applications;</p> <ul style="list-style-type: none"> <li>• Which it is proposed to connect to the existing drainage system</li> <li>• For applications where changes/replacement to the existing system is proposed</li> <li>• For applications where the creation of a new system is proposed</li> <li>• For all Major Applications</li> </ul> |
| Structural Survey                                                                               | A qualified Structural Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yes, if your proposal involves the conversion of a barn or rural building to ensure that the building is capable of being converted                                                                                                                                                                                                                         |
| Lighting Scheme / Light Pollution Assessment                                                    | <p>An assessment should include details of any existing and proposed external lighting and the hours when the lighting would be switched on. These details 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</p> <p><a href="#">GN01 For the reduction of obtrusive light 2021</a></p> <p><b>Secure by Design</b> - All applications for planning permission are encouraged to work towards achieving the full Association of Chief</p> | <ul style="list-style-type: none"> <li>• Yes, for applications where;</li> <li>• the development is likely to result in a material increase in levels of light pollution (for example floodlighting or illumination in the countryside).</li> <li>• There is a "Dark Skies" Policy in the Neighbourhood Plan</li> </ul>                                     |

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|                                                           |      | Police Officers Crime Prevention Initiative Secured by Design Awards. There are Residential, Commercial, Hospital and Educational Developments Design Guides available from <a href="http://www.securedbydesign.com">www.securedbydesign.com</a> which explain all of the crime reduction elements of these schemes.                         |                                                                                                                                                                               |
| Contamination Assessment                                  | Land | <a href="#">The Contaminated Land</a> pages of the Council's website                                                                                                                                                                                                                                                                         | Yes, either a simplified matrix or Desk Study and Risk Assessment Report will be required for most applications.                                                              |
| GIRAMS                                                    |      | The <a href="#">Habitat Mitigation (GIRAMS)</a> pages of the Council's website<br><br>The GIRAMS Payment increases on an annual basis.                                                                                                                                                                                                       | Please see website for validation information to be submitted together with fees to be paid on submission of an application                                                   |
| Tree Survey                                               |      | Surveys should be carried out in accordance with BS5837<br><br>You can check for protected Trees or Trees within a Conservation Area <a href="#">here</a>                                                                                                                                                                                    | Yes, where there are trees within the application site or on land adjacent to it that could influence or be affected by the development, even if the trees are not protected. |
| Borough Council of Kings Lynn and West Norfolk Local Plan |      | There may be policies in the <a href="#">Local Plan</a> 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 Plan Policies                               |      | If your Parish has a neighbourhood plan, it will be available on the Councils website <a href="#">here</a><br><br>NOTE: some Parishes/Villages have a Neighbourhood Plan which may have policies about certain types of development within their area ie. Materials and design to be sympathetic to the local area or drainage requirements. | If there are policies within the neighbourhood plan asking for specific requirements on submission of a planning application, that information must be included.              |