Exeter City Council

Validation Checklist

Application for Planning Permission and Advertisement consent	
Please Note - As this is a combined application form (for full planning permission and advertisement consent) and are covered by different legislation, we need to make-up two sets of application documents and hence the need for 6 copies of all forms and supporting documents.	
NATIONAL REQUIREMENTS	
Completed form (an original and 5 copies - a total of 6 copies - to be supplied unless the application is submitted electronically)	
A plan which identifies the land to which the application relates drawn to an identified scale, identifies the proposed position of the advertisement and shows the direction of North (an original and 5 copies - a total of 6 copies - to be supplied unless the application is submitted electronically) **	
A copy of other plans and drawings or information necessary to describe the subject of the application (an original and 5 copies - a total of 6 copies - to be supplied unless the application is submitted electronically) including:	
– Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries	
– Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)	
– Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)	
– Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)	
– Roof plans (e.g. at a scale of 1:50 or 1:100)	
– Advertisement drawing(s) (e.g. at a scale of 1:10 or 1:20) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])	
The completed Certificate of Ownership (A, B, C or D – as applicable) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate (also please see note below)	
AGRICULTURAL LAND DECLARATION as required by Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate	

Design and Access Statement, if required – please see the DAS table at the end of this document	
The appropriate fee	
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 must be given and/or published in accordance with this Article	
LOCAL REQUIREMENTS **I**f there is doubt whether these requirements apply to you, then please check with the Planning Service (01392 265223 or planning@exeter.gov.uk)	
Affordable housing statement – for all applications involving the creation of 15 or more dwellings	
Air Quality Assessment – required in the following circumstances • a housing application within or adjoining an Air Quality Management Area; • an application requiring an Environmental Impact Assessment; • an application requiring a Transport Assessment; • an application resulting in increased traffic congestion, or create a change in traffic volumes or vehicle speed; • an application which significantly alters the traffic composition in an area (i.e. bus stations, HGV Parks etc); • an application including proposals for new car parking (>300 spaces) or coach/ lorry parks; or • an application which will have an effect on sensitive areas such as ecological sites, or areas previously defined as having poor air quality (including Air Quality Management Areas). Further advice may be obtained from the Council's Environmental Health Services department.	
Biodiversity survey and report - for all Major applications (i.e: - 10 or more dwellings, or the site area for residential development is 0.5 hectares or more; or, - 1000 square metres or more of floor space, or the site is 1 hectare or more) or if requested by a Planning Officer Also for any application that may affect sensitive areas or significant wildlife habitats or protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or Protection of Badgers Act 1992	
Flood Risk Assessment – for all developments in Floodzones 2 and 3 – please see http://www.environment-agency.gov.uk/research/planning/82587.aspx	
Foul sewage and utilities assessment - for all Major applications (i.e: - 10 or more dwellings, or the site area for residential development is 0.5 hectares or more; or, - 1000 square metres or more of floor space, or the site is 1 hectare or more) or if requested by a Planning Officer	
Heritage Statement - for any developments or alterations that may affect the fabric and/or setting of a designated heritage asset (including scheduled monuments, listed buildings (all grades), historic parks and gardens), or which lie within or adjoining a Conservation Area, or which may affect currently undesignated heritage assets (including buried archaeological remains, and unlisted but locally significant historic buildings and structures). Heritage assets may occur within and near historic	

settlements, or lie hidden beneath brownfield and undeveloped green field sites, or within and under later development. Applicants are advised to clarify any requirements with the Conservation and/or Archaeology Officer in Planning Services well before submitting an application, as the accurate assessment of the potential impact of proposals is a material planning consideration and may also require specialist input. Background - Planning Policy Statement No. 5 *Planning for the Historic Environment,* including paras 3 - 4, 6, 7, & policies HE 6.1 - 6.3, 7.1, 7.2, 8.1, 9.6.	
Land Contamination assessment – the possibility of contamination should be assumed (and an assessment provided) when considering planning applications in relation to all land subject to or adjacent to previous industrial use and also where uses are being considered that are particularly sensitive to contamination - e.g., housing, schools, hospitals, children's play areas [Planning Policy Statement 23: Planning and Pollution Control Annex 2 para 2.27]	
Landscaping details - for all Major applications (i.e: - 10 or more dwellings, or the site area for residential development is 0.5 hectares or more; or, - 1000 square metres or more of floor space, or the site is 1 hectare or more) or if a smaller development involves earthworks and hard or soft landscaping or if requested by a Planning Officer	
Lighting assessment - for all Major applications (i.e: - 10 or more dwellings, or the site area for residential development is 0.5 hectares or more; or, - 1000 square metres or more of floor space, or the site is 1 hectare or more)	
Noise impact assessment – for all developments that raise issues of disturbance, or are considered to be a noise sensitive development. Where noise is likely to be an issue, applicants are advised to contact the Council's Environmental Health Services. Further advice may also be found in *Planning Policy Guidance 24: Noise*.	
Planning Obligations – Draft Head(s) of Terms - for all Major applications (i.e: - 10 or more dwellings, or the site area for residential development is 0.5 hectares or more; or, - 1000 square metres or more of floor space, or the site is 1 hectare or more) or if requested by a Planning Officer	
Planning Statement – required for all full planning applications	
Site Waste Management Plan – required for all developments involving demolition works or removals of earth from sites	
Statement of Community Involvement – it is recommended that any larger developments consult with the local community prior to making a planning application, and to provide details of this consultation	
Transport Assessment - Guidance on the size of developments which will require a transport assessment is clearly set out in Appendix B of the Department for Transport/Communities and Local Government document *Guidance on Transport Assessment* (March 2007).	
Travel Plan – required for any non-residential development that requires a transport assessment	

Tree survey/Arboricultural implications – required where the application involves a site where there are trees. Full details of the Council's information requirements are provided in the supplementary planning guidance note '*Trees in relation to development*.'	
Ventilation/Extraction statement – for all applications relating to the sale or preparation of hot foods Or if requested by a Planning Officer	

Please Note – we are unable to accept plans or drawings that state 'Do Not Scale' (or similar wording) on them and we would ask that such wording is removed or you let us know, in writing, that for planning purposes we may scale from them.

** The plan (at a scale of 1:1250 on an A4 sheet) should show the application site exactly and in the centre of the plan. The number or name of the property, all the surrounding road network, road names and adjacent properties need to be clearly marked with their number or name. The application site (building/land) should be edged in red, and any other neighbouring land owned by the applicant edged in blue. The scale used needs to be indicated and if the plan is not orientated north-south down the page, then a north compass point will be required.

Design and Access Statements

Key changes in the requirements for design and access statements (April 2010)		
Type/location of application	**Previous status**	**New status (from April 2010)**
Householder development in World Heritage sites, Conservation Areas or requiring Listed Building consent	DAS required	DAS required
Householder development in National Parks, AONBs, the Broads or SSSIs	DAS required	DAS not required
Householder development outside of the areas listed above	DAS not required	DAS not required
Certain non-residential development in World Heritage sites, Conservation Areas or requiring Listed Building consent	DAS required	DAS required
Certain non-residential development in National Parks, AONBs, the Broads or SSSIs	DAS required	DAS not required
Certain minor non-residential development outside of the designations listed above	DAS required	DAS not required
Applications for the removal or variation of conditions on existing permissions (s.73)	DAS required	DAS not required
Walls, gates, fences and other means of enclosure up to 2m in height in a World Heritage Site, Conservation Area or requiring Listed Building consent	DAS required	DAS required
Walls, gates, fences and other means of enclosure up to 2m in height, outside of the designations listed above	DAS required	DAS not required
On operational land, the erection of certain buildings or structures provided these are not in a World Heritage Site or Conservation Area or affecting a Listed Building	DAS required	DAS not required

PLEASE NOTE: If your development involves the building of any dwellinghouses the following should be incorporated into the DAS

Outline Applications

The Design and Access statement should include a Site Survey and Analysis Plan, Landscape Framework Plan and Concept Plan to explain how the design principles and concepts that have been applied to the proposed development relate to the site and its context. Your approach to sustainable design, including Sustainable Urban Drainage Systems and biodiversity, should be considered as part of the overall design approach for the site and explained in the Design and Access Statement.

Where the number of houses is set out in an outline application some more detailed information will be required at the outline stage to demonstrate that the quantum of development is achievable. This would include:

- Parking Provision Schedule (requirement p34 Residential Design Guide SPD)
- Schedule of Internal Floor Areas (for each Dwelling Type, requirement p60 Residential Design Guide SPD)

(and evidence that amenity, refuse and storage requirements are achievable)

Detailed and Reserved Matters Applications

The additional detailed information required in the Residential Design Guide is:

- Parking Provision Schedule (requirement p34 Residential Design Guide SPD)
- Schedule of Internal Floor Areas (for each Dwelling Type, requirement p60 Residential Design Guide SPD)
- Details of the approach to Architectural Design, Materials and Detailing, and how these enhance the design concept for the site and attractiveness of individual buildings (requirement p67-71 Residential Design Guide)
- Details of Landscape and Public Realm (as set out in Chapter 10 of the Residential Design Guide SPD)
- Landscape Management Plan (20 years, requirement p78 Residential Design Guide SPD)

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